



*Sweet Adelines*  
INTERNATIONAL

# 2023 Regional Competitions

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Competitor Information for Regional Contest

# 2023 Regional Competitions

This packet includes the following items to assist as you finalize your regional competition preparations.

- Song Assessment Tool
- Important Documents Overview
- Rules for Entering the Competition
- Overview of Competition
- Overview of Competition Specifics
- Details on Qualifying for International Competition
- Extras

Remember, International Headquarters (IHQ) competition staff are here to answer any questions or concerns. If you have questions throughout the regional competition season, please contact the [Competition Department](#).

Best wishes for a successful competition!

## RESOURCES ON YOUR WEB PAGE

The following items are currently posted to the [Regional Chorus Portal](#) and [Regional Quartet Portal](#) web pages:

- **Chorus/Quartet Entry Forms**
- **Song Assessment Tool and Submission Form**
- **Open Division Cue Sheets**
- **Chorus List of Competing Members Form**
- **Copyright Matters and Licensing**
- **Criteria for Public Performance**
- **Entertainment Package Level Descriptors**
- **Evaluating Your Contest Performance**
- **Guidelines for Preparing/Judging an Open Division Package**
- **Performance Level Guidelines**
- **Regional Panel Assignments**
- **2023 Regional Dates and Deadlines**
- **Competition Handbook**

## CONTACT SWEET ADELINES

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# PACKET INFORMATION

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## NOTES OF INTEREST

- The 3 year competition requirement for choruses is currently suspended, and in its place is a temporary policy stating that all choruses must compete either in 2022 regionals or 2023 regionals. For 2022, video submissions were allowed to fulfill that competition requirement. There is no such stipulation for the 2023 competition season. This means that if a chorus did not compete in 2022 regionals, they must either compete in 2023 regionals or request a presidential waiver through their region’s Education Coordinator. For questions about this process, please email [competition@sweetadelines.com](mailto:competition@sweetadelines.com).
- All songs that are sung in any Sweet Adelines International contest must have received an “Admissible” rating through the [Song Assessment Tool](#) prior to its performance. Any performance that is found to contain a song not rated “Admissible” will be immediately stopped and subject to disqualification.
- Open Division competitors are placed in the random order of appearance draw with International Division competitors. Evaluation Only competitors will still compete first in their respective riser configurations.
- Competitors disqualified from any competition, in any division, **will receive a scoresheet**. However, the level scores will be removed.
- Performance time for International Division, (including Evaluation Only) is not to exceed seven (7) minutes, while performance time for Open Division is not to exceed ten (10) minutes.
- The International Board of Directors continues to reaffirm the policy requiring that only copyrighted music is sung at the regional competition. By signing the entry form, choruses warrant they have obtained appropriate clearance permission for the arrangements they plan to sing. This includes obtaining appropriate permissions for singing parody lyrics.
- For a complete explanation of the requirements and category weights of each of the four judging categories along with the Open Division elements, please refer to the [Judging Category Description Book](#).

- If you have any questions specific to your **regional convention**, please contact your events coordinator (EVC) or chair of regional convention (CRC).
- If you have questions regarding the **competition**, please feel free to contact the **Competition Department** at IHQ.

## IMPORTANT DOCUMENTS

### ○ **2023 Chorus/Quartet Entry Form**

Entering online is the quickest and most convenient way to enter regional competition. If you choose, you may email or fax your completed entry form to Sweet Adelines International. You can print a hard copy of the competition entry form from the Chorus and Quartet Competitor Webpages.

- Chorus Entry Forms
  - [Click here to register your chorus online!](#)
  - [Chorus Entry Form \(PDF\)](#)
- Quartet Entry Forms
  - [Click here to register your quartet online!](#)
  - [Quartet Entry Form \(PDF\)](#)

### ○ **2023 Regional Dates and Deadlines**

This chart lists important dates for your competition, including the date you may first enter online, the date the order of appearance is drawn, and the date of the competition (available in region numerical and contest date order). **Please note the 60-day entry submission deadline.**

### ○ **2023 List of Competing Members Form (Choruses ONLY)**

Two copies of this alphabetical list of each competing member (including director and dual members), their ID number and signature **MUST** be turned into the region's CC at the briefing. Please **DO NOT** send this list to IHQ.

### ○ **Open Division Cue Sheets**

A copy of this form **MUST** be turned into the region's competition coordinator (CC) at the briefing.

