



winchesterfestivalofdance.co.uk

SYLLABUS 2021

DATES

6th, 7th, 13th, 14th, 20th & 21st

November 2021

VENUE

Perins School,
Pound Hill,
New Alresford,
Alresford
SO24 9BS

CLOSING DATE FOR ENTRIES

Sunday 29th August 2021





ENTRIES

Our new online entry system will be available from Monday 2 August on our website here:

www.winchesterfestivalofdance.co.uk

Closing date for entries: 29th August 2021
(The entry date will close early if capacity is reached before the date stated)

Entry notes:

- Entries will be accepted on a first come first served basis. Priority will be given to previously attending schools however every effort will be made to accommodate everyone.
- Teachers and parents please think carefully when entering dances for the festival. While we understand that some circumstances are unavoidable we had a considerable number of non-dancers last year. This can make a festival financially unstable due to the loss of door entries. Please think carefully about your entries!

ALL ENQUIRIES TO:

winchesterfod@hotmail.com

ADJUDICATOR FOR 2021

We are extremely pleased to announce that the 2021 adjudicator at Winchester Festival of Dance will be:

Lynne Chilver



Lynne is the Principal of a busy and successful school in Hillingdon, Middlesex, which offers all Theatre Branch subjects. Former pupils have gone on to dance in shows in the West End, across the UK and abroad.

She is an examiner for the IDTA, an adjudicator for The British and International Federation of Festivals and serves on the All England Dance panel of adjudicators. She has extensive experience of all aspects of the festival movement.

General Festival Rules

Please also note additional rules applicable in the respective sections.

1. Entries and fees must be received as indicated in the rules of the section. Fees are not returnable, except at the discretion of the Organiser.
2. Payment by BACS is preferable, however, if by cheque, please send only one cheque for the full amount. Multiple cheques may not be accepted. Payment details can be found on your invoice.
3. The decisions of the adjudicators and judges are final. School Principals or those completing entry forms, will be notified of the time, date and venue for the performances at least one week prior to such performances and any query must be taken up with the Organiser immediately.
4. Challenge trophies cannot be won outright and holders are required to return them as indicated in the respective sections. Awards and trophies in any class where, in the opinion of the adjudicators, a sufficiently high standard has not been attained, may be withheld.
5. The holder of a trophy is responsible for any loss or damage thereto and no trophy shall be taken out of the United Kingdom.
6. Any dispute which may arise in respect of the rules or any other matters connected with the festival will be decided by the Organiser whose decision is final.
7. Professionals are not eligible to compete in this festival. For the purpose of this festival, professionals are defined as those who derive more than basic out of pocket expenses within the appropriate profession, either as a performer or as a teacher, or attend a stage/dance school on a full-time basis.
8. The Organiser reserves the right to appoint replacement or additional adjudicators and to alter, modify or cancel any of the arrangements detailed in the syllabus.
9. The Festival cannot be held responsible for any damage or loss of any personal property; including costumes at the festival.
10. The Organiser reserves the right to refuse any entry without assigning a reason.
11. Abusive behaviour, verbal or physical, towards festival staff will not be tolerated. Anyone behaving in such a manner will be asked to leave and no refund will be given.
12. All performances using music from shows in current production are subject to copyright law. Songs from shows in current production may be sung as a concert item, i.e., with no costume or movement without need for copyright permission. Where

need for copyright permission. Where movement or costume, are included in a performance copyright permission is required and the festival committee accepts these entries on the basis that the appropriate copyright permission has been sought. Performers or teachers with queries on how to obtain copyright permission for performance items should contact Festivals House on 01625 428297 before making their entries. Calls cost maximum of 50p per minute

Table of Fees

Solos: £5.50 per entry. **Duets:** £10.00 per entry. **Trios & Quartets:** £12.50 per entry. **Groups:** £20.00 per entry.

Please **DO NOT** make payment until the festival requests you to do so.

Entries will only be accepted with full payment and confirmation of having read and understood the Child Protection Policy, Data Protection Policy and Privacy Notice, that can be found at the end of this syllabus.

Covid-19

We will be keeping up to date with any government advice regarding COVID-19. If restrictions are put into place, we will update you with any relevant information closer to the start of the festival.

