

QUARTET HANDBOOK



SWEET ADELINES
INTERNATIONAL

INTERNATIONAL HEADQUARTERS

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Mission Statement

Sweet Adelines International is a worldwide organization of women singers committed to advancing the musical art form of barbershop harmony through education, competition and performance.

Volunteer Code of Conduct

As a leader of Sweet Adelines International, you represent Sweet Adelines International Organization to our members and outside world. Your conduct should exemplify professionalism, integrity and respect at all times.

A leader in the organization should pledge to uphold the standards set below.

1. To demonstrate respect for Sweet Adelines International organization, members and headquarters staff.
2. To avoid disparaging talk that might damage the reputation of Sweet Adelines International, SA members and SA headquarters staff.
3. To project loyalty to Sweet Adelines International.
4. To conduct yourself in a professional manner as an extension of the Sweet Adelines International brand and image.
5. To display integrity as an ambassador of Sweet Adelines International.
6. To maintain confidentiality of all proprietary and privileged information to which you are exposed to while serving as a volunteer.
7. To appreciate and support other SA volunteers and HQ staff for their contributions, talents, efforts and dignity.
8. To be courteous and respectful of other volunteers'/members' opinions.
9. To adhere to the rules and guidelines of Sweet Adelines International, including those defined in the organizations' bylaws, handbooks and guiding rules.

Thank you for the gifts of your time and talents as a leader of this organization. Your efforts as an ambassador of Sweet Adelines International are priceless as we strive to Harmonize the World.

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INTRODUCTION

Congratulations! You are now officially a registered quartet of Sweet Adelines International. May your quarteting experience bring you musical growth, performance memories and life-long friendships.

If you haven't done so already, you will want to read "*Guidelines for Forming a Quartet.*" The information contained in that guide is vital to the initial formation and operations of a quartet. The topics discussed in the guide are:

- Organizing the Quartet
- Quartet Goals
- Administrative Assignments
- Choosing a Name
- The Musical Product and Visual Presentation
- Quartet Rehearsal
- Vocal Production
- Balance and Blend
- Music
- Visual Presentation
- Performances
- Planning and Preparation
- Music Selection
- Guidelines for Auditioning Quartets
- The Quartet Coach
- Selecting a Coach
- Working With the Coach
- Basic Criteria for Public Performance

Copies of the guide may be obtained from your chapter president, who can make as many copies as needed for distribution to interested chorus members. You can also request a copy by contacting the Quartet Registrar, Emily Mock, at emily@sweetadelines.com or 1-800-992-7464 at international headquarters. It is also available on our website at www.sweetadelines.com.

This handbook will list and discuss policies that affect quartets, including:

- A. Restrictions on Registrations
- B. Auditioning Prior to Performing
- C. Regional Quartet Competitions
- D. International Quartet Competitions
- E. Quartet Recordings
- F. Resources

A. Restrictions on Registrations

It is important to note that all requirements for charter renewal of the quartet member's chapter must be met before quartet registration can be processed at international headquarters. Should the quartet registration be received at international headquarters before the chapter's charter renewal is processed, the registration will be held until the chapter renews its charter.

Following are the various restrictions on choosing and registering a quartet name:

- (1) A quartet with one or more MAL (Member-at-Large) members may not compete.
- (2) A currently registered quartet must retain two members in order to maintain its quartet name.
- (3) The names of current or past international championship quartets are protected and may not be used or registered by another quartet.
- (4) The names of international semifinalist quartets (those placing 2-15 in the international quartet competition) are protected and may not be used or registered by another quartet for a period of five years from the end of the current fiscal year, when the latest ranking as international semifinalists was achieved.
- (5) The name of an international semifinalist quartet which loses its ranking as a result of personnel changes may not be used nor registered by remaining members or another quartet for a period of five years from the end of the fiscal year, when the latest ranking as international semifinalist was achieved.
- (6) The names of regional championship quartets are protected and may not be used nor registered by another quartet for a period of one year from the end of the fiscal year when the latest ranking as regional championship quartet was achieved.
- (7) The name of a regional championship quartet or a wildcard quartet, which loses its ranking as a result of personnel changes may not be used nor registered by remaining members or another quartet for a period of one year from the end of the fiscal year, when the latest ranking as regional championship quartet was achieved.
- (8) It is necessary to notify international headquarters, in writing, in the event of a change in quartet personnel or the contact's address. A change in the name of a quartet may not be made except at the beginning of each fiscal year.

