



MID-ATLANTIC DISTRICT DIVISION CONTEST REGULATIONS

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Mid-Atlantic District Division Convention Regulations

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Mid-Atlantic District Division Convention Regulations

1.0 GENERAL

This regulation constitutes the guidelines by which Mid-Atlantic District Division Contests will be executed.

All Mid-Atlantic District contests are open to all competitors, as defined in BHS Contest Rules, if they qualify for entry in a contest and there is room in the contest sessions.

All Spring Division Contests may include an International Quartet District Preliminary (Prelims) contest, provided they occur before the Society cutoff for such contests (currently closes after the first weekend in May). Regulations pertaining to International Quartet District Preliminary Contests are not addressed in this Division Convention Regulation.

The District Seniors Quartet contest will take place at a Spring contest designated by the Vice President, Contest and Judging. Senior quartets wishing to qualify for the International Mid-Winter Senior contest may compete at any Spring contest. They may also elect to compete for an invitation to the District contest along all other quartets.

Acronyms used in this regulation are listed below:

BOD	Board of Directors
DET	District Events Team
DP	District President
EVP	Executive Vice President
JSC	Judges Services Coordinator
M-AD	Mid-Atlantic District
MC	Master of Ceremony
OT	Operations Team
PR	Public Relations
VP C&J	Vice President, Contest and Judging
VP E	Vice President, Events

The production, operation and execution of the Spring contest, except for the operation of the judging panel, is the responsibility of the VP E and DET (with support from non-DET personnel on a volunteer basis), as described in this regulation.

2.0 CONVENTION DATES

- a. The VP E and the VP C&J will determine the official dates of all conventions with input from the DP and EVP.
- b. Convention dates cannot be any earlier than the first weekend in March and cannot conclude any later than June 10th of each year unless approved by the BOD and VP C&J.

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- c. If a Quartet International Preliminary Contest is held in conjunction with the Division Contest, the Quartet International Preliminary Contest must be conducted not later than the first weekend in May inclusive (C&J Handbook, Article V, Section D, Paragraph 1 or latest update reference).
- d. Division Conventions may be combined with a neighboring division (either within the M-AD or in an adjoining district) subject to the approval of the BOD and VP C&J.
- e. Any changes to the Division Convention format must be approved by the DP in consultation with the EVP, VP C&J and the VP E.

3.0 CONVENTION FINANCING

The DET Treasurer shall maintain the financial accounting records of income and expenses for the convention. All convention receipts shall be promptly deposited in the DET bank account.

3.1 Convention Expenses

- a. The VP E is responsible for all expenses incurred for the convention.
- b. Any expense incurred by the District through action required by these regulations shall be considered a convention expense and must be approved by the VP E.

3.2 Personal Gain

No member of the DET may use the convention venue for personal profit or gain.

4.0 REGISTRATION PRICING

- a. A convention registration is required for entrance to the performance space by all attendees, including contestants.
- b. Pricing for convention registrations (All-Events Registration and Individual Registration (pricing for individual events)) shall be approved by the District BOD.
- c. The DET is responsible for printing and selling all registrations.
- d. Provisions may be made to sell Individual Registrations for each contest session and the Jamboree (aka Show of Champions, Saturday Night Show) providing that seating for All-Events Registrations is not completely sold out.

4.1 Complimentary Registration

- a. All M-AD Past Society Presidents, Past District Presidents residing in the Division, and the current DP shall be personally invited in writing by the VP E. Those who accept shall each be offered a maximum of two complimentary All-Events Registrations.
- b. BOD members, OT members, Committee Chairmen, and Chapter Advocates are not entitled to complimentary registrations. All District VIPs shall be offered preferred seating in the auditorium. The District Secretary will provide

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this VIP list to the VP E, who will work with the DET Registration Chairperson to ensure that these seats are reserved.

- c. Judges and Judge Candidates practicing at a convention are not required to have a Convention Registration for that convention but must occupy their seats at the judging tables or unsold auditorium seats, if available. Each member of the official judging panel will be offered a complimentary All-Events Registration for one guest. The VP C&J shall notify the VP E of the request prior to the convention.
- d. The VP C&J may offer four complimentary registrations for a featured quartet that will appear as the Mic Testing quartet and on the Jamboree.
- e. Masters of Ceremony (MCs) are entitled to two complimentary All-Events Registrations in recognition of their contributions. These registrations must not be in addition to those provided in subparagraph “a.” above.
- f. Individuals who, in the judgment of and at the discretion of the VP E, have made a contribution to the convention without remuneration may be offered a complimentary registration.