Performing Rules

(Please also refer to the All England Dance syllabus to ensure compliance with their rules in order to enter regional finals, should you receive a qualifying mark)

1. Age as at 1 September 2021. The age of the oldest competitor in a duet, trio, quartet or group determines the age group.
2. All music should be uploaded to the portal by 16 October 2021 at the latest. Please also bring your music on the day on a CD, phone or tablet as a back up in case of any technical difficulties.
3. Latecomers will be allowed to dance only if time permits at the discretion of the organiser and will be marked but not placed. The festival organiser may start classes up to 30 minutes early if the festival is running early.
4. No dance may exceed the time limit stated. Where the time limit is exceeded the Adjudicator may stop the performance.
5. Competitors may not enter more than one dance in any solo class but they may enter TWO in duet, trio or quartet classes where there is a CHANGE OF STYLE OR PARTNER.
6. Performers must dance in correct numerical order except where a complete change of make-up and hairstyle is involved, or at the discretion of the Organiser. Failure to do so may mean the competitor will be marked only but not placed.
7. There will be absolutely no dancing for a mark or out of section if you cannot make the date or time of your dance.
8. The stage and stage wings are out of bounds to all except authorised persons and entrants about to perform (authorised persons are Festival Stewards ONLY) ONE assistant ONLY is permitted backstage for competitors UNDER 7 or for the purpose of props and this person MUST leave the backstage area once the competitor has danced.
9. Pre-recorded music in ANY Song & Dance performance must NOT include any singing or chanting. Pre-recorded music used in ANY tap sections must not include any recorded tap or similar sound effect.
10. Entries are accepted in strict order of their arrival and the organiser reserves the right to return entries should the maximum limit have already been attained. The organiser also reserves the right to split or combine classes if necessary, to ensure the smooth running of the Festival.
11. Groups - minimum number of dancers in a group to be eight.
12. No pointe work is allowed less than 13 years of age.

13. Re-dances are allowed in Pre-Junior, A & Novice Classes, or if there is a musical breakdown. Re-dances in any other classes are at the discretion of the organiser and adjudicator and may not be able to be placed.
14. VIDEOS AND PHOTOGRAPHY ARE NOT PERMITTED (including mobile phones). ANYONE NOT OBEYING THIS RULE MAY BE ASKED TO LEAVE. TEACHERS MUST MAKE THEIR PARENTS & PUPILS AWARE OF THIS.
15. Access to changing rooms is restricted to teachers and parents who need to help children with dressing. Anyone not in this category will be asked to leave the area. Please note: men are not allowed in the girls' changing room under any circumstances. If a father is the only accompanying adult with a female entrant, a family room can be provided. Please contact us to request this.
16. The adjudicator's decision is final and no discussion or correspondence will be entered into. Communication with the adjudicator by competitors, teachers or other interested parties prior to or during the competition is strictly prohibited.
17. In the event of a tie for a trophy the adjudicator will decide if the trophy is to be shared or the trophy is to be awarded to the performance of her choice.
18. Trophies will be awarded at the end of the last day, provided a minimum standard has been achieved. Trophies and cups must be returned by the end of the first weekend of the festival. If trophies are not returned then the school will be held liable for replacement cost.
19. Dressing rooms must be kept tidy and respect must be given to the school's property. Any possessions left in the dressing rooms are entirely at the owner's risk
20. Winchester Festival of Dance does not accept liability for the infringement of copyright, recording or performing rights arising out of any competitor's accompaniment or performance
21. No entry fees will be refunded, and the organiser reserves the right to refuse any entry
22. National, Character & Greek Dances must include Country of Origin, and or title of dance on entry form, which will be used to announce prior to dancing.

Novice Rules

To qualify for the novice section a novice dancer must (in the genre they are entering):

- Never have received a 1st or 2nd place
- Never have received a mark greater than 83

We have novice classical and stage sections, only one classical or stage dance may be entered per dancer into these sections.

All dancers in a novice duet, trio or quartet must be a 'novice' as defined above.

Juniors are 11 years and under as of 1st September 2021

Intermediates are 15 years and under as of 1st September 2021

Seniors are 19 years and under as of 1st September 2021

Note to teachers: Our novice sections are for children who are fairly inexperienced at performing and need to gain in confidence and experience. When entering novice sections please use your discretion.

All other performance rules and timings apply as per the open section.