- [Chorus OD Cue Sheet](#)
- [Quartet OD Cue Sheet](#)

### ○ **Song Information Sheet**

A copy of this form **MUST** be turned into the region's CC at the briefing.

### ○ **Competition Handbook**

Sweet Adelines International's Competition Handbook explains official rules and regulations for all competitions. The handbook is also available through International Sales.

### ○ **Regional Competition Eligibility Requirements**

Information for choruses/quartets to determine eligibility for regional competition.

### ○ **Evaluating Your Contest Performance**

An informative guide on how you and the judges evaluate your contest performance.

### ○ **Performance Level Guidelines**

These charts, separated by judging categories (Sound, Music, Expression, Visual Communication) and levels (A+ through D-), help you evaluate your scoresheet comments.

### ○ **Entertainment Package Level Descriptors**

These charts, separated by judging categories (Sound, Music, Expression, Visual Communication) and levels (A+ through D-), help you evaluate your Open Division scoresheet comments.

### ○ **Copyright Matters**

Instructions addressing copyright issues; an informative guide on copyrights/arrangements of music.

## ENTERING THE 2023 REGIONAL COMPETITION: CHORUSES

### Rules to Enter:

- A minimum of 12 singing members, not including the director(s), are required to compete in the International Division. A chorus with fewer than 12 members on stage performs for Evaluation Only or Open Division and receives a written evaluation of their performance from each judge.
- Any chorus delinquent in paying its regional assessment as of 60 days prior to regional competition is not in good standing with the region and is ineligible to compete. If it is paid, the Competition Department must receive notification from the region that the member or chorus is in good standing and eligible to compete.
- Refer to the *Competition Handbook* for a complete list of competition policies and procedures.

### 3-Year Competition Requirement:

- Please note: The 3 year competition requirement for choruses is currently suspended, and in its place is a temporary policy stating that all choruses must compete either in 2023 regionals or 2023 regionals. For 2023, video submissions were allowed to fulfill that competition requirement. There is no such stipulation for the 2023 competition season. This means that if a chorus did not compete in 2023 regionals, they must either compete in 2023 regionals or request a presidential waiver through their region's Education Coordinator. For questions about this process, please email [competition@sweetadelines.com](mailto:competition@sweetadelines.com).

### Entry Fee:

- Chorus entry: \$150 USD (up to 60 days prior to competition)
- Chorus late entry fee: \$250 USD (from 59-45 days prior to competition)
- Entries received after 45 days prior to contest are not processed

### Riser Change Fee:

- All regions will determine the riser configuration(s) that they will offer during the contest. Each chorus will get to choose from those options which configuration they prefer. If no selection is made, the chorus will automatically be assigned the "inverted" option.
- Any change in your riser configuration after the initial Order of Appearance (55 days prior to competition) has been drawn results in a **\$50.00 USD** fee. Further, the chorus will be treated as a late entry and is assigned to perform at the beginning of their appropriate session.

### Entry Deadline:

- Entries **MUST** be received at IHQ by the entry deadline. Refer to the *2023 Regional Dates and Deadlines* to view your region's schedule.

### Sending in Your Entry Form:

- Competition entries are accepted on the Sweet Adelines International website beginning 105 Days prior to your regional contest. ***Online registration is limited to the chorus president, director, or treasurer on file at headquarters; all must be in good standing.***
- Entries may also be printed and faxed to Sweet Adelines International. Both the entry fee and completed form must be received by IHQ ***no later than 60 days prior*** to the regional competition to avoid late fees. Allow ample time for the materials to be processed through the postal system.
- Be sure to include your region number and chorus ID on the entry form.
- Submitting your entry late affects your order of appearance. Entries received during the late period (59-45 days before competition) will not appear in the initial order of appearance drawing, but

instead in a second drawing placing your chorus at the beginning of your chosen division of the competition.

- All faxed entry forms should be sent to 1.918.388.8083
- *Note: please do not fax an entry form that has already been processed online; this could result in duplicate charges.*

### Song Information

All songs that are sung in any Sweet Adelines International contest must have received an “Admissible” rating prior to its performance. Admissibility can be achieved one of two ways:

#### 1. Checking the Song Assessment Database

- If the title and arranger of the song you intend to sing are already rated in the tool, you do not have to submit them again.
  - If it is “Admissible” then you simply put the date that you checked the tool on your entry form to show it was admissible.
  - If the song was submitted, but not your specific arrangement, you must submit the arrangement through the tool, but you will not have to submit research.