5.0 COMPETITOR REGISTRATION FEES

- a. All competitors must meet membership eligibility requirements of the current Barbershop Harmony Society (Society) Contest Rules to compete. The status of membership shall be determined from the Society membership site, a valid membership card, a receipt from the Society, or a signed memorandum from the appropriate Chapter Secretary that renewal funds are in the possession of the Chapter Secretary for forwarding to Society Headquarters.
- b. Quartet members may be registered in the M-AD Frank Thorne Chapter.
- c. All chorus competitors must be members of their competing chapter in accordance with the Society Contest Rules.
- d. All competing chorus directors must be Society Members.
- e. All competitors must have a valid All-Events Registration.

6.0 CONTEST ENTRIES

- a. Any person entering the stage must hold a valid All-Events Convention Registration.
- b. All entries should be done on-line using the BHS Member Center (Barberscore)
- c. The deadline for submission of entries to be entered in the drawing for singing position in a specific contest shall be 30 days prior to that contest.
- d. The VP C&J will conduct the singing order drawing.

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6.1 Late Entries

Late entries, received after the drawing for order of appearance, must be approved by the VP C&J.

6.2 Singing Order Notification

- a. Within one week after the drawing for singing position, the VP C&J shall post the complete list of entries and their order of appearance on the District web site. The order of appearance will also be e-mailed, if necessary and at the discretion of the VP C&J, to all competing quartets and choruses, the DET Registration Team and the assigned Contest Administrators.
- b. All convention details will be posted prior to the convention on the M-AD web site. Details may include dates, times, location, evaluation procedures, dressing room assignments, expectations of winning quartets and choruses (e.g., appearance on the Jamboree), and other pertinent information.

6.3 Hardships

- a. In accordance with the current Society Contest Rules, any quartet or chorus wishing to compete in a division competition other than their own division must make this request in writing to the DP and VP C&J at least 30 days prior to the deadline for submission
- b. Any quartet or chorus wishing to request special consideration to sing at a particular place in the singing order may request "hardship consideration" from the VP C&J. This request must be made in the Comments Section of the Contest Entry form. The VP C&J has sole discretion in regard to the approval of any request for special consideration. The VP C&J will undertake best efforts to accommodate timely requests.
- c. Last minute hardships (work-related or otherwise) may not be considered acceptable hardship requests, at the discretion of the VP C&J.

7.0 HOUSING

- a. The VP E is responsible for securing a headquarters hotel/motel and is responsible for providing information to the District membership via the District website regarding the process for making reservations.
- b. Any necessary complimentary lodging rooms will be assigned by the VP E, as required.
- c. The hotel should be requested to provide lodging for convention attendees in a separate part of the hotel (if available) to minimize any inconvenience or disturbance to other hotel guests, which may be caused by late night singing. If possible, only those associated with the barbershop convention should be assigned to rooms on the floor where quartet evaluations are held (judges' rooms) as well as the floors immediately above and below.

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8.0 CONTEST SITE

- a. The VP E is responsible for securing a venue suitable for both the quartet and chorus contests. All contracts with the venue shall be reviewed and approved by the DP.
- b. Appropriate space must be available directly in front of the stage to accommodate the judging panel. The VP C&J should be consulted on the space required.
- c. A room or separate area near the stage shall be provided as a lounge for the judging panel. The room/area should be supplied with appropriate refreshments by the DET Judge Services Coordinator.

8.1 Competitor Evaluations

Areas or rooms shall be provided for quartet and chorus evaluations at the conclusion of each contest, to be coordinated by the VP E and VP C&J.

9.0 SOUND & LIGHTING SYSTEM

Adequate sound and lighting systems are the responsibility of the VP E who shall ensure Society standards regarding sound and lighting systems for contests are met in all M-AD Division contests. The systems must be tested and approved by members of the DET. In addition, the Contest Administrators and a judge designated by the VP C&J must approve the lighting and sound systems prior to the start of any contest.

10.0 JUDGING PANEL

- a. The VP C&J shall:
 1. Determine the size of the judging panel (single, double, triple, etc.) based on the projected number of contestants. The VP C&J will advise the VP E so arrangements can be made for lodging, meals, and the size of the area in front of the contest stage no later than three weeks before the contest.
 2. Ascertain each judge's travel requirements and convention expenses.
 3. Furnish the official judging panel with a time schedule of events and evaluation sessions.
 4. Review and ensure that each judge is reimbursed appropriately for expenses.
- b. The VP E shall make the following arrangements for the judges:
 1. Reserve the required number of rooms for the final judging panel and ensure that the judge's rooms are adjacent to or across from each other.
 2. Arrange for meals as required.
 3. Set up a judges' lounge in the hotel for use Friday evening and all day Saturday until after evaluations are completed.

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10.1 Judges' Expenses

- a. Members serving on the judging panel shall be reimbursed in accordance with the Society Contest and Judging Handbook.
- b. District officials serving on the judging panel shall be reimbursed as judges and not as District officials.
- c. Computer expenses for assigned Contest Administrators shall be reimbursed in accordance with Society Contest and Judging policy. Such expenses are considered a convention expense.