Disciplines, Codes and Time Limits

Discipline	Class	Solos			Duets			Trios/ Quartets			Groups		
		Pre- Ju A B	C	D E	Ju	In	Se	Ju	In	Se	Ju	In	Se
Classical	Code	Mins			Mins			Mins			Mins		
Classical Ballet	CB	1.5			2.5			2.5			4.0		
Classical, Stylised or Modern Ballet*	CSB		2.0	2.0		2.5	2.5		2.5	2.5		4.0	4.0
Classical Greek	CG	1.5	2.0	2.0	2.5	2.5	2.5	2.5	2.5	2.5	4.0	4.0	4.9
Contemporary	CMB			2.0			2.5			2.5			4.0
National	NA	1.5	2.0	2.0	2.5	2.5	2.5	2.5	2.5	2.5	4.0	4.0	4.0
Character	CH	1.5	2.0	2.0	2.5	2.5	2.5	2.5	2.5	2.5	4.0	4.0	4.0
Stage													
Modern**	MO	1.5	2.0	2.0	2.5	2.5	2.5	2.5	2.5	2.5	4.0	4.0	4.0
Lyrical Modern	LM			2.0									
Tap	TA	1.5	2.0	2.0	2.5	2.5	2.5	2.5	2.5	2.5	4.0	4.0	4.0
Song and Dance/Musical Theatre	SD	2.0	2.5	2.5	3.0	3.0	3.0	3.0	3.0	3.0	4.5	4.5	4.5

* Classical Ballet and Stylised Ballet will be judged together in the classes indicated above. However, only one dance from these two disciplines may be entered.

** Entries for Lyrical Modern are accepted in D and E solo sections only. In Pre-Junior, A, B and C Modern classes, Modern and Lyrical will be judged together but only one dance from these two disciplines may be entered. Lyrical will not be accepted in D and E Modern classes.

Age Groups

(Please read these carefully as they have changed in accordance with All England Dance rules)

	Class	Age on 1 September 2021
Solo Sections	Pre-Junior	6 & Under
	Class A	7 & 8 Years
	Class B	9 & 10 Years
	Class C	11 & 12 Years
	Class D	13 & 14 Years
	Class E	15 to 19 Inclusive
Duets, Trios, Quartets	Junior	11 Years & Under
	Intermediate	15 Years & Under
	Senior	22 Years & Under

*Accuracy in birth dates is essential when entering

MARKING GUIDANCE

75-77	FAIR	A performance limited in its communication.
78-80	MODERATE	A performance showing development of technique and/or communication.
81-83	MERIT	A capable performance showing some artistic appreciation and/or technical ability
84-86	COMMENDED	A convincing performance, technically and artistically.
87-89	DISTINCTION	An excellent performance, technically and artistically.
90+	OUTSTANDING	An exceptional performance, both technically and artistically.

Important Notes for Teachers

Performance: The adjudicator will be looking for a complete performance. It should display exceptional technique for the age group concerned and be strong, confident, theatrical and entertaining, with a good standard of body basics, appropriate costuming and of an excellent musical standard. Interest must be engaged at the outset and sustained until the very end.

Music: Avoid using popular music because unavoidable comparisons with professional performances will be inevitable. The quality of musical recordings is crucial. They should be of a suitable length and without cuts that destroy the shape, development and ending of the music, spoiling the performance. CD recordings are not always reliable and, if used, it is essential to have a tape or mini-disc backup for use in an emergency.

Make-up: Theatrical make-up should be subtle, enhancing the features to replace the colour the lights have removed. Avoid heavy make-up, blue and green eye shadows (which "close" the eyes), heavy brown blusher and pink, purple or brown lipsticks (which become grey under the lights) and the use of face and body glitter, unless relevant to the theme of the dance.

Costumes: Costumes of the correct length should be well fitting with headdresses and hairstyles that compliment the dancer. Choose a well-fitted tutu that sits on the hips. Simple tutus and headdresses are preferable to over-elaboration. Arm cuffs, ear-studs, tattoos and body piercings are unsuitable, unless relevant to the theme of the dance. Loss of an item of costume, or loose shoe ribbons, will mark down the performance. The correct underwear is essential in all sections.

Props: If props are to be used at all, they should be flame-resistant, not exceed 10 kg, be appropriate and be a fully integrated part of the performance. Hand props should be relevant to the situation showing appropriate size, shape, period, weight and texture of the article: judged by the way they are handled, they should be convincing. Dangerous props, such as naked flame, glass, talc, rice and real flowers must not be used. Any props that require the stage to be swept after use are discouraged.

DANCE TECHNIQUES

Classical Ballet Dances should include adage and allegro. Titles, characterisations and hand held props are not allowed. Costumes

should ensure that every aspect of classical technique is clearly visible. Repertoire is not allowed.

Stylised Ballet The communication of an idea through movement, danced with Classical Ballet technique when using hand props or with traditional style, such as Hornpipe, Spanish, Scottish, Tarantella. Soft or pointe shoes must be worn.

Modern Ballet A fusion of Modern and Classical Ballet genres combining the classical technique, which may be performed with a parallel line of leg and contemporary movement. This form may be performed bare foot but usually requires the use of soft or Pointe shoes.

