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Recommended Fees, Expenses and Terms & Conditions for Adjudicators and Accompanists 2020

Introduction

This document is for use by Federation Festivals, Adjudicators and Accompanists when entering into contracts.

New items or charges for 2020 appear in **red** on the following pages.

For Festival Organisers who are unfamiliar with the booking of Adjudicators and Accompanists please refer to the Engaging an Adjudicator guidance which is available online or by contacting Festivals House.

The section below should be read by Adjudicators prior to confirming an engagement.

Adjudicators are requested to include in their letter of acceptance the following words:

“As an Adjudicator member of The British and International Federation of Festivals I accept this work at a Federation Festival in accordance with the current Federation recommendations and the Effective Adjudication - Code of Practice.”

They should include a copy for reference making the content of this paper and the Effective Adjudication - Code of Practice part of the contract.

Adjudicators are also reminded to inform Festival Organisers of other engagements, for a period of 12-18 months on either side of the due date, i.e. 18 months before and after, to avoid any duplication of Adjudicators in the area served by the Festival. A suggested wording is:

“Since (date/year) I have adjudicated at Festival(s) and I am booked to adjudicate at Festival(s) in (date/year). If you consider any of these bookings to be duplicating the requirements of your Festival, please inform me within the next 2 weeks otherwise I will consider your booking, whether provisional or final, to have been confirmed.”

Definitions

The following definitions apply to this document:

- **Session**

A **session** for the purposes of planning and remuneration is a period **of up to** three hours in total.

- **Break**

A session is normally delineated, and its conclusion marked by a **break** at which a meal or snack might be reasonably taken, usually being lunch, afternoon tea, supper, or dinner, for the purposes of substantial refreshment and rest, away from the room or hall at which the adjudication is taking place. This **break** does not attract payment. Such a break is recommended to be of at least one hour though it may be less.

- **Coffee/Tea Break**

The offering of the short mid-morning, or mid-afternoon tea / coffee break for the consumption of a cup of a beverage or a comfort break does not delineate a session, often being consumed “on the wing” or as a very short break between classes usually not more than 5-10 minutes in length. In terms of payment calculation, time is NOT deducted for this purpose.

1. Bookings

When Festivals engage an Adjudicator or Accompanist, they should check the current Federation Directory of Members and the Federation website to ensure that s/he is in current Federation membership before doing so.

Organisers are strongly recommended to use the ‘Provisional Booking’ template letters from the ‘Engaging an Adjudicator’ guidance, in order to make clear their agreement.

Confirmation in writing must take place within 2 weeks of a telephone conversation. Adjudicators and Accompanists should only put a booking in their diaries as confirmed when a written contract is received. Where a booking timescale alters, Adjudicators and Accompanists should be told well in advance.

Festivals, Adjudicators and Accompanists are reminded that it is in everyone’s interest to follow the recommendations set out in the appropriate information sheets which are available to all our members from Festivals House.

2. Scheduling of the Day

Festival Organisers are asked to remember that an Adjudicator or Accompanist's work requires intense concentration. Reasonable meal breaks should be allowed between sessions. Time spent in these breaks shall not attract payment. Short coffee or comfort breaks scheduled by the festival within a 3-hour session should not be deducted.

Even where reasonable breaks are given, an Adjudicator or Accompanist is bound to tire after 9.00 pm when a day has begun around 9.00 or 9.30am. Organisers should consider this when making up their programmes. Where Festivals go on for 3 days or more, this is particularly important.

Festivals should be absolutely certain how many performances they can fit into a day before taking entries. The overtime rate is no compensation for exhaustion and performers do not receive the very best an Adjudicator or Accompanist can offer.

3. Accompanist Fees

3.1 Minimum recommendations for work undertaken during 2020

- **£78.00 per 3-hour session.** The fee includes and reflects time taken in preparation
- **£28.00 per hour's accompaniment.** When a three-hour block booking is not viable

3.2 Fragmented Programming

Where timing dictates that the Accompanist must wait without working in between classes, the agreement is **£20.00** per hour spent 'in attendance'.

