



# **SPEECH & DRAMA**

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# **Teachers of Ireland**

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## **RULES AND REGULATIONS**

FEIS 2024

SPEECH AND DRAMA TEACHERS OF IRELAND



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## **Chairperson's Acknowledgement**

The Feis Team have endeavoured to include all rules and regulations for Feis 2024 in one easy to reference document.

This comprehensive booklet has been developed to support the ethos of the Feis: an event that offers equal opportunities, that is fair and inclusive, and that celebrates children of all backgrounds, supporting their individuality, their efforts, their strengths, their learning, and accomplishments. Competition is framed positively as an opportunity to support the children's overall development beyond performance, in a fun and safe environment. We focus on process, effort, and teamwork, and also acknowledge the end product resulting from these.

We hope that it will benefit you as you prepare your entrants for the Feis.

Speech and Drama Teachers of Ireland would like to extend our thanks to all the teachers, entrants, families, The adjudicator, assistants, and volunteers for their commitment, dedication, and support of the Feis.

Niamh and Susan would like to thank the other members of the Feis Team – June and Pearl – for their tireless work in bringing Feis 2024 to our members.

To board members Bríd and Kathryn for all their support both in the run up to, and on the day of the Feis.

Thank you also to our sponsors for their continued support.

We look forward to a wonderful Feis and to welcoming everyone from all over Ireland.

*Niamh and Susan*

Contact Us: **[Feis Team 2024](#)**



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### Membership and Entry Regulations

#### General Entry Regulations

1. Entry to Feis 2024 is open to active members of Speech and Drama Teachers of Ireland (hereafter referred to as SDTol).
  - a. *Need to renew your membership?* [Renew Membership](#)
  - b. *Want to join?* [New Membership](#)
2. Speech and Drama Teachers of Ireland membership is open to individuals not organisations..
3. All entering teachers must be active members of Speech and Drama Teachers of Ireland.
4. Entrants must agree to the rules of entry by ticking the appropriate box on their entry form.
5. The board reserves the right to cancel / amend / or otherwise adapt competitions as it sees fit.
6. Ticking “consent to use images” in the entry form allows Speech and Drama Teachers of Ireland to use these in promotional communications, including but not limited to, our social media platforms and website. “Images” in this context also refers to videos.
7. Entries will only be confirmed once full payment has been received.
8. Payment is via our website only.
9. Time limits will be strictly enforced – see online and live rules for further details.
10. All relevant dates are listed on the Feis brochure and on our website.
11. Strictly no late entries.
12. Strictly no substitutions are permitted under any circumstances.
  - a. Entry form – once entered a name may not be changed; a new form must be submitted for every entrant.
  - b. Video submissions – the entrant named on the entry form must be the same entrant for whom a video is submitted.
  - c. Live Heats – the entrant presenting to live heats must be the same entrant named on the entry form.
  - d. Live Finals – the entrant presenting to finals must be the same entrant who qualified through online heats.
  - e. Pieces – entrants qualifying for finals must present the same piece they submitted online.
13. Holders of Associate Diplomas cannot enter as candidates in the Feis.
14. The decision of the adjudicator is final.
  - a. Where a breach of rules is identified or queried, the adjudicator will be advised by the Feis Team on the appropriate course of action.



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- b. The adjudicator may not be approached directly by teachers, parents, or entrants regarding their decision.
  - 15. Entrants must perform in English (except where there is a request for consideration under our Additional Needs section).
  - 16. Teachers and audience members are advised that photography or recording is strictly forbidden in event rooms. It is the responsibility of SDToI members to inform their entrants of the rules and regulations.
  - 17. Disputes must be raised in writing to the **Feis Team** within 5 days of the date of live finals.
    - a. A fee of €50 is payable to Speech and Drama Teachers of Ireland upon raising a dispute.
    - b. The fee is payable through the Speech and Drama Teachers of Ireland website only.
    - c. Should your dispute be upheld, this fee is refunded.
- Members are referred to page 13 for full details on the Dispute Policy.



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### **Age Definitions**

1. Entrants must be in the correct age range for their events as of January 1<sup>st</sup> 2024, **except:**
  - a. Where an entrant is younger than the lowest age category available.
    - i. **e.g.** Junior Shakespeare is only open to those between 12 and 14yrs.  
Teachers should ensure that the standard expected in the age category is met.  
Teachers should ensure that the content material is suitable for the age category.
2. Entrants may not present in a category if they are above the upper age limit.
3. Regardless of age, Associate Diploma holders may not present in any category.
4. Duologues / Groups
  - a. Where entrants fall into more than one age category, they must be entered in the higher age category.
5. Teachers are responsible for ensuring their entrants are in the correct age category.



