

KW Kiwanis Music Festival: Rules, Regulations & Guidelines

1. Short Forms for Associated Organizations & Syllabi

KWKMF	Kitchener-Waterloo Kiwanis Music Festival
OMFA	Ontario Music Festivals Association
RCM	Royal Conservatory of Music
CC	Canada Conservatory of Music
CCM	Central Conservatory of Music
SHCM	Shanghai Conservatory of Music
CMA	Chinese Musicians Association
LC	Loud and Clear: A Guide to Levelled Piano Music by Women Composers
SSAM	Songs from the Screen and More (OMFA Syllabus List)
KWCO	Kitchener-Waterloo Community Orchestra
IMSLP	International Music Score Library Project

2. Resources & Links

KWKMF Website	kwkiwanismusicfestival.com
OMFA Website	omfa.ca
CCM Website	en.ccom.edu.cn/
SHCM Website	en.shcmusic.edu.cn/main.htm
IMSLP	imslp.org
CC Syllabi	conservatorycanada.ca/syllabi/
CCM Syllabi	bccma.net/product/3188/
SHCM Syllabi	mp.weixin.qq.com/s/yg39V6f1cpy_SET3tgL1aw
RCM Syllabi	rcmusic.com/learning/examinations/academic-resources-and-policies/syllabi-and-syllabi-errata
SSAM Syllabus	omfa.ca/ssam-chart
LC Syllabus	80dayspublishing.com/products/loud-and-clear-curated-by-olivia-adams

3. Registration & Accounts

- 3.1 Agreement** By registering for the KWKMF you agree to be bound the festival rules & regulations. Participants may be disqualified from any or all present and future festival activities, awards, or honours in situations where festival rules are explicitly disregarded.
- 3.2 Right of Refusal** KWKMF has the right to refuse any registration for any reason.
- 3.3 Registration** Registration must be done online via the [KWKMF Website](http://kwkiwanismusicfestival.com). Click on [Syllabus & Registration](#) in the main menu and select the appropriate category to find class details and select the class(es) you wish to register for. Registration can be completed by a parent, teacher, or adult student.
*We are using a new registration system for the 2025 festival. You will need to create a new account when you start the registration process.
- 3.4 Registration Waiver** Registrants will be required to consent to a release waiver at the time of registration, acknowledging that KWKMF Rules & Regulations must be abided by all participants. If you are completing registration for an ensemble, it is the registrant's responsibility to ensure that each ensemble member is also aware of the Rules & Regulations.

- 3.5 **Photo Consent Release** The KWKMF is a public event, and festival media persons may be taking photos during festival classes. Registrants will be given the option to consent to the use of their/their child's images for festival media channels (website, social media, posters). The KWKMF will not include people's names when publishing photos. If you are completing registration for an ensemble, it is the registrant's responsibility to ensure that each ensemble member is aware of the Photo Consent Release.
- 3.6 **Registration by Teachers** A teacher may register on their student's behalf. Please see 3.4 and 3.5 above regarding waivers and consent – it is the teacher's responsibility to ensure that their students' parents are aware of the Rules & Regulations and the Photo Consent Waiver.
- 3.7 **Eligibility** KWKMF is open to amateur musicians only. For the KWKMF, an amateur is a person whose primary income stream is in something other than the festival activity they are entering for.
- 3.8 **Age Limit** Competitive classes are open to participants up to the age of 28 as of December 31, 2024. Adults aged 29+ are only eligible for non-competitive or adult amateur classes.
- 3.9 **Class Limits** Participants may only register once for each competitive class. Participants may register multiple times for the same Non-Competitive class, playing the appropriate number of pieces for each registration.
- 3.10 **Transaction & Late Fees** Lists of class prices are included in this Syllabus under each division and on the website. A parent or adult may register for several classes and multiple family members all at once. Classes may be saved and added later prior to paying for classes. **Registration will not be complete until the payment is made. A \$5 Transaction Fee per cart will be charged at the time of payment.** If a participant registers for additional classes after paying, the \$5 fee will be applied again each time a payment is made, therefore it is recommended that payment be done once all classes are entered. Registrations that are paid after the registration deadline are subject to a \$10 Late Fee.
- 3.11 **Cancellations & Refunds** Fees for cancelled classes may be refunded up to February 15th of the festival year (the \$5 Transaction Fee is non-refundable). **There will be NO REFUNDS after February 15th** if the participant chooses to refrain from participating in a festival class for which they have registered, except when a doctor's note is provided or in cases of bereavement.
- 3.12 **Class Changes** Participants may request to change a class registration to a different class up to February 15th. After this date there are no guarantees that a change request will be considered and will only be done at the discretion of the Festival Coordinator. Requests must be submitted by email to (danielle@kwkiwanismusicfestival.com).
- 3.13 **Class Verification by Teachers** It is recommended that teachers verify their students have registered for the correct classes. Parents/students should send their registration information to their teacher once completed to ensure they have entered the correct levels and class categories.