4. Adjudicator Fees

4.1 Minimum recommendations for work undertaken during 2020

- Up to 3 hours adjudication **£122.00**
- Up to 6 hours adjudication **£172.00**
- Up to 9 hours adjudication **£230.00**

3 hours of adjudicating work can be referred to as a session.

Adjudicators are asked to look at the day **as a whole** when calculating overtime and submitting an invoice. Each session should *not* be looked upon separately with each attracting an overtime payment.

Both Adjudicators and Festival Treasurers are requested to exercise a sense of fairness and common sense. A session over-running by five minutes might not attract extra overtime payment, at the Adjudicator's discretion, particularly if the adjudications have been over generous.

If it is clear that it is impossible to accommodate performances and relatively short and effective adjudication within the time allocated, for example if there are too many entries for the time available, then overtime should expect to be paid. This also applies if programming was correct but due to technical problems the session has over-run (especially relevant in Dance sections).

Masterclasses and extended adjudications should only be undertaken when there is time to accommodate them.

Please see Section 9 below for Exemplars regarding the calculation of session fees and overtime.

4.2 One & Two-session fees

One or two session days are only payable in the following circumstances:

- When the Adjudicator can arrive or return home on the same day
- At the start of a longer engagement if the Adjudicator arrives on that day.
- At the end of a longer engagement if the Adjudicator can return home on that day.

One or two session days are not payable:

- When scheduled in between other full days of work during a longer engagement

Please note:

Adjudicators will be expected to charge overtime at **£35.00** per half-hour

4.3 Homework

The Adjudicators Council has defined, as closely as possible, some guidelines in relation to homework. Looking over set or own choice pieces immediately prior to classes is specifically not classed as homework. Assessment of original work is a complicated area

and a separate paper written by the Adjudicators Council is available from Festivals House.

(a) Music £23.00 per half hour

Composition

Works to be sent to the Adjudicator with the appropriate blank adjudication sheets **at least 3 weeks prior** to the commencement of the Festival.

- 20 minutes per item for GCSE and pre-GCSE standard composition of not more than 3 minutes playing time.
- 40 minutes per item for assessing post-GCSE standard composition of not more than 5 minutes playing time.

Where compositions exceed these timings, cost should be added pro rata. Where no performance takes place no verbal adjudication is appropriate. Each of the timings above includes a written adjudication.

Festival organisers are asked to remember the value of written assessments for GCSE and A' level work. This input from an active professional should not be undervalued and should be reflected in the entry fee. Organisers should inform entrants that fees include a written analysis from the Adjudicator which may be included as evidence in a course file.

Creative music and musical improvisation

It is essential that Adjudicators are not expected to arrive on the day and deal with specifics of electronic or other equipment/instruments without some prior knowledge of what will be used and for what purpose. Festivals holding this type of class are advised to talk to their Adjudicator well before the event to make absolutely clear what is expected. The Adjudicator should let the Festival know if any special material(s) or equipment will be required and make an estimate of the fee, which will usually equate with the workshop fee of **£83.50** per hour. Where details cannot be sent in advance, for whatever reason, this type of class must be timetabled as a workshop and the fee of **£83.50** per hour applied.

(b) Dance £23.50 per half hour

The usual dance homework is the setting of improvisation tapes and it should be assumed that one improvisation tape can be set in one half hour. Additional homework may include assessing choreographic projects. In this case works should be sent to the Adjudicator with the appropriate blank adjudication sheets **at least 3 weeks prior to the commencement of the Festival.**

(c) Speech & Drama £23.50 per half hour

The usual speech homework is judging of original verse. It should be assumed that four items of junior or two items of senior (post-GCSE) work can be judged in one half hour. In this case works should be sent to the Adjudicator with the appropriate blank adjudication sheets **at least 3 weeks prior to the commencement of the Festival.**

4.4 Workshops

£83.50 per hour

A workshop is a programmed event. It is not an impromptu lesson given by the Adjudicator at the end of a class when Adjudicators will, when time allows, offer an occasional impromptu class (this being strongly encouraged).

For workshops which require a formal class which is separately scheduled, a rate should be agreed between the Adjudicator and organiser in accordance with the recommended minimum fee, as above. Organisers are asked to ensure that necessary preparatory work requested by the Adjudicator for such an event is done by the participants. (Please see paper on Assessment of Original Work for further reference to Workshop fees which is available from Festivals House.)