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### Online Regulations

#### I. Entry Forms

- a. Forms will be sent to all members / past members once the event opens for registration.
- b. Parents / guardians / entrants may not submit entry forms.
- c. Entry is through the forms only.
- d. Strictly no entry forms will be accepted once the closing date has passed.
- e. Up to this closing date, any changes to entries can be facilitated.
- f. An entrant can be withdrawn from the event at any stage up to the closing date.
  - i. They will remain on the entry list, with 0 competition entries.
  - ii. They will incur no fee.
- g. Entrants withdrawn after the closing date or failing to present for adjudication online or in person will not receive a refund under any circumstances.

#### 2. Video Uploads (*\*see How To Guide*)

- a. Video uploads will be accepted once the full entry fee has been paid.
- b. Entries can be uploaded at any stage up to the closing date.
- c. Teacher folders will be closed once this date has passed and no further changes / uploads will be allowed.
- d. All reasonable efforts will be made by the Feis Team to support teachers during the audit stage prior to videos being allocated to The adjudicator.
- e. Teachers will be notified via their spreadsheets if an expected entry is missing.
- f. Videos must be labelled with the entrants Unique Identifier (UIN)
- g. Entrants must state the name of their piece and its author.
- h. Entrants must not introduce themselves by name.
- i. Entrants must not wear any uniform that could identify their location.
- j. Videos can only be accepted through the SDTol Google Drive.
- k. Video uploads to the SDTol Google Drive can only be made by active members.
- l. Parents / Entrants / Guardians must not be given access to the SDTol Google Drive.
- m. Videos uploaded by anyone not registered as a member will not be forwarded for adjudication and will be deleted.**
- n. Teachers are given a set period to review their entries.
- o. Teachers are responsible for ensuring their entries are correct.
- p. Videos are retained for 10 days after the live event, and then deleted.



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### **Online Adjudication Regulations**

As per the general rules, the board reserves the right to adapt, amend, or cancel any category.

1. The adjudicator does not have access to personal details of entrants or their teachers.
2. UIN's are allocated randomly.
3. All entrants receive feedback and comment sheets from the adjudicator.
4. Placement:
  - a. A minimum of 9 and a maximum of 12 entrants are selected from each online (solo) category to present at finals, subject to the number of entries received.
  - b. A minimum of 6 and a maximum of 12 entrants are selected from each online Duo category to present at finals, subject to the number of entries received.
5. If numbers permit, the adjudicator selects 2 shortlist places for entrants who may be called should any finalists be unable to present at live finals.
6. All reasonable efforts will be made to notify teachers of their finalists 21 days prior to finals.
7. Teachers are requested to contact us as soon as possible when they know a student cannot present to finals.
8. The decision of the adjudicator is final.
9. Once the adjudicator has completed their categories, their access to videos is removed.





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### **Live Final Regulations**

As per the general rules, the board reserves the right to adapt, amend, or cancel any category.

### **Live Events (no online element)**

1. Live events are subject to the same regulations as online events, with the following exception.
  - a. Allocation of awards will not include a shortlist, as only those present can be selected for awards.
  - b. Categories may be sub-divided into heats, subject to entry numbers.
  - c. Awards allocated within heats are final awards.
  - d. Should categories need to be divided into heats, each event serves as its own final, with no overall category award being presented.

### **Live Hybrid Final Events (following online adjudication)**

1. Time limits will be strictly enforced for the live finals.
  - a. Entrants exceeding the time limit will be adjudicated, and will receive a mark, but will not be considered for awards.
2. Once set, the event timetable cannot be changed.
3. All reasonable efforts will be made to ensure that the timetable facilitates teachers and parents to see as many entrants perform as possible.
4. Entrants must be within the stated age range on 1<sup>st</sup> January, 2024. It is the responsibility of teachers to ensure that entrants are correctly entered.
5. Entrants may supply a clean copy of their chosen pieces to the adjudicator on the day of the live final. Pieces supplied will not be returned.
6. Entrants must perform the same piece in both online heats and live finals.
7. Entrants must dress appropriately for the event (school uniforms are not permitted).
  - a. Costume is permitted but will not influence marking.
8. Entrants are responsible for setting their own stage, managing their own technology during their competition. Teachers / parents / event assistants cannot assist in any way.
  - a. This does not apply to any entrant with specific additional needs who may require support.
9. The decision of the adjudicator is final.
10. Entrants (or their accompanying adult if under 16 yrs.) are required to sign in on arrival to the main registration desk.



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- 11. Only those entrants who have qualified through online heats are permitted to present to the live event for adjudication.**
12. All attendees at the live event, including but not limited to, entrants, teachers, audience, etc. must comply with instructions from event organisers/volunteers.
13. Code of conduct
  - a. All attendees are requested to abide by the Feis Code of Conduct



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### **Entrants with Additional Needs**

All children are welcome to participate in Feis 2024. We endeavour to provide an environment that supports and includes children of all backgrounds and circumstances.

#### **Online Event**

1. Teachers are requested to inform us in writing( within 7 working days in advance of the closing date) if any entrant requires consideration on medical, physical, sensory, or intellectual grounds.
2. Information will be shared with the specific adjudicator only, using the UIN as reference.
3. We do not require, nor can we ask for, clinical or medical diagnostic information.
4. Accommodations are made on a case-by-case basis.

#### **Live Event**

1. Teachers are requested to inform us in writing (within 7 working days of the live final event) if a finalist requires consideration on physical, sensory, or intellectual grounds.
2. Information will be shared with the specific adjudicator, and room assistants.
3. Accommodations are made on a case-by-case basis.

Please note that not every entrant with additional needs requires additional accommodation or support. We request information only where it is necessary to ensure that the entrant is afforded equality of opportunity.



### **Regulation Breach Procedures**

The rules and regulations booklet underpins the core ethos of Feis 2024.

The Feis team acknowledges the difference between error and deliberate regulation breach. All reasonable attempts will be made by the team to assist members with administrative errors. These will not be subject to regulation breach procedures. In the extremely rare cases where an intentional breach is suspected or identified, the following will apply.

1. Communications in relation to breach of procedures will only be conducted in writing.
2. Communications will be directly with the SDTol member and not the entrant or their parent/guardian.
  - a. The board reserves the right to communicate directly with the entrant (if over 16yrs) / their parent/guardian where the SDTol member fails to engage in communications.
  - b. This communication is not covered under dispute resolution procedures, and is offered as a courtesy only.
3. Disputes can only be raised by the relevant SDTol member.
4. In the first instance, breach procedures will be managed by the Feis Team.
5. In the event of an appeal, proceedings will be managed by the SDTol board.
6. Appeals / Disputes can be raised up to 5 days following the live final event, subject to payment of the dispute management fee of €50 - payable through our website only.
  - a. This payment will be returned should the dispute be upheld.
7. Breaches are subject to different procedures, depending on the nature of the breach.
  - a. Substitutions
    - i. If a substitution is identified, the entrant will be disqualified.
    - ii. Awards presented to entrants identified as substitutions will be revoked.
    - iii. The SDTol member who entered the substitution will not be eligible to enter anyone in the identified category in the Feis following Feis 2024.
    - iv. All costs incurred from retrieval of any awards (trophies / medals etc.) will be borne by the SDTol member who made the substitution.
    - v. It is the responsibility of the SDTol member to communicate with the entrant and/or their parent/guardian in relation to these proceedings.
    - vi. Failure to comply with these procedures will result in removal of the SDTol member from the organisation.
    - vii. SDTol members have the right to appeal decisions handed down by the SDTol board. Appeals must be raised within 5 working days.
  - b. Code of Conduct



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1. Breaches of the code of conduct will be addressed on a case-by-case basis.
2. The Feis Team reserves the right to remove any persons found to be in breach of the code of conduct.
3. Removals will be an act of last resort.
  - a. Prior to removal the Feis Team will
    - i. Establish the nature of the breach
    - ii. Establish the context in which the individual/s are attending (i.e. members, event participants, family members etc.)
    - iii. Explain the code of conduct and the specific breach occurring.
    - iv. Request adherence to the code.
    - v. Record the event in writing.
    - vi. If the situation does not resolve, the Chairpersons will be consulted.
    - vii. Chairperson/s will consult with the individual/s involved, repeating the code of conduct and requesting adherence.
    - viii. Chairperson/s will record the event in writing.
    - ix. If the situation does not resolve, those in breach will be asked to leave the event.
    - x. Individual/s found to be in breach of the code of conduct will not be eligible to attend the event the following year.

All attendees are invited to read the code of conduct which has been shared with all members and is also available to view on the FEIS page of [the SDTol website](#).

### c. Time Limits

- i. Time limits are enforced to ensure that all entrants work within the same parameters.
- ii. Limits apply to the length of performance from announcing the title and author through to the final action associated with that performance be that through voice or movement.
- iii. SDTol members are responsible for ensuring entrants' performances meet this requirement.
- iv. Entrants exceeding the time limit will receive a mark and comments but will not be considered for awards.



### **Dispute Process**

Disagreement with the decision of an adjudicator, or disagreement with event procedures /decisions made by the Feis Team and/or volunteers are not in themselves grounds for appeal.

Disputes can be raised in the following circumstances:

1. Where inconsistencies arise in given marking schemes in specific events.
2. Where inconsistencies arise in given marking schemes between specific events (unless those events are subject to variations in marking schemes in the first instance).
3. Where there is an unfair enforcement of regulations.
4. Where regulations may not have been adhered to.
5. Where there is disagreement on the decision of **SDToI** following a dispute, an appeal may be raised.

### **Conducting a dispute**

1. If you wish to dispute a decision, contact **Feis Team 2024** within 5 working days of the date of the live event.
2. If after discussing the matter with us, you still wish to appeal a decision, you must communicate in writing to the SDToI Board within 5 working days of that discussion.
3. The written communication must contain:
  1. The grounds for the appeal