



ABERTAWE FESTIVAL for YOUNG MUSICIANS

Charity Registration No 1042635

STEWARDS HANDBOOK

Guidelines and Information

Revised 2013

Festival Logistics

1. At the start of a session Stewards sign in at the AFYM Office
2. Performers arrive to register and hand in music at the Competitors' Table in the AFYM Office.
3. From here, the performers wait to be collected by the Venue Steward from the AFYM Office.
4. The Venue Steward also collects the music folders from the Competitors' Table in the AFYM Office.
5. At the end of the session the Venue Steward completes the results lists on the display board in the AFYM Office.
6. During a session the Platform Steward remains at all times on the 'stage' in his/her allocated venue.
7. At the end of a session Stewards sign out at the AFYM Office.
8. Each stewarding duty is outlined in the following pages, as follows:

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Stewards Room

- (a) Whenever possible, a room is allocated to stewards to leave their belongings, at their own risk.
- (b) In this room complementary refreshments will be available - coffee, tea and biscuits.

Refreshment Stall

Refreshments obtained at the stall in the AFYM Office must be paid for.

Committee Room

Stewards are advised that the Committee Room is for adjudicators and committee members only.

Duties of Inner Door Steward (where needed)

- 1) Once the class starts, position yourself at the door inside the hall and ensure that no one enters **during** a performance.
- 2) Let people in quietly between performances and at the end of all performances while the adjudicator is pondering his/her decision.
- 3) Be prepared to support the Venue Steward at his/her request.

Venue Stewards

Each Venue Steward will be in complete charge of a venue for the day, or part of the day, and will act as manager of the venue:

- a) ensuring that lighting, heating and other services are appropriate for the room, contacting the Brangwyn Hall staff if necessary.
- b) checking that platform, adjudicator and certificate stewards are in place, together with their folders and other supplies
- c) organizing replacement of missing stewards, perhaps even performing the duty her/himself
- d) asking a member of the audience to guard the door where no inner door steward has been appointed.
- e) collecting, or sending inner door stewards to collect, performers and their music from the AFYM office at the start of each class.
 - (i) Please use the time at tea breaks, etc to collect the performers.
 - (ii) If there is no tea break, please collect the performers during the time that the adjudicator is speaking to the previous class and medals are being given out, so that the performers will be waiting outside the venue for the start of the next class.
 - (iii) At the same time as you collect the performers, please also pick up the music folder from the AFYM Office/Comp Table.
- f) ensuring that the platform steward and the certificate writer are informed of class changes before handing the music folder to the adjudicator's steward.
- g) ensuring that, where appropriate, the two-minute organised warm-up is carried out for string and wind classes. There is no rehearsal time at the piano in piano classes.

When a) to g) above have been properly organized the class can begin.

- h) Completing, or organizing the completion of, winners' lists on display boards at the end of the session.
- i) At the end of the day/session, the Venue Steward is expected to leave the room in the same condition as he/she set it up. Pianos should be closed and lights switched off.
- j) Make sure you get a tea break. Either slip out when a long class is running or ask a committee member to stand in for you while you take a break.

Competitors' Table Steward

in the AFYM Office for performer registration:

Comp Table stewards, working in the AFYM Office, play a vital role in the proper functioning of the festival. Your main task is to register performers and receive their music (see 3 and 4 below), but we also rely on you to:

1. Sell festival programmes
2. Sell concert tickets
3. Receive and keep safe lost property handed in.
4. Answer the AFYM mobile if it rings, and take a message. Pass on the message to a committee member if necessary.
5. Receive and pass on messages left at the table.
6. Be the first stop in problem-handling, with onward referral if necessary to a committee member.

1) **MOST IMPORTANT The Competitors' Table must open at least 30 minutes before the first class is due to begin.**

- 2) Ensure that you have at the competitors' table:
 - a) Music folders (different colours for Comp/Non-comp classes); stationery (pens/pencils/sellotape/stapler/etc); AFYM mobile phone
 - b) Programmes, programme money tin
 - c) Concert tickets, ticket money tin (if available)
 - d) AFYM rules fixed to the table.
 - e) Labelled box/folder for results slips
 - f) Container holding blank **MAD** labels (**M**usic **A**dministration **D**etails).