4.5 Syllabus Setting

£23.00 per half hour

This can cause problems for the following reasons:

- Adjudicators often feel they should not charge for all the time taken to do a good job
- Adjudicators who undercharge make it difficult for those who follow them.
- Adjudicators do not accurately estimate and may surprise the Festival with the bill

To avoid these problems, festivals are advised to assess the length of time expected and **agree a fee** with the Adjudicator at the time of engagement and reflect this in your agreement.

5. Travel

The method of travel should be decided by the Adjudicator or Accompanist and agreed with the Festival organiser at the point of booking. Where mileage is offered, travel to and from a Festival should be counted as ONE journey only, unless agreement is made that to commute from home will be cheaper than accommodation costs for the Festival. Where this is the case, each day's journey should be treated as separate journey. It should be agreed in writing, clearly stating which rate is payable for each journey, at the time of engagement.

The mileage rate is designed to compare favourably with standard class rail fare, taxis etc and is intended to assist Festivals, Adjudicators and Accompanists where cross-country journeys are involved.

Mileage rates:

- 45p per mile for the first 100 miles
- 35p per mile thereafter

Example of calculating the mileage costs of a return trip

An adjudicator travels from London to Birmingham, a distance of 120 miles. The total return distance is therefore 240 miles.

The calculation would be 100 miles at 45 p (£45) plus 140 miles at 35p (£49) = £94.

Each leg of the trip is NOT considered separately but the whole return journey total used as the basis for calculation

Where standard class rail fare is offered, the Festival should add the cost of travel to and from the home station either as a taxi fare from home or at the standard mileage rate, there and back.

Adjudicators and Accompanists should be encouraged to book travel well in advance to take advantage of any savings. Also, where it is possible, public transport costs should be investigated.

Travel expenses for spouses or family members should not be covered by the festival.

6. Accommodation

En-suite hotel/guest house accommodation should be provided, and organisers should check the accommodation beforehand with a view to ensuring good facilities and low noise levels. A substantial breakfast should be included. In the case of privately-owned guest houses or small hotels, it is assumed that an acceptable level of cleanliness will be provided and that the relevant health and safety checks have been made which meet current health and safety regulations. Festivals are advised to assure themselves of this when making bookings.

Three meals a day, including at least one hot meal, should be provided by the Festival. Any special dietary requirements should also be accommodated. Where this cannot be provided, a daily subsistence rate should be agreed with the Festival at the time of booking.

All other incidental requirements will be at the expense of the Adjudicator or Accompanist.

Adjudicators or Accompanists should not be expected to accept private hospitality unless they agree to do so in writing at the time of the engagement. Self-catering is not acceptable.

If Adjudicators or Accompanists have to leave home before 7.30am in order to meet the starting time of an engagement, they should be offered overnight accommodation. If Adjudicators or Accompanists would arrive home after 9.30pm, then overnight accommodation should be offered as part of the contract.

Accommodation expenses for spouses or family members should not be covered by the festival.

7. Payment

Festivals are requested to make sure that Adjudicators and Accompanists are paid at the close of their work at the festival. The Festival Treasurer, or the person undertaking the office of payment, should have a copy of the Federation Recommended Fees to hand.

It is suggested that the Festival provide a preliminary invoice to the Adjudicator or Accompanist prior to the payment being made to allow both parties to discuss the hours worked if necessary.

8. Cancellations

Where a booking timescale alters then Adjudicators and Accompanists should be told well in advance.

Organisers are strongly recommended to use the 'Provisional Booking' letters from the "Engaging an Adjudicator" guidance in order to make clear their agreement.

Festivals should note that they will be required to pay one-third fee when they provisionally engage and then let down a professional Adjudicator or Accompanist who has held open the time, unless they let that Adjudicator or Accompanist know more than 8 weeks prior to the event. Cancellation less than 4 weeks prior to the event will result in the Adjudicator or Accompanist requesting the full fee.

In circumstances where the festival has to cancel an adjudicator at late notice due to adverse weather conditions such as heavy snow or flooding, only 50% of the fee should be payable to the adjudicator as these circumstances are outside of the direct control of the festival. Festivals should consider taking out cancellation insurance to cover any potential costs incurred as a result of their festival being cancelled for any reason.