B. Auditioning Prior to Performing

Auditioning quartets not only assures the quality of Sweet Adelines International performing groups, but also assists them in improving the quality of their performances. Chapters generally require quartets to pass an audition prior to their first public performance. It is recommended that chapters use the Basic Criteria for Public Performance (found at the beginning of Section VIII of the Chapter Guide or in the Guidelines for Forming a Quartet) as the basis of evaluation.

Most chapters have established audition procedures to determine a quartet's readiness for public performances. Quartet auditions may be conducted by the chorus director, the music committee, or by a specially-formed audition committee. Members chosen to participate in the audition committee do not have to be experienced judges. Education coordinators are responsible for auditioning all chapter-at-large quartets.

The auditioning quartet is required to present a mini-performance of two or three songs, including emcee material and costumes. Following the performance, members of the audition committee should complete an "Audition Evaluation" form. Results of the evaluation should be given to the quartet as soon as possible after the audition. Specific comments regarding quality of musical product, choreography, and appearance are considered to be most helpful. If the quartet is not approved for public performance, audition committee members should offer suggestions for coaching help. Chapter-at-large quartets may submit their audition by sending a video recording of a 15-20 minute performance package, in costume and including emcee material, just like an actual performance.

If a quartet's members are from more than one chapter, the quartet should audition for all chapters involved. When one or more voice part is changed, the quartet should re-audition. Any quartet formed specifically to sing at a one-time performance such as a chapter show, church service or club meeting, also should be auditioned. To help quartet members feel at ease, a letter explaining the audition procedure and areas to be evaluated should be provided in advance to each quartet.

C. Regional Quartet Competition

Any quartet is eligible to compete in its regional quartet competition, provided that:

1. Each chapter represented by the quartet is in good standing with Sweet Adelines International as of April 30, i.e., current in the payment of per capita fees;
2. Each chapter represented by the quartet is in good standing with the region in the timely payment of regional assessments or entry requirements, as applicable, no later than 60 days prior to its regional quartet competition;
 - a. A member may belong to more than one registered quartet.
 - b. A member may compete in up to two different quartets during the same regional contest, as long as they are in different competition divisions (e.g., one quartet in the International Division and one in the Open Division). No more than two members per quartet may compete in the second quartet in the same regional contest.

3. Each member of the quartet is a member of Sweet Adelines International in good standing with her chapter, as defined in the respective chapter's standing rules;
4. A quartet will be listed as new or renewed **no later than January 15**. A new quartet that decides to form after January 15, will be charged an additional processing fee of \$60.00. **This rule pertains only to quartets newly forming.** The quartet registration fee is \$100.00 until January 15. Beginning January 16 through March 31, there is an additional \$60.00 processing fee. Quartets are not registered or processed during the month of April. *If your quartet renewed during the Quartet Renewal period (May 1 through July 31) then you are still in good standing and this rule does not apply to you;*
5. At least three members of the quartet are members of a chapter (including chapter-at-large) in the region where the quartet wishes to compete;
6. A quartet containing MAL (Member-at-Large) members is not eligible to compete;
7. The quartet competition performance be limited to only the four members in the quartet;
8. An associate member belonging to a quartet may compete in regional competition provided the quartet is registered with international headquarters by January 15 prior to that year's regional competition. The member must be current on international per capita fees and regional assessment dues 60 days prior to the regional competition in which she plans to compete;
9. No substitution of personnel occurs after the late-entry deadline date 45 days prior the date of the regional quartet competition;
10. When the quartet consists of members from more than one region:
 - a. If three members are members of a chapter(s) in the same region, the quartet must compete in that region (this includes chapter-at-large).
 - b. If fewer than three members are members of a chapter(s) or chapter-at-large in the same region, the quartet seeks approval from the Director of Education and Competition Services to enter regional quartet competition in one of the regions with which it is affiliated. The quartet then competes in subsequent regional quartet competitions in the designated region as long as quartet personnel and region affiliations remain the same.
 - c. A quartet competitor who is a member of chapter-at-large or who is a transfer/transition member must be in good standing with her region in the timely payment of regional assessments no later than 60 days prior to the date of regional quartet competition.
11. Current or past international champion quartets and current international finalist quartets may enter regional quartet competitions for Evaluation Only or Open Division;
 - a. Two members of an international champion quartet who were members of the quartet when that ranking was achieved may form a new quartet with a new name. The new quartet is eligible to enter regional quartet competition for International Division.