#### 2. Submitting a new song through the Song Assessment Tool

- If the song and arranger that you intend to sing is NOT already on the database, you will need to fill out the Song Assessment Tool to get it rated. It is advisable that this is done as soon as possible, as regionals season is a busy time for the Song Assessment Committee.

Competitor Entry forms contain space for competitors to include the Song Titles, Arrangers, and Dates that each song was rated as “Admissible”. Competitors should fill out these forms with any and all songs that might be performed at regional contest. **ENTRY FORMS WILL NOT BE ACCEPTED IF THIS SECTION IS BLANK.** Competitors will then turn in a Song Information Sheet at their briefing, which is their last opportunity to make any changes to their song choice.

### Paying for Your Entry:

- Include payment in U.S. currency only. Visa, MasterCard, Discover and American Express are accepted.

### Withdrawing Your Entry:

- Anyone withdrawing from competition must submit a written notification to IHQ via email to [competition@sweetadelines.com](mailto:competition@sweetadelines.com). A phone call is **not** sufficient.

## ENTERING THE 2023 REGIONAL COMPETITION: QUARTETS

### Rules to Enter:

- In order to compete, the quartet name and personnel must be registered with Sweet Adelines International.
- Members must be in good standing with their chapter(s) and region(s) and current on international per capita fees and regional assessment dues by the regional entry deadline.
- New quartets registering after January 15 will be charged an additional **\$60.00** processing fee.
- **Your competition entry will not be processed until the quartet registration is complete.**
- Refer to the *Quartet Handbook* and *Competition Handbook* for a complete list of competition policies and procedures.

### Entry Fee:

- Quartet entry: \$100 USD (up to 60 days prior to competition)
- Quartet late entry fee: \$200 USD (from 59-45 days prior to competition)
- Entries received after 45 days prior to contest are not processed

### Entry Deadline:

- Entries **MUST** be received at IHQ by the entry deadline. Refer to the *2023 Regional Dates and Deadlines* to view your region's schedule.

### Sending in Your Entry Form:

- Competition entries are accepted on the Sweet Adelines International website 105 days prior to your regional convention. *Online entry is limited to the quartet prime contact only.*
- Entries may also be printed and faxed to Sweet Adelines International. Both the entry fee and completed form must be received by IHQ **no later than 60 days prior** to the regional competition to avoid late fees. Allow ample time for the materials to be processed through the postal system.
- Be sure to include your region number and quartet ID on the entry form.
- **Be sure to include the Song Title, Arranger, and Date Rated Admissible on the entry form.**
- Submitting your entry late affects your order of appearance. Entries received during the late period (59-45 days before competition) will not appear in the initial order of appearance drawing, but instead in a second drawing placing your quartet at the beginning of your chosen division of the competition.
- All faxed entry forms should be sent to 1.918.388.8083
- *Note: please do not fax an entry form that has already been processed online; this could result in duplicate charges.*

### Song Information

All songs that are sung in any Sweet Adelines International contest must have received an "Admissible" rating prior to its performance. Admissibility can be achieved one of two ways:

#### 1. Checking the Song Assessment Database

- If the title and arranger of the song you intend to sing are already rated in the tool, you do not have to submit them again.
  - If it is "Admissible" then you simply put the date that you checked the tool on your entry form to show it was admissible.
  - If the song was submitted, but not your specific arrangement, you must submit the arrangement through the tool, but you will not have to submit research.

#### 2. Submitting a new song through the Song Assessment Tool

- If the song and arranger that you intend to sing is NOT already on the database, you will need to fill out the Song Assessment Tool to get it rated. It is advisable that this is done as soon as possible, as regionals season is a busy time for the Song Assessment Committee.

Competitor Entry forms contain space for competitors to include the Song Titles, Arrangers, and Dates that each song was rated as “Admissible”. Competitors should fill out these forms with any and all songs that might be performed at regional contest. **ENTRY FORMS WILL NOT BE ACCEPTED IF THIS SECTION IS BLANK.** Competitors will then turn in a Song Information Sheet at their briefing, which is their last opportunity to make any changes to their song choice.

#### Paying for Your Entry:

- Include payment in U.S. currency only. Visa, MasterCard, Discover and American Express are accepted.