4. Health & Safety Protocols

- 4.1 The 2025 KWKMF is planned to be an in-person live event with no virtual classes unless government protocol dictates otherwise.
- 4.2 All festival events will follow current government health and safety protocols, guidelines, and recommendations.
- 4.3 Any person entering a festival venue must abide by all health & safety measures required by the venue. Refusal to abide by venue regulations may result in disqualification from participating in the festival.
- 4.4 The festival cannot take responsibility for any person contracting COVID-19 or any other illness at a festival event. Persons enter festival venues at their own risk.
- 4.5 Should government guidelines require that the live festival be cancelled the KWKMF is prepared to host a virtual festival. Participants would be emailed instructions on how to submit recorded video performances, and how to join their online classes. Participants would be given the option to receive a full refund if they do not wish to participate in a virtual festival.

5. Financial Aid

- 5.1 Participants who meet any of the criteria below should contact the Festival Coordinator to confirm their eligibility prior to completing their registration (Danielle@kwkiwanismusicfestival.com). To receive financial aid participants must first pay their registration invoice in full, and the fees will be refunded back to them.
- 5.2 **Accompaniment Allowance** Participants who register for four (4) or more classes that require a live accompanist are eligible to receive up to \$50 towards their costs. The KWKMF must be able to verify their accompanist's contact information and fees to qualify for a reduction in fees.
- 5.3 **Festival Bursary** Participants who are experiencing financial constraints that would prevent them from registering for the festival are welcome to write a letter to the festival committee explaining their situation and why they want to participate in the music festival, and which classes they would like to register for. Some or all their class fees may be waived at the discretion of the KWKMF Committee. Request for financial aid must be received by January 15th, 2025.
- 5.4 **Kiwanis Music Education Fund** Students who are currently receiving a bursary from the Kiwanis Music Education Fund will have their festival class fees waived. They will still be required to pay the \$5 registration fee.

6. Scheduling & Communications

- 6.1 **2025 Festival Dates** The 2025 KWKMF will take place from April 7th to 11th for Ensemble Classes and April 12th to 18th for Solo & Chamber Music Classes. Classes may be scheduled during daytime and evening hours. It is recommended that participants reserve all festival dates. Note: Ensemble Classes include School & Community groups. Solo Classes include solos, duets and trios within each division.
- 6.2 **Good Friday 2025** Classes may be scheduled on Good Friday (April 18th, 2025). Please notify the Festival Coordinator by email (danielle@kwkiwanismusicfestival.com) if you are unable to attend classes on this date due to religious considerations no later than January 30th, 2025.
- 6.3 **Registration Dates** Online registration will be open from December 1st to January 24th. Late registration will be extended to February 2nd subject to a \$10 late fee. Registrations will not be accepted after February 2nd.
- 6.4 **Published Schedule** The schedule will be published online no later than March 1st for Ensemble Classes and no later than March 15th for Solo Classes. Class schedules will also be available by logging into your festival account.
- 6.5 **Schedule Changes** KWKMF reserves the right to change the published schedule at any time. KWKMF will attempt to notify the affected participants of major changes, however it is the responsibility of each participant, music teacher and accompanist to check the website for changes.
- 6.6 **Communication** The official mode of communication for festival announcements is through the festival website, as well as email communications. Participants should check the website regularly for festival updates. Participants should check their spam folders to ensure that KWKMF emails are being received. KWKMF has the right to email anyone who has an active festival account. Those who no longer wish to participate in the festival and receive email communications must deactivate their account.
- 6.7 **Schedule Conflicts** Participants who are registering for multiple classes and divisions are guaranteed to not be double-booked. However, the festival cannot guarantee that family members will not be booked at the same time.
- 6.8 **Personal Requests** The festival schedule will not be modified in response to requests made based on personal schedule conflicts. A personal schedule conflict would include travel, school, other competitions, other extra-curricular activities, etc.