Contemporary Technically the work may reference Limon / Horton / Graham / Cunningham / Release / Flying Low / Gaga or any other recognised Contemporary technique and should be underpinned with a strong classical base. The work should show an understanding of choreographic content and a clear reference to the defined principles of contraction and release, fall and rebound, use of breath and gravity and successive or initiated movement. Whilst there is an athletic strength to the work, acrobatic work should be minimal and used only to enhance the choreographic work.

Classical Greek Following the technique of Ruby Ginner, classical Greek is performed barefoot and essentially showing the use of opposition and relaxation through the movements. Dances should reflect the title. Myths and Nature Themes are acceptable provided the movements are given their appropriate interpretation that relates to one or more of the seven different styles in this technique.

National All traditional music, songs and technique appropriate to the country of choice are acceptable. Younger competitors are expected to demonstrate traditional performances. Seniors may introduce theatrical performances that are clearly based on a national tradition.

Character A dramatic, artistic or sometimes humorous presentation of :

- A story /character from any book, poem, play, film, history, cartoon, original created theme, etc.
- The mannerisms and essential features of animals, birds, insects, reptiles, virus, and topical interpretations of abstract themes. Appropriate technique for the character should be used.

Modern An all-inclusive term applied to an ever-evolving performing art. It includes lyrical modern, Jazz, Stage Contemporary, Hip Hop and all styles of Modern Theatre Dance. Acrobatic, Gymnastic, and Street Dance are also acceptable when combined with a recognisable

dance technique and a theatrical quality. All routines should observe safe dance practice.

Lyrical Modern Based on Modern technique, lyrical modern should show flowing movements that express the emotion of the music. Gymnastic and acrobatic work is not allowed. Floor work should be kept to a minimum.

Tap All styles and developments in technique, including characterisation and humour, are encouraged providing the projection, beating and presentation of the routine is fully sustained and appropriate.

Song & Dance/Musical Theatre The song sets the scene, mood and style of the dance. Pitch and accuracy whilst singing are essential. The dance should provide continuity and reflect the words of the song, which should be sustained throughout. The overall performance should show a combination of Song, Dance and Drama/Acting.

Child Protection Policy

The Festival is committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice, which protects them.

This policy applies to our Board of Trustees, paid staff, Adjudicator members, volunteers, students or anyone working on behalf of the festival.

We recognise that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who participate in our festivals, including the children of festival members
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and safe working practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately

Providing effective management for staff and volunteers through supervision, support and training.

The festival will review this policy each year in November in line with Safe Network guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member in time for the start of the new Festival year.

Creating Safer Festivals for Everyone

The festival uses the following policies and procedures to create Safer Festivals for everyone:

1. A single, definitive Child Protection Policy adopted by all Federation Festivals.
2. One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival.
Name: [Kelly Hopkins](#) Phone: [07795 822254](#)
3. Best practice advice in the form of Safe Working Practice and Festival Child Protection leaflets, with support and training for all Festival staff and volunteers. Including clear reporting procedures for anyone with a concern about a child.
4. Appropriate recruitment and induction procedures for all new Festival staff and volunteers responsible for providing safe environments for everyone attending / performing at a Federation Festival.
5. All Festival stewards wear a Winchester Festival badge. All teachers/parents/guardians/carers are asked to report all incidents of any nature to anyone wearing a Winchester Festival badge. All reported incidents will be handled in accordance with the safe working practice and festival child protection best practice advice. In addition each Festival will ensure the availability of a quiet area / room where concerns can be expressed in private.
6. For the duration of the Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils/vulnerable adults. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils/vulnerable adults are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, performance, practice and changing areas that may be provided.
7. No unauthorised photography or video recording is allowed at our Festivals. Where parents/guardians/ carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child/pupil/vulnerable adult is not included in official authorised photos.
8. Some children and vulnerable adults may have specific needs in order to take part. If this is the case we ask the responsible teachers/parents/guardians/carers to contact the Festival organisers prior to arrival. The Festival actively seeks wherever

possible to meet these needs, but must know before hand in order to prepare support – or to advise that help cannot be provided on this occasion.

9. The Festival's Child Protection Policy and approach to Creating Safer Festivals for Everyone is published explicitly in our Syllabus, Programme and on our website. By completing and signing the entry form all parents/guardians/carers and teachers of entrants under 18 (or vulnerable adults of any age) confirm that they give (or have obtained) the necessary consents for the entrants to take part in the Festival. Without consent the entry to the festival cannot be accepted.