11.0 CONDUCT OF CONTESTS

- a. The Contest Administrator is responsible for the conduct of the contest from the time that the first competitor enters the stage area until the contest results are determined.
- b. The Society Contest Rules shall apply to all contests.
- c. The format for organization of the convention shall be prepared by the VP E in coordination with the VP C&J.
- d. Backstage management is the responsibility of the VP E in coordination with the Producer and DET Stage Manager.
- e. The DP will be responsible for providing presenters for the quartet and chorus contests and the Jamboree.
- f. The VP C&J will provide a mic testing quartet, and, if possible, a mic testing chorus, to start the respective contest sessions.
- g. The names of the choruses qualifying for the Fall District Contest shall be identified for the audience at the end of the chorus contest. The names of the quartets qualifying for the Fall District Contest, except for the Division Quartet Champion, will be announced after all Division contests are completed. The Division Quartet Champion will be announced after the end of the Quartet Finals.
- h. A copy of the Official Scoring Summary PDF file for each session shall be provided to the M-AD webmaster for posting on the M-AD website.
- i. The Fall District Contest is an invitational contest where choruses and quartets compete to qualify to sing in the Fall District Contest. The final number of entrants in the Fall District Contest will be determined by the VP C&J in consultation with the VP E. For quartets, the automatic qualifiers will be the Division Champions, quartets that score 70% or higher, and International Contest competitor(s) from the current year; additional quartets will be invited based on Division scores. For choruses, the automatic qualifiers will be the highest scoring chorus from each Division contest and International Contest competitor(s) from the current year; additional choruses will be invited based on Division scores.

12.0 CONTESTANT PHOTOS

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- a. Arrangements for photographs of quartets and choruses at the convention shall be made by the VP E.

13.0 AWARDS

- a. The highest scoring quartet and chorus in the contest shall be Division Champions for the current year.
- b. The highest scoring chorus in each plateau (Plateau A, AA, AAA, AAAA) will be the Plateau Chorus winner.
- c. The highest scoring Novice Quartet shall be acknowledged as the Novice Champion. A Novice Quartet shall be one in which no more than one member has previously competed in any District Preliminary (Division) Contest, District Quartet (Fall) Contest, or in any but the most recent International Preliminary Quartet Contest.
- d. Most Improved Chorus Award
 1. The chorus showing the most improvement each year at their Division convention chorus contest will be named the Most Improved Chorus.
 2. The improvement is determined by comparing the official scores from the current and previous year's Division chorus contests. Should the official scores in any one year reveal no improvement for any chapter chorus, then no award will be given

14.0 JAMBOREE

- a. The format of the Jamboree is at the discretion of the VP E, EVP, and DP.
- b. The DET Treasurer must secure an ASCAP/BMI license from the District Secretary for the Jamboree only.
- c. No quartet or other performer that demands remuneration or any other payment shall be invited to sing on the Jamboree unless approved by the DP in advance of the event and the cost is reflected in the budget.

15.0 PROGRAMS

- a. A program booklet may be provided by the DET, highlighting the weekend schedule, the order of appearance for the quartet and chorus contests, and the Jamboree starting time.
- b. The program may include advertising, and the income shall be included as convention income.
- e. The DET is responsible for producing the program. Layout, content, and competitor entry information is subject to the review of the VP E and the VP C&J. A cut-off date for advertising shall be determined by the VP E.

16.0 LOCAL PUBLICITY

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- a. The District Marketing Team may prepare and release any desired publicity related to the event.
- b. Convention monies used to pay for advertisement should be kept to a minimum and must be reflected in the budget.

17.0 CARE OF PROPERTY

- a. Quartets, chapters, or individual barbershoppers shall not place stickers or other adhesive-backed announcements, slogans, promotions, or invitations on any part of the contest venue or hotel building/venue. Pre-convention mailings shall notify all involved of these restrictions.
- b. It is imperative that the rules of contest venues are strictly enforced. Pre-convention mailings shall advise all involved of these restrictions.
- c. The DET shall encourage competitors and chapters to keep dressing rooms and warm up rooms clean and orderly.

18.0 CONVENTION REPORT

- a. A preliminary Financial Report shall be submitted by the DET Treasurer to the VP E and the M-AD Treasurer within 30 days after the conclusion of the convention.
- b. Within 60 days after the conclusion of the convention, the DET Treasurer shall submit a Final Financial Report to the VP E and M-AD Treasurer for distribution to the BOD.

**Appendix A:
Disclaimer**

Disclaimer

This convention regulation is an operational document created by the M-AD Operations Team and approved by the M-AD Board of Directors. It does not require HOD approval but does require approval by the Society Governance and Bylaws Committee because it is related to contest execution.