7. General Class Rules & Regulations

- 7.1 **Outlined below** are the general rules & regulations that apply to all festival divisions. Each division also has its own set of classes and guidelines that are included in each section of the Syllabus. Participants and their teachers are responsible to ensure they are registering for the appropriate classes and following the guidelines for each different class.
- 7.2 **Failure to follow the Rules & Regulations** will disqualify participants from receiving a mark or class placement. Participants may still receive written and verbal evaluations from the adjudicator.
- 7.3 **Syllabus Lists** Many classes require that repertoire be selected from a corresponding syllabus list. It is the participants' responsibility to consult the appropriate list. (See 2. Resources & Links)
- 7.4 **Class Levels** See Section 8 to see the eligibility for various class levels.
- 7.5 **Repertoire Level** Participants must perform repertoire that is listed under the corresponding grade level in the RCM, CC or LC syllabus and are not permitted to play pieces listed in a different grade level. **There are no exceptions**, even when a higher-level piece has been approved by RCM or CC for examination purposes.
- 7.6 **Syllabus Exceptions** Participants who wish to play a piece that is not on a syllabus list can do so if 1) they provide a letter of approval from the RCM or CC for examination purposes (excluding exceptions for higher level pieces), and/or 2) they submit a request for approval to the KWKMF Coordinator no later than January 31, 2025. Requests will be forwarded to a designated committee to determine if the piece is appropriate for a particular grade level and class. **Participants who are nominated to the OMFA Provincials should be aware that the OMFA Syllabus does not allow for repertoire exceptions.
- 7.7 **Syllabus Conflicts** **1)** Where there are conflicts between newer and older editions of a syllabus students must follow the most recent syllabus and **2)** Where there are conflicts between the RCM and CC syllabi, participants may choose which syllabus to use. For example, if a piece is listed in the RCM syllabus as Level 6 but is listed as Level 7 in the CC syllabus the student may choose to enter the level that generally aligns with their other class entries. If there is a piece that appears in an older edition of a syllabus but is not listed in any level in the newest edition, then that piece is allowed.
- 7.8 **Repertoire Selections** A repertoire selection may only be played once during the festival, and participants cannot perform the same selection in different classes. Exception: Participants entering in the KWCO Concerto Competition may perform the same concerto selection in a Levelled class where the syllabus lists include concertos (this applies to strings and wind instruments).
- 7.9 **Repeats & Signs** It is recommended that repeats signs should be ignored unless they significantly influence the structure of the piece. *Da Capo & Del Segno* signs should generally be observed. Participants should consult the appropriate RCM or CC Syllabi for guidance.
- 7.10 **Multi-movement Selections** One (1) Selection may consist of multiple movements. Participants must perform the number of movements specified for each class where applicable. Some KWKMF classes require a limit of two (2) movements, others require participants follow the RCM or CC syllabus requirements. Multiple movements should be played back-to-back with a brief pause in between.
- 7.11 **Time Limit** Total performance time must not exceed **twenty (20) minutes** in total for any class. In cases where multiple movements are to be performed, and the total performance time would exceed twenty (20) minutes participants may omit one (1) movement subject to the approval of the KWKMF Coordinator. Selected movements should be contrasting and should reflect the difficulty level of the class. The adjudicator may stop any performance that exceeds the 20 minute time limit.
- 7.12 **Accompaniment** Most classes in the Brass, Strings, Voice, Woodwinds and Piano Concerto divisions require that participants must perform with live piano accompaniment. Participants should consult their division syllabus carefully regarding accompaniment rules. Performers are responsible for making all arrangements with, and payment to their accompanist. Participants who register for four (4) or more accompanied classes are eligible for a \$35 Accompaniment Allowance (See 5. Financial Aid)