Data Protection Policy

1. This document describes the means by which the Winchester Festival of Dance will comply with the General Data Protection Regulation (GDPR), which comes into force on 25th May 2018 and updates the UK Data Protection Act 1998.
2. The lawful basis for the collection and storing of data for the purpose of the Festival is primarily legitimate interest with consent from those making the entries sought. For details of what data is processed please see the GDPR Privacy Notice.
3. The Festival qualifies as being exempt from the requirement to register any of its data with the Information Commissioners Office.
4. To comply with GDPR the Festival (Data Controller) will:
 - a. Appoint a Data Protection Office (DPO) responsible for the implementation of this Policy.
 - b. Provide all Festival entrants with access to the GDPR Privacy Notice explaining why data is being collected, processed and stored and that the person making the entries will be asked to 'opt in' on behalf of their competitors.
 - c. Ensure that electronically-held personal data is password protected.
 - d. Ensure that reasonable and proportionate measures are taken to prevent unauthorised viewing or theft of hard-copy personal data.
 - e. Respond to any Subject Access Request (SAR) within 1 month as per statutory regulation. SAR are to be made to the DPO in the first instance.
 - f. Retain data only for as long as necessary except for the purpose of historical or statistical recording but will remove an individual subject data if asked to do via a SAR.
 - g. Only collect personal data that is necessary for the running of the Festival, as follows:
 - Contact details of dance schools (name, address, telephone and e-mail of principal and person managing entries)
 - Name, date of birth, gender, dance school attended, classes entered and marks awarded (when available) of entrants.
 - For private entries, the contact details of the parent / guardian of the entrant in addition to the other entrant data.

- Contact details of volunteer helpers and data necessary for the completion of a DBS check if applicable.
 - h. Place this policy and GDPR Privacy Notice on the Festival website.
5. The Festival will not:
- a. Place any personal data on the Festival website, without seeking consent, this includes the names of cup winners and associated trophies. Awarding of cups will not be conditional on providing such consent.

General Data Protection Regulation (GDPR) Privacy Notice:

Winchester Festival of Dance

What personal data does the Festival need to collect?

For each competitor the Festival collects the name, date of birth, gender, affiliated school, classes entered, marks awarded (when available) and any cups or awards gained.

For each school, the Festival collects the name and contact details of the school and Principal and for the person managing the entries. The Festival does not hold the contact of individual competitors unless they have entered privately, in which case we require the parent / guardian details in lieu of a school.

Who is collecting the data?

The data controller is Winchester Festival of Dance, and data will be processed by authorised festival organisers.

How is the data collected?

Data is mainly collected by means of online entry forms to the dedicated festival e-mail account., although some entries are sent on paper through the post.

Why does the Festival need to collect this data?

The Festival requires to know the names and ages of competitors to schedule the event, the affiliated school contact details to communicate the information regarding the running of the event and marks awarded to enable certificates and trophies to be awarded.

How will data be used?

Entry data, once received from the schools, will be input into an Excel spreadsheet (the database). This is then used to generate a confirmatory summary for each school, the Festival 'running order', print a programme and various lists necessary to run the Festival days, print mark sheets and certificates, record marks awarded and calculate winners for awards and trophies. Numbers from this spreadsheet, in combination with data from past festivals, will be used at times to aid management planning.

The Festival will not undertake to process entries non-electronically.

With whom will the data be shared?

The database will be accessed by authorised Festival organisers only. None of the data will be placed online, except for results appearing on the Festival Facebook page, an 'opt in' will be asked to agree consent for this. No data will be shared with any outside agency or organisation. Names and classes

entered will be published in the Festival programme which will be on sale at the Festival.

Can I see my data or ask for it to be deleted?

You have the right to see your data, have it corrected or 'be forgotten.' (deleted) via a 'Subject access request; (SAR). This request should be made in writing to the Festival and be responded to within one month.

How long will my data be kept?

Data will not be kept for longer than necessary. For the purpose of the Festival paper entry forms/cover sheets will normally be kept for approximately one year (after the following year's Festival) and then destroyed either by shredding or burning. The Festival will erase electronically held data after a ten-year period.

How will the data be stored?

Electronic data is held in a password protected database and a backup copy maintained. None of the data is accessible online. Paper documents (e.g. entry forms) are kept in a private dwelling with normal domestic security measures in place; the Festival will take all reasonable measures to ensure that the data is not lost or stolen or viewed by unauthorised persons. E-mail addresses are for dedicated Festival use, and communications are not subject to special encryption measures.

Any breach or suspected breach of data security will be reported to the subject and investigated in line with the GDPR.