Adjudicators or Accompanists who cancel a booking for any other reason than illness, or illness of close family, should be aware that they may be requested to reimburse Festivals for clerical work involved in securing a replacement.

When an Adjudicator or Accompanist cancels a Festival engagement s/he must inform Festivals House that s/he has had to cancel this can be noted. Likewise, Festivals should inform Festivals House when they cancel an engagement. In the event of a cancellation at short notice, Festivals House are available to assist Festivals with finding a replacement.

Festivals, Adjudicators and Accompanists are reminded that it is in everyone's interest to follow the recommendations set out in the appropriate Information Sheets which are available to all our members from Festivals House and online.

9. Exemplars

The following examples are provided to assist with applying the fees and terms in this document.

Example A: One session with simple overtime

An adjudicator is engaged for one session of three hours, starting 9.30am and concluding at 12.50pm which is twenty minutes over the time allocated. The fee for this is a one session fee plus half an hour's overtime. (£122 + £35 = £157)

Example B: Two sessions of unequal length but overtime triggered.

An adjudicator is engaged for two sessions scheduled to run from 9.30am to 12.30pm and 1.30pm to 4.30pm.

Session 1 runs over runs by 30 minutes, concluding at 1.00pm (3.5 hours)

Session 2 is deliberately delayed by 15 minutes to allow for a reasonable meal break and starts at 1.45pm concluding at 4.30pm (2.75 hours).

A two-session fee is payable plus one-half hour of overtime because the overtime total of 15 minutes places it into the first half hour of overtime. (£172 + 35 = £ 207)

Example C: An adjudicator is engaged for three sessions of unequal length with 9 hours work, scheduled as follows:

Session 1 - 9.30am -12.00pm (2.5 hours)

Session 2 - 2.00pm - 5.00pm (3 hours)

Session 3 - 6.30pm - 9.00pm (2.5 hours)

Session 1 is completed by 11.50am, ten minutes short of the three-hour session.

Session 2 finishes at 5.15pm, overrunning the three-hour session by 15 mins.

Session 3 is completed by 8.55pm, five minutes short of the schedule.

Is overtime for session 2 payable? By looking at the day as a whole, all the work has been achieved within three sessions of three hours each, namely nine hours. No overtime payment is required. A Three Session fee is payable (£230)

Example D: An adjudicator is engaged for three sessions of unequal length, but overruns:

Session 1 9.00am - 1.00pm (4 hours - not unusual though not recommended)

Session 2 2.00pm - 5.00pm (3 hours)

Session 3 6.30pm - 8.30pm (2 hours)

This totals 9 hours work. If this schedule keeps to time, no overtime payment is necessary, and the three-session fee applies.

However, the sessions do not run to time.

Session 1 is completed by 1.15pm, 15 minutes over the scheduled time (4.25 hours)

Session 2 is completed by 5.00pm and has kept to schedule (3 hours)

Session 3 is completed by 9pm, 30 minutes over schedule (2.5 hours)

By looking at the day as a whole, the total number of hours worked is 9 hours 45 minutes. The total fee paid is £230 for three sessions, plus 2 x half hour sessions of overtime, because the 45 minutes overtime places it into the second half hour. Each half hour is charged at £35. Therefore, the fee payable would be £230 plus £70 = £300.

Example E: An adjudicator is engaged for two shorter sessions separated by break. How is this considered - one session with overtime or two sessions?

Session 1: 4.30pm - 6.30pm (2 hours)

Break: 6.30pm - 7.00pm (30 mins)

Session 2: 7.00pm - 9.00pm (2 hours)




Should this be considered two sessions, or one session with overtime?

Because there is a substantial break of more than 10 minutes AND at which a snack is offered, this should be considered TWO sessions.

This is beneficial to the festival as payment is £172 for two sessions. If it had been considered one session with overtime, it would have put the total work time at 4 hours which would be a one session fee plus an hour's overtime: £122 plus £70 = £192

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 www.federationoffestivals.org.uk
 info@federationoffestivals.org.uk
 01625 428297 / 611578