- 7.13 **Backing Tracks** For Competitive Popular Vocal Solo and Recital classes only, participants must use an instrumental backing track that does not have back-up vocals. (Exceptions: Self-Accompanied, Singer-Songwriter, and Non-Competitive vocal classes may be accompanied by piano, guitar or ukulele). Performers are encouraged to use tracks with limited instrumental breaks (edited tracks/ reductions are allowed). Backing tracks must be provided as an MP3 file prior to the festival class (registrants will be contacted with instructions for submission). Backing tracks may be purchased from www.karaoke-version.com.
- 7.14 **Microphones** For Competitive Popular Vocal Solo and Recital classes at the Elementary Level and up participants must use a microphone. Microphones are optional for Beginner and Primary levels, and for all non-competitive classes.
- 7.15 **Copyright** In accordance with the Canadian Copyright Act participants must provide the adjudicator with a legally purchased copy of the music for all selections, even when the piece is being performed by memory. A purchase receipt must be presented for digital copies. Music that is in the public domain, and therefore available to be downloaded for free, must have the IMSLP listing attached (visit imslp.org to print a screen shot). In etude, duet and ensemble classes, photocopied pages may be used by the performers long as the original score is also provided. Participants who bring photocopied music without the original score or proof of purchase will be disqualified from receiving a class mark or placement.
- 7.16 **Memorization** is required for most competitive classes, with exceptions noted in the syllabus for each division (for example: Brass, Woodwinds, Sonatas for Strings and Etudes do not need to be memorized).

8. Class Levels & Eligibility

- 8.1 **Preparatory, Levels 1-10** Participants must enter a grade level that is higher than their most recent examination as of December 31st, 2024. For example, if a student passes a Level 3 exam in December, then they must enter classes at Level 4 or higher. If a student passes a Level 3 exam anytime after January 1, 2025, then they may still enter Level 3 classes.
- 8.2 **Open (Diploma) Level** Participants must enter at the Open Level if they have completed a Level 10 examination as of December 31st, 2024, or if they are currently performing repertoire at the ARCT, ACCM level or above, regardless of whether they have completed a Diploma level examination.
- 8.3 **Age Level Classes** For class levels that are based on age participants must enter the level based on their age as of December 31st, 2024.
- 8.4 **Ensemble Classes** Participants must enter the level based on the age of the oldest participant as of December 31st, 2024.
- 8.5 **Adult & Non-Competitive Classes** Non-Competitive classes are available to participants of all ages and experience levels in each division and will be organized based on registration so that participants of similar ages and levels will be grouped together. Adult amateurs may enter any Non-Competitive class. Adult-Child groups may enter Non-Competitive Ensemble classes. (See page 10 for more details). Participants do not need to follow any syllabus list and may perform any repertoire of their choosing that is appropriate for the genre of the class. In Popular Voice class participants may sing with or without a microphone and may use either live accompaniment or a backing track.

9. Festival Code of Conduct

- 9.1 **Contact with Adjudicators** Contacting an adjudicator (by participants, parents, teachers, or accompanists) to discuss festival related matters at any point during the festival year is strictly prohibited. Adjudicators are required to report such correspondence to the festival committee.