3) **NON-COMPETITIVE CLASSES – MUSIC IS NOT LISTED IN THE PROGRAMME**

- 4) **COMPETITIVE CLASSES** When performers hand in their music copy **CHECK THAT IT IS THE SAME MUSIC AS LISTED ON THE FOLDER AND IN THE PROGRAMME.** If it is not, refer the performer to Rule 7, and if necessary consult a committee member.

5) **NON-COMPETITIVE CLASSES AND COMPETITIVE CLASSES**

Your procedure will be:

- a) Check in performers and
- b) Accept adjudicators' copy of music, which must have written on it performer's name, venue, class number and ballot number. If this has not been done, give the performer a **MAD** label so that he can do so.
- c) put the labelled music in ballot order in the folder
- d) Make a note on the folder of any change in ballot order, and then change the order of the music in the folder (but do not change the ballot number on the music itself).**

Adjudicator's Steward

The **adjudicators' stewards folder** contains all the information and documents you need for your duty and **to answer queries from the adjudicator.**

- 1) **MOST IMPORTANT – Please arrive at least half an hour early.**
- 2) Collect Adjudicators' Steward's folder from the table near committee room.
- 3) It is important that you sit quietly and read through the folder.
- 4) The comfort of the adjudicator is your responsibility (see contents list in folder, eg provision of drinking water and glass on his/her table).
- 5) The adjudicator will tell you if he/she has a particular way of working, but the general routine is as follows:
 - a) Before class starts, the Venue Steward will bring you the music folder
 - b) Check any changes in class details with platform steward.
 - c) **COMPETITIVE CLASSES** - a child playing a piece different from that listed in the programme may perform and will receive a certificate, but the performance will not be adjudicated and cannot be considered for a prize. See Rule 7 on the syllabus re disqualification and alert the adjudicator.
 - d) During the class hand to the adjudicator the music and adjudication paper from the file for the next performer.
 - e) At the end of the class, the adjudicator or you will write the results on the slip provided.
 - f) **IMMEDIATELY** hand that result slip to the certificate writer.
 - g) **NON-COMPETITIVE CLASSES – WRITE the title/composer of the music on the adjudication paper before handing it to the adjudicator**
 - h) After the adjudicator has spoken to the class (and medals have been presented), hand adjudication papers and original music to the performers. Photocopies must be destroyed.
- 6) At the end of each session remind the adjudicator that recommendations for the concert are needed.
- 7) At the end of the session please make sure that the adjudicator gets to the Green Room for the break. Discourage parents/teachers from delaying him/her.
- 8) The adjudicator's decisions are final and binding. Please be alert and make sure that the adjudicator does not face argument about decisions.
- 9) The adjudicator's folder must not be left in the hall unattended. At the end of a session, return it to the table outside the committee room.

Platform Steward

The **platform steward's folder** contains all the information you will need.

Please note that performers need to focus before their performance and may wish to be quiet; do not ask them if they are nervous. Senior performers may not want to engage in conversation.

- 1) **MOST IMPORTANT – Please arrive at least half an hour early.**
- 2) Collect Platform Steward's folder from the table by the committee room.
- 3) Before the class, it is important that you sit quietly and read the folder.
- 4) Please use the folder (not the festival programme) to run the class, and follow this basic routine:
 - a) In strings and wind classes, and with the adjudicator's permission, allow performers a two-minute warm-up before the class starts.
 - b) **At the start of each class, check class changes with the venue steward.**
 - c) Organise performers in order in the front row ready for performance.
 - d) **Check in the folder whether a sponsor is listed to be present, and if so, check if he/she is in fact present in the venue.**
 - e) When everything is ready announce the class
 - f) Warn about mobile phones and recording
 - g) Introduce the adjudicator and acknowledge the sponsor (if present)
 - h) Start the class
 - i) Introduce each performer, who will generally announce their music pieces. In a Non-Comp class make sure that the audience can hear what the child says – you may have to re-announce the music.
 - j) At the end of the class ask for a collective round of applause.
 - k) When the adjudicator is ready, welcome him to the platform for his adjudication.
 - l) At the end of adjudication, introduce and welcome the sponsor to the platform.
 - m) Get the certificates (and medals) from the certificate writer and hand them to the sponsor/adjudicator to present to the winners
 - n) At the end of the presentations, thank the sponsor from the platform
 - o) Thank the adjudicator from the platform.
 - p) If time permits arrange for photographs to be taken with the sponsor and the adjudicator.
- 5) At the end of the session return the platform folder to the table outside the committee room.