#### Withdrawing Your Entry:

- Anyone withdrawing from competition must submit a written notification to IHQ via email to [competition@sweetadelines.com](mailto:competition@sweetadelines.com). A phone call is **not** sufficient.

## COMPETITION OPTIONS

### INTERNATIONAL DIVISION

- International Division is the traditional competition option.
- Contestants in the International Division should prepare to sing two separate competition songs or medleys.
- International Division serves as qualifier for International Chorus Semifinals, International Quartet Semifinals, and Harmony Classic competitions.
- Each competitor has seven minutes to sing two contest songs.

#### Performing for Evaluation Only

- The International Board of Directors provides that any current or past International Champions, or current International Semifinalists may perform in a regional competition for Evaluation Only or Open Division. This should be indicated on the entry form.

### OPEN DIVISION

- Open Division is an evaluative competition option. It is **NOT** a qualifier for the any competition at international convention.
- Only level scores are given. Scores are published alongside International Division scores.
- Competitors have 10 minutes to complete their Open Division package.
- Contestants choosing to compete in the Open Division shall present an entertainment package that includes:
  - One song or medley appropriate for use in a Sweet Adelines International competition
  - At least one other song
  - Emcee material



## EVALUATION OR OPEN DIVISION BY VIDEO RECORDING

- The regional competition policies give competitors the option of evaluation through Evaluation Only or Open Division by video recording. Competitors choosing these options are required to pay the competition entry fee.
- As a reminder, for 2022, video submissions were allowed to fulfill that competition requirement. There is no such stipulation for the 2023 competition season. This means that if a chorus did not compete in 2022 regionals, they *must* either compete in 2023 regionals or request a presidential waiver through their region's Education Coordinator.
- The official panel evaluates the video recording after viewing the level performances prior to judging the contest.
- Refer to Section VI of the *Competition Handbook* for complete guidelines.

## COMPETITION SPECIFICS

### PROCEDURE AND GUIDELINES

- The competitor indicates on the entry form its desire to perform in the Open Division, International Division (placement), or Evaluation Only. *The full entry fee is required even when performing for Evaluation Only and Open Division.*
- Prospective choruses may only enter regional chorus competitions for Evaluation Only or Open Division.
- Competitors performing for Evaluation Only, unless serving as mic-tester, are automatically part of the drawing for first appearance.
- Each judge writes comments on their category scoresheets and indicates a level score for each song. **No numerical score or total score is given for Evaluation Only or Open Division.**
- Level scores for Evaluation Only performances are considered confidential and are not published.
- Those competing for Evaluation Only are **NOT** eligible for awards presented by the international organization or for regional awards determined by total score or final placement.
- Open Division competitors will be in the random order of appearance draw with International Division competitors. Evaluation Only competitors will still compete first in their respective riser configurations.
- Competitors may not change from International Division to Open Division (or vice versa) after the final order of appearance has been conducted at IHQ.

### MIC-TESTING

A chorus or quartet invited to mic-test may also perform for Evaluation Only or Open Division at the end of the regional contest. Mic-testers choosing to perform for Evaluation Only or Open Division at the end of the regional contest *must complete the entry form and pay the entry fee.*

### CONVENTION ASSISTANCE CHAPTER

If you are acting as the region's Competition Assistance Chapter, **and** are competing for Open Division or Evaluation only, you have the option to request to compete first or last in the Order of Appearance. If you do not make the request to compete first or last, you will be drawn at random in the Order of Appearance.

### PARODY LYRICS

- If you intend to sing a parody at any Sweet Adelines International contest, you must obtain permission from the copyright owner to use their work in a parody. You must include the parody lyrics in the initial Request for Permission from the arranger/copyright owner.
- If you have a question regarding copyright policies and procedures please contact [Music Services](#).