- 9.2 **Class Results** All decisions made by a festival adjudicator with respect to class outcome, awards, provincial delegation, and concert performer nominations are irrevocable. By registering for the festival, you agree to accept all the festival results as final, even if you disagree with them.
- 9.3 **Dress Code** It is recommended that participants wear attire appropriate for performing. Participants should avoid clothing with visible corporate logos, sports team names or logos, copyrighted images, celebrity names or images (living or dead), cartoon character images, or inappropriate messages or words (for example, profanity).
- 9.4 **Performance Introductions** Participants should announce their name, the title of their selection(s), and the name of the composer before performing.
- 9.5 **Respecting Spaces** Participants must use all venue facilities in a respectful manner and Health & Safety protocols in place at festival venues must be followed. Intentional destruction of property or failure to leave a space in clean condition will result in disqualification from all current and future festival events.
- 9.6 **Respecting People** All festival participants, teachers, parents, adjudicators, and volunteers are expected to conduct themselves in a manner that is respectful of the people around them. Abusive or disrespectful behaviour will result in disqualification from all current and future festival events.
- 9.7 **Use of Pianos** Participants may not play a festival piano outside of their designated festival performance time.
- 9.8 **Use of Devices & Recording** Phones and other devices must be Silenced or set to Do Not Disturb and during festival classes. Photography and recording in performance spaces is strictly prohibited except for KW Kiwanis Music Festival media persons and family members of the current performer. A designated seat will be available during classes for the current performer's family member to record. Photography and recording of other participants or the adjudicator workshops are not allowed.

Festival Honours, Awards & Nominations

Class Evaluations, Marks & Placements

All participants will receive written and verbal evaluations from the adjudicator. In competitive classes participants will also receive a mark (out of 100) and 1st, 2nd and 3rd Place will be awarded based on class marks. Participants must earn a mark of 80 or higher to qualify for a class placement. Seals of Standard will be given based on marks: Gold for a mark of 90 and above, Silver for a mark of 85-89 and Bronze for a mark of 80-84. At the end of each class the adjudicator will announce the class placements but will not disclose the marks.

For School & Community Ensemble classes 1st, 2nd & 3rd placements will not be assigned, but the adjudicator will announce the Seals of Standard that are awarded to each ensemble.

Class Ribbons

Participants who are awarded 1st, 2nd or 3rd Place will receive a designated Ribbon. All other participants (including those in Non-Competitive classes) will receive a Participant Ribbon.

Financial Awards

Thanks to generous donations made by the Kiwanis Club of Kitchener-Waterloo, several long-time major donors, and many donations by individuals each year, the festival distributes between \$8000 to \$20000 annually to deserving festival participants. Individual awards may range from \$25 to \$500 and will be distributed throughout all divisions and class levels. Adjudicators are provided with a list of Awards available within their division and will have sole discretion in distributing the available Awards.

Award packages are presented on stage at the Finale Concert and recipients are invited participate in the award-recipient group photo. Recipients of the Allan Bush \$500 Top Awards, if invited, are expected to perform at the Finale Concert to receive their award. (Award recipients who do not pick up their award will have it mailed to them).

Award packages contain a cheque with the participants name on it and a letter indicating the who donated the award along with their contact information. Award recipients are encouraged to write a thank you letter to the donor of their award. Note: Expired award cheques are not reissued.

Trophies

The top performer in each division and in some cases a particular class will receive an annual trophy which will be awarded at the discretion of the adjudicators and presented at the Finale Concert. Trophy Winners will have their name and year inscribed on a large trophy that they will get to keep until next year's festival. Trophies must be returned to the festival Coordinator at the start of the 2026 festival. Winners will also be given a smaller version of the trophy that they may keep permanently. Trophies will be presented on stage at the Finale Concert. Students who are not able to attend must contact the Festival Coordinator to arrange to pick up the trophy.

Honours Announcements

Class Placements, Award Recipients, Trophy Winners, and Provincial Delegates will be announced on the KWKMF website at the conclusion of the festival.