



ABERTAWE FESTIVAL for YOUNG MUSICIANS

Charity Registration No 1042635

www.afym.org.uk

STEWARDS HANDBOOK

Guidelines and Information

Revised November 2023

Festival Logistics

1. At the start of a session Stewards sign in at the AFYM Office.
2. The Competitors' Table, attended by 2 x stewards, will be in the Foyer area outside the Lord Mayors Reception Room. Performers register and hand in music at the Competitors' Table and are asked to wait there to be collected.
3. Each day there are at least two music venues running at the same time. Each Venue has a Venue Steward, Platform Steward, Adjudicator's Steward, (Certificate Writer and Inner Door Steward where needed and if possible).
4. The Venue Steward collects performers from the Foyer area as well as the music folders from the Competitors' Table.
5. At the end of the session the Venue Steward completes the results lists on the display board at the AFYM Office.
6. During a session the Platform Steward always remains in the 'stage' area in his/her allocated venue. The Adjudicator's Steward remains with the Adjudicators.
7. At the end of their day's session, Stewards sign out at the office.

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. (We are not sure if this can be arranged this year).
- (b) At time of writing tea or coffee and food arrangements are unclear so it is advisable to bring your own for the day.

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) Check that lighting, heating and other services are appropriate for the room, contacting the Brangwyn Hall staff if necessary.
- b) Make sure platform, adjudicator and certificate stewards are in place together with their folders and other supplies.
- c) Organise the replacement of missing stewards, perhaps even performing the duty yourself.
- d) Ask a member of the audience to guard the door where no inner door steward has been appointed.
- e) Collect (or send the inner door steward to collect) performers and their music from the LMRR Foyer area at the start of each class.
 - (i) Please use the time at tea breaks to collect the performers.
 - (ii) If there is no tea break, please collect the performers while the adjudicator is speaking to the previous class and medals are being given out, so that the performers are waiting outside the venue for the start of the next class.
 - (iii) When you collect the performers, please also pick up the music folder from the Competitors' Table.
- f) Make sure the Platform Steward and the Certificate Writer have been informed of class changes before handing the music folder to the adjudicator's steward.
- g) Check with the Platform Steward that the two-minute organised warm-up takes place before 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) Complete, or organise 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 while a long class is taking place or ask a committee member to stand in for you.

Competitors' Table Steward

in the LMRR Foyer Area for performer registration:

Competitors' Table Stewards play a vital role in the proper functioning of the festival. You are the 'welcoming face' of the festival and your main task is to register performers and receive their music but we also rely on you to:

1. Sell festival programmes.
2. Receive and keep safe lost property handed in.
3. Pass on the messages to a committee member as necessary.
4. Be the first stop in problem-handling, with onward referral if necessary to a committee member.

1) 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 Competitive/Non-comp classes); stationery (pens, pencils, sticky tape, stapler).
 - b) Programmes, programme money tin.
 - c) AFYM rules fixed to the table.
 - d) Child safety and Federation leaflets.
 - e) Labelled box/folder for results slips.
 - f) Container holding blank **MAD** slips (**Music Administration Details**).

3) NON-COMPETITIVE CLASSES AND COMPETITIVE CLASSES

Your procedure will be:

- a) Check in performers.
- b) Accept adjudicator's 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** slip so that she/he can fill in the details.
- c) Put the labelled music, with MAD slip attached, in ballot order in the Folder.
- d) Make a note on the folder of any change in the class ballot order and then change the order of the music in the folder (**but do not change the ballot number on the music itself**).

Adjudicators' Steward

The **Adjudicator Steward's 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 Adjudicator Steward's folder from the table in the committee room.
- 3) It is important that you sit quietly and read through the folder.
- 4) The comfort of the adjudicator is your responsibility (check in the folder) eg provision of drinking water and glass on his/her table.
- 5) The adjudicators will tell you if they have 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 the platform steward.
 - c) **WRITE the title and composer of the music on the adjudication/feedback form before handing it to the adjudicator**
 - d) During the class hand to the adjudicator the music and adjudication form from the file for each of the next performers.
 - e) At the end of a **Competitive** class, the adjudicator or you will write the results on the slip provided.
 - f) **IMMEDIATELY** hand that result slip to the Certificate Writer.
 - g) After the adjudicator has spoken to the class (and medals have been presented), hand adjudication papers and original music back to the performers. Photocopies must be kept & destroyed.
- 6) At the end of the session please make sure that the adjudicators get their break. Discourage parents/teachers from delaying them.
- 7) The adjudicator's decisions are final and binding. Please be alert and make sure that the adjudicator does not face argument about decisions. Liaise with Platform and Venue Stewards as necessary.
- 8) MAD slips must be put in the marked envelope in the adjudicator's folder at the end of each class.
- 9) The adjudicator's folder must not be left in the hall unattended. At the end of a session, return it to the table at the committee room.

Platform Steward

The **Platform Stewards' clip board** 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 or may not want to engage in conversation.

- 1) **MOST IMPORTANT – Please arrive at least half an hour early.**
- 2) Collect Platform Stewards' clip board from the table at the committee room.
- 3) Before the class it is important that you sit quietly and read the info.
- 4) Please use the festival programme (with any added any alterations) 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 program to see whether a sponsor is listed to be present and if so, check they are in fact present in the venue.**
 - e) When everything is ready announce the class
 - f) Warn about mobile phones and recording. (Photo/Video parent/guardian seat will be available to film their own child)
 - 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 themselves. 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 them to the platform for their adjudication.
 - l) At the end of the adjudication introduce and welcome the sponsor to the platform.
 - m) Get the certificates (and medals) 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, teachers and parents 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 clip board to the table in the committee room.

Certificate Writer

- 1) **MOST IMPORTANT** - Please arrive at least half an hour early.
- 2) Collect the medals tin from the table at the committee room
- 3) The Medals tin should contain:
 - a) **Signed** certificates - First in Class, Merit and Attendance. (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 ATTENDANCE** 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.
- 5) Once all performers have played, and while the adjudicator is speaking, write First in Class and Merit certificates from the results slip provided by the Adjudicators' Steward, as follows:
 - a) Year
 - b) Name of performer/s
 - c) Class title – **NOT** class number only.Attendance Certificates are being pre-printed this year.
- 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 in the committee room.

Dave Xerri, Steward/Rota Secretary