Certificate Writer

- 1) **MOST IMPORTANT** - Please arrive at least half an hour early.
- 2) Collect the medals tin from the table outside the committee room
- 3) The Medals tin should contain:
 - a) **signed** certificates - First in Class, Merit and General. (If there are not enough signed certificates in the tin, please see a committee member, who will arrange for the adjudicator to sign more).
 - b) gold and silver medals
 - c) music prizes where stated in the programme.
- 4) All performers will receive a certificate though only one will be given to a group. Awards are given as follows:
 - a) A **FIRST IN CLASS** certificate with a **GOLD medal** (and very occasionally a music prize or trophy). More than one First in Class and Gold medal may be awarded in a class.
 - b) A **MERIT** certificate with a **SILVER** medal. More than one merit and silver medal may be awarded in a class.
 - c) The adjudicator may decide to award a **MERIT** certificate **only**, ie **without silver medal**, to some performers,
 - d) The other performers in the class receive a **GENERAL** certificate.
 - e) **Ensemble classes:** One medal for each performer, but one certificate is written for the group.
 - f) **Duet classes:** One medal and one certificate for each performer.
 - g) **School ensembles:** A trophy and certificate to the winning group; one silver medal and one certificate for 2nd school, one certificate to each other school.
- 5) Once all performers have played, and while the adjudicator is speaking, write certificates from the results slip provided by the Adjudicator's Steward, as follows:
 - a) Year
 - b) Name of performer/s
 - c) Class title – **NOT** class number only.
- 6) Arrange the relevant medals and occasional music prize with the certificates you have written, ready for the Platform Steward to collect prior to presentation.
- 7) The medals tin must not be left in the hall unattended. At the end of a session, return it to the table outside the committee room.

Refreshment Steward

1) On Arrival

- a) See 3)b). Ensure the urn is switched on with sufficient water to supply demand first thing. Do not overfill the urn as it takes too long to heat up initially.
- b) Collect cash box from the Committee Room and ensure the cash float is inside.
- c) Put on the coffee machine using a fresh filter and a full sachet of coffee per full jug of water.
- d) Lay out the snacks, soft drinks, paper cups, milk, sugar etc

2) During the day

- a) Keep the urn topped up with water.
- b) Always serve the coffee from the jug at the top of the machine whilst making a fresh pot underneath. Do NOT place the empty jug onto the hot machine.
- c) Keep spare milk in the cool bag provided leaving out small amounts at a time in the jug provided.
- d) The fresh rolls must be kept in the cool box until required. At busy times a few can be left out on display, but you should keep a note of the time they were placed on display. They should be kept un-refrigerated for a short time only .
- e) The window above the urn must be kept slightly open so that any steam does not set off the smoke alarms.
- f) Any fresh cake must be kept under a protective cover at all times.
- g) At busy times, coffee can be made in advance and stored in the Thermos Jugs; this will probably not be necessary otherwise.
- h) Make a note of any provisions that are running low and notify a Committee member.

3) End of the day

- a) Clean out the coffee jugs and ensure both the urn and coffee machine are off at the sockets.
- b) Refill the urn to half-way ready for the next morning
- c) Cover up any left over supplies.
- d) Return cash box to Diane Workman or any other committee member, making a note of the daily takings.
- e) Please ensure that all rubbish is removed.