

# RULES OF PROCEDURE AND ORGANISATION

## 21<sup>st</sup> Petr Eben International Organ Competition Opava 2022

### I. COMPETITION PROCEEDINGS

1. The competition is open to candidates from all countries who are under 32 years of age on the first day of the competition. The competition comprises three rounds and will be held at Petr Bezruč Library in Opava (1<sup>st</sup> round), the Church of St. John the Baptist in Hlučín (2<sup>nd</sup> round), and the Church of St. Vojtěch in Opava (3<sup>rd</sup> round). The improvisation competition will take place at the Co-cathedral of the Assumption of Virgin Mary in Opava.
2. Once they have submitted their application, the competitors cannot make any changes to the programme. The competition committee may ask the candidates to specify their programme in case of any ambiguity.
3. The order of competitors shall be based on a draw carried out at the first meeting of the organising committee following the deadline for applications (17 June 2022). The competitors will be notified in writing about the order as well as practice slots on the competition instrument. For each subsequent round, the first competitor shall be drawn with the original order of competitors maintained hereafter. Each competitor will be allocated sufficient time to prepare for the performance.
4. Competitors will be notified in advance of the allocated pre-competition practice slots. If a competitor fails to arrive in time for their practice slot, they will not be granted an alternative slot.
5. Competitors must be present at the competition venue half an hour before their performance time, and they must report to a member of the organising committee.
6. If a competitor fails to arrive for their performance at their appointed time for a serious reason, the jury may grant them an alternative time slot at the end of the round.
7. Only assigned registrars are allowed to be present during preparation (registration) and the performance.
8. If a competitor exceeds the time limit, the jury may interrupt the performance.

### II. THE JURY

1. The jurors are distinguished Czech and foreign organists and teachers selected by the organising committee. The jury members are required to familiarize themselves with the competition rules and regulations and to observe them.
2. Meetings of the jury are run by the jury chair nominated by the competition committee. The chair decides on the meetings of the committee, the course of the competition and daily schedule. The chair announces the competition results, presents awards and certificates, and makes public announcements about the jury meetings.
3. The founding meeting of the jury shall take place the day before the start of the competition. A vice-chair shall be elected at the founding meeting.
4. The jury meetings are held in private. The agenda of the meetings is recorded by a secretary appointed by the competition committee. The committee coordinates both the work of the jury and that of the competition secretariat.
5. Resolutions of the jury are made exclusively at the jury meetings. The jury can make decisions if more than half of the jurors are present and all members have been informed about the meeting in advance. The majority must include either the jury chair or vice-chair. All matters are decided by a majority vote, but the chair may exercise a deciding vote in contentious issues. Representatives of the organising body and members of the organising committee may be present at the jury meetings but have no voting rights.
6. Competitors shall be given the names of the chair and jury members no later than one day before the start of the competition.
7. Competitors are not entitled to question the composition of the jury or the instructions from any of its members.
8. The role of the jury is to listen to, evaluate and assess the performances of the competitors. Each juror is obliged to assess complete rounds of the competition and must be at the competition venue half an hour before the start of a round. The jury decides on the final order of candidates and makes decisions about the possible consolidation, division or withholding of prizes. The jury has the right to award an honourable mention without a financial award. The jury also decides exclusively on prizes awarded by other institutions. Only an authorised member of the jury can release information about jury meetings to the media.

### III. PERFORMANCE ASSESSMENT

1. The assessment shall be based on the collective opinion of the jury. Each jury member is required to express their assessment of the individual performances in the form of a numerical score to the best of their ability and without external influence. After scoring and calculating the average score, the jury discusses individual performances and lists competitors in order of success. The chair ensures that this procedure is followed.

2. Jury members are not permitted to evaluate and assess the performance of a competitor whose performance they did not hear in its entirety. In this case, the juror shall submit the scoring sheet indicating the reason why the score has not been awarded (e.g. “not present”). A jury member shall not award points to a competitor who is their student at the time of the competition or if they participated in the preparation of the competitor’s performance. In such case, the jury member will submit a signed scoring sheet indicating the reason why the score has not been awarded (e.g. “my student”).

3. Extremes – the highest and lowest marks awarded will be disregarded.

4. Every candidate shall be awarded between 0 and 25 points where 25 is the highest possible mark.

Jury members shall observe the following distribution of points:

0 – 5	unsatisfactory performance
6 – 10	satisfactory performance
11 – 15	good performance
16 – 20	very good performance
21 – 25	excellent performance

Performances shall be assessed according to the following criteria:

1. Accuracy
2. Execution
3. Artistic merit
4. Sense of style and structure of the composition
5. Handling of the instrument and acoustics

It is not allowed to split points. Once the score is entered, it cannot be erased. Instead, a jury member may cross out the original score and enter a new score with the note “corrected”. Any corrections must be made before the completed score sheets are submitted.

5. At the end of each round, the jury shall meet to decide which competitors will continue to the next round. Only those participants who reach the limit set by the jury will proceed to the following round. The jury decides on the number of participants proceeding to the next round after a consultation with the competition organisers. The score required to enter the next round and the number of contestants shall be determined at the founding meeting of the jury. A maximum of 12 competitors will continue to the 2<sup>nd</sup> round of the competition; in the event of a tie, the number of advancing contestants may be less than 12, but never more. A maximum of 4 competitors will continue to the 3<sup>rd</sup> round. The jury will announce the names of competitors proceeding to the next round in the order in which they performed.

6. The jurors shall submit completed score sheets to the jury secretary at the end of each part of the round. Late submissions will be disregarded.

7. At the end of each round of the competition, the secretary shall prepare a score summary and calculate an average score on the basis of which the final list of competitors is drawn-up. Disputed scores may be discussed.

8. The final order is drawn up using the sums of the average scores of the 2<sup>nd</sup> and 3<sup>rd</sup> rounds of the competition.

9. Decisions of the jury shall be announced after each round of the competition.

10. The jury is not obliged to award all the prizes. If the contestants do not reach the required quality, the jury may decide to withhold all prizes. The jury is entitled to combine prizes or divide them into equal parts (with the exception of the first prize, the award for improvisation and the special prize awarded by the Czech Music Foundation), but only within the financial limits of the competition. The jury may award an honourable mention. All decisions of the jury are final. Prizes are awarded by a majority vote of the jury.

11. Each contestant receiving an award shall be presented with a 21<sup>st</sup> Petr Eben International Organ Competition Opava 2022 Certificate together with any financial prize awarded.

12. Awards shall be presented to the winners in the presence of all jurors by a representative of the competition organisers, or by the chair or vice-chair at a ceremony held at the closing gala concert.

13. The winners will perform at the winners’ concert; their performance of the jury-selected repertoire, including an audio recording of the performance, is without remuneration.

### IV. FINAL PROVISIONS

1. The jury and the organising committee shall evaluate the competition at their final meeting.

2. The Rules of Procedure and Organisation have been issued in Czech and English. Should any disputes arise, the Czech version will be regarded as definitive.

3. Any disputes concerning the interpretation of the rules of procedure and organisation shall be resolved by the organising committee.

4. The Rules of Procedure and Organisation for the 21<sup>st</sup> Petr Eben International Organ Competition Opava 2022 have been prepared by the organising committee and are binding for the 21<sup>st</sup> year of the competition.