## COMPETITION WEEKEND

- All competitors must turn in their forms at their respective briefing. These include the *Open Division Cue Sheet* (Open Division Competitors ONLY), the [Song Information Sheet](#) confirming your song choice, and the *List of Competing Members Form* (Choruses ONLY).
  - [List of Competing Members Form](#)
    - Names/ID numbers and signatures of all performing chorus members, including the director(s) and all dual members are listed on the form in alphabetical order. The total number of performers on stage is used to determine eligibility for the Division A small chorus (15-30) and the Division AA mid-size chorus (31-60) awards.
    - Should a person on the list (with the exception of the director) **not** be a member of the chorus and Sweet Adelines International, the chorus is subject to disqualification. Further, any chorus that fails to correctly report the number of competing members will be ineligible to receive any size-based awards.
- The competing chorus/quartet receives the following:
  - Official tabulated results of their regional competition
  - Judges' scoresheets for their performance
  - Recording of their performance
  - Evaluating Your Contest Performance
  - Performance Level Guidelines
  - Entertainment Package Level Descriptors
  - Panel Directory
    - It is recommended that competitors view the recording of their performance while reading through their scoresheets. Other tools to aid the competitor in reviewing their scoresheets are: *Evaluating Your Contest Performance*, *Performance Level Guidelines*, or *Entertainment Package Level Descriptors*.
    - If there is a question regarding a comment or score, the competitor may write directly to the judge. The Competition Department should receive copies of all correspondence.

## QUALIFYING FOR INTERNATIONAL: CHORUS

The 2023 Regional Chorus Champions are eligible to compete in the 2024 International Chorus Competition.

- If the first place chorus withdraws from international competition, the second place chorus is invited. If the second place chorus is a wildcard or declines, an invitation is not extended to other placements.

## WILDCARDS

- The ten highest scoring regional second place choruses are eligible to compete at the next year's international chorus semifinals as wildcards.

- The next highest scoring regional second place chorus is invited if an eligible chorus chooses not to compete.
- Any wildcard chorus that qualifies for the International Chorus Semifinals by virtue of score and chooses to compete in the next year's international competition is not allowed to compete for placement at the following regional competition.
- Announcement of wildcards is made after all regional contests are complete.
- To aid in the decision-making process, please start these discussions early. If you receive a wildcard invitation, these prior discussions will help speed up the decision process. Choruses have *seven* days to respond to any wildcard invitation.

## HARMONY CLASSIC

- From the first place mid-size (Division AA) and first place small (Division A) chorus divisions, the five highest scoring choruses are invited to compete in the Harmony Classic competition at the 2023 International Convention.
- Choruses that qualify for both Harmony Classic and the International Chorus Semifinals are required to choose one contest in which they will compete. Choruses **MAY NOT** compete in both Harmony Classic and the International Chorus Semifinals in the same year.
- To aid in the decision-making process, please start discussions early. If you receive a Harmony Classic invitation, these prior discussions will help speed up the decision making process. Choruses have *seven* days to respond to any Harmony Classic/Wildcard invitation.
- The maximum number of singers for Harmony Classic competition increases to 40 singing members for Division A and 75 singing members for Division AA. While the qualification for Harmony Classic remains at 12-30 singing members for Division A and 31-60 singing members for Division AA at the regional competition level, this is important to note should your chorus be invited to compete in Harmony Classic at the international level.
- Please refer to the *Competition Handbook* for additional qualifications and restrictions.

## QUALIFYING FOR INTERNATIONAL: QUARTETS

The 2023 Regional Quartet Champions are eligible to compete in the 2023 International Quartet Competitions scheduled to be held October 30-November 4 in Louisville, Kentucky, U.S.A.

- If the first place quartet withdraws from international competition, the second place quartet is invited. If the second place quartet is a wildcard or declines, an invitation is not extended to other placements.

## WILDCARDS

- The wildcard quartet pool is not announced until after all the regional contests are complete. Ten wildcard quartets are chosen from the highest scoring of all non-first place quartets. Quartets that are extended a wildcard invitation have seven (7) days to respond to their invitation.

## PENALTIES SUBJECT TO DISQUALIFICATION

- Time penalty: 30 seconds over or more.
- Competition songs not sung primarily in English.
- Religious, patriotic, or official organizational songs. (Does not apply to non-competition songs.)
- Performance included spoken material and/or noise making devices. (Does not apply to non-competition songs)

- Throwing object(s) into audience or judging pit from the competition stage.
- Crowns in the style of Sweet Adelines Champion Quartets being worn.
- Conduct of contestants, including director, deemed injurious to the welfare of the organization.
- Delay of contest.
- Non-singing member, in addition to director, on stage.
- Deviation from submitted prepared program.
- Performing a song that has not been rated “Admissible” by the Song Assessment Tool.

For any additional questions, please contact  
[competition@sweetadelines.com](mailto:competition@sweetadelines.com).