- b. An international champion quartet that includes three or more members who were members of the quartet when that ranking was achieved, may enter regional quartet competition for Evaluation Only or Open Division.
12. Unregistered quartets with members in an area prospective chapter may perform for Evaluation Only or Open Division in an area competition;
13. Quartets performing for Evaluation Only or Open Division are not eligible for any international prizes or awards; and
14. Satellite quartets are eligible to compete in a regional competition provided that permission has been granted by the leaders of the region in question. *A Satellite Quartet is a quartet registered or unregistered with Sweet Adelines International that has no regional affiliation, due to lack of an established region in their vicinity.*
 - 1) Satellite area quartets are not eligible for awards at regional competitions; however a registered satellite quartet can qualify to compete in the next international quartet competition by achieving a score of 580 or more points.
 - 2) Unregistered satellite quartets may enter competition for Evaluation Only or Open Division.

Entry Procedures

1. Regional competition entry blanks are emailed by international headquarters to registered quartets 105 days prior to the respective regional competition dates.
2. Deadline for receipt of regional competition entry blanks at international headquarters is 60 days prior to the date of the respective quartet competition. In order to be valid, entry blanks must be accompanied by:
 - a. Quartet entry fee of \$100.00.
 - b. A late fee of \$100.00, in addition to the prescribed entry fee, is assessed to any quartet for which an entry blank is received at international headquarters after the deadline date of 60 days prior to the competition in question.
 - c. Entry fees and late fees are non-refundable and non-transferable.
3. Late entries are not accepted after 45 days prior to the competition in question.
4. Contestants whose late entries are accepted by Sweet Adelines International sing at the beginning of the competition session in question, prior to those contestants included in the official drawing for order of appearance.
5. Contestants competing for Evaluation Only or Open Division are required to pay the entry fees.

6. A quartet serving as mic-tester may also perform for Evaluation Only. The ‘Evaluation Only’ performance will be scheduled at the end of the contest. Mic-testers performing for Evaluation Only must complete the entry form and pay the entry fee.
7. Contestants in a regional/area competition should prepare to sing two (2) separate songs or medleys.

D. International Quartet Competition

1. Eligibility for international quartet competition is limited to:
 - a. Quartets winning the regional quartet championship in the same calendar year;
 - 1) In the event that the quartet winning the regional or area championship withdraws or elects not compete by the July 1 deadline, the quartet placing second in the same qualifying contest is invited to compete, unless previously invited as a wildcard quartet.
 - b. Quartets winning the previous year’s regional quartet championship in a region holding competitions every other year, provided the quartet elected not to compete in the preceding international quartet competition;
 - c. Quartets placing 2 through 15 in the preceding international quartet competition;
 - d. Quartets qualifying as wildcards following the completion of regional competitions, as follows:
 - 1) The 10 quartets that achieved the highest total scores but did not achieve the rank of regional/area quartet champion are named international wildcard contestants. Quartets achieving this rank are notified by international headquarters of their eligibility.
 - 2) In the event a tie score occurs in determining the 10 quartets qualifying as wildcards, the tie is broken in accordance with judging regulations adopted by the International Board of Directors (see Competition Handbook Section V: Judging).
 - e. Satellite area quartets attaining the required number of points in a valid contest; and
 - f. In order to retain the rank of regional/area champion, international finalist or wildcard, and the eligibility for international quartet competition which accompanies that rank, a quartet must retain at least three of the members who competed when that ranking was achieved.
2. Eligibility for the international quartet finals is limited to the 10 quartets receiving the highest total points in the international quartet semifinals.

3. Eligible quartets, as defined above, must comply with the following:
 - a. All quartet members must be members of Sweet Adelines International in good standing with their respective chapters, as defined in the chapter's standing rules;
 - b. The chapter must be chartered and in good standing with Sweet Adelines International, i.e., current in the payment of per capita fees;
 - c. The quartet's name and personnel must be registered with international headquarters by the entry deadline date of July 1;
 - d. No substitution of personnel is permitted after 30 days prior to the date of the international quartet semifinals session; and
 - e. All entry requirements have been complied with in a timely manner (see Competition Handbook Section I: Administration).
4. Contestants in the international quartet competition should prepare to sing three separate competition songs or medleys: two to be performed in the quartet semifinals; and, in the event the quartet qualifies as a contestant in the quartet finals, the remaining one to be performed as part of the entertainment package.
 - a. Any contestant who sings the same song in more than one session of the same contest shall be disqualified.

Entry Procedures

1. Entry blanks are emailed by international headquarters to:
 - a. Current international finalist quartets, no later than April 1;
 - b. Current regional champion quartets, no later than seven days following the date of their respective regional competition; and
 - c. Current wildcards quartets, no later than seven days following the date such quartets were notified of eligibility.
2. Deadline for receipt of quartet entry blanks at international headquarters is July 1. **LATE ENTRIES ARE NOT PERMITTED.**
3. To complete entry requirements, eligible quartets must:
 - a. Submit to international headquarters the *Assignment of Recordings and Film Rights* form, signed by each member of the quartet, for receipt by the deadline date specified in instructions from Competition Services;
 - b. Submit to international headquarters the signed copyright clearance form;
 - c. Ensure that each member of the quartet is registered for the international convention at which the quartet wishes to compete; and
 - d. If a contestant in the international quartet finals, submit the *Song Information Sheet* to the Director of the Director of Education and Competition Services, or her representative, at

the quartet finals briefing, or such other time specified by the Director of Education and Competition Services.

E. Quartet Recordings

The following information is taken from the *Sweet Adelines International Policy Book*, Section X Div. A, 3:

USE OF COPYRIGHTED MUSIC

It is the policy of Sweet Adelines International to require that all necessary permissions, grants of rights, and licenses for the use of musical works in any public performances and on any recordings, either audio or visual, have been secured and that all applicable fees and/or royalties for such uses of musical works are paid.

In furtherance of this policy, Sweet Adelines International requires all of its performance groups competing in regional and/or international contests, or performing at internationally-sponsored events, **to acknowledge copyright clearance on both the regional and international competitor entry forms**, warranting that with respect to the musical works they intend to use in competition or during the event, they have obtained all necessary permissions, grants of rights and licenses for the use of such musical works.

Upon request from Sweet Adelines International, any performance group shall produce copies of all such permissions, grants of rights and licenses for any musical work performed at a Sweet Adelines International event.

Sweet Adelines International will include on any recording, audio or visual, only those musical works for which the necessary permissions, grants of rights and licenses have been secured.

The following information is taken from the *Sweet Adelines International Policy Book*, Section X Div. A, 4:

APPROVAL OF RECORDINGS

When a Sweet Adelines International Region, Area, chorus or quartet produces a recording (record, audio cassette, compact disc, video, etc.) and uses the name of Sweet Adelines International, or advertises the recording in a Sweet Adelines International, or sells the recording at any Sweet Adelines International function, the following requirements must be followed. It is the responsibility of the Sweet Adelines performance group to clear all music used in any recording and to pay applicable licensing fees. A copy of the recording may be requested at the discretion of the Music Services department.

1. **Style:**
Recordings should include material representative of the barbershop style.

2. **Disclaimer - Recordings:**
The following disclaimer must appear on all recordings advertised in Sweet Adelines International publications or sold at Sweet Adelines International events:

“Performance of songs on this recording does not necessarily constitute endorsement of the arrangements as contest material.”

3. **Disclaimer - Advertisements:**
The following disclaimer must appear with all advertisements for the recording:

“The distribution, sale or advertising of unofficial recordings is not a representation that the contents of such are appropriate for contest use.”

F. Resources

- Competition Handbook*
- Judging Category Description Book (JCDB)*
- International Quartet & Chorus Makeup Survey*
- Coronet Club*
- Published Music List*
- Arranged Music List*
- International Competition Quartet Audio and Video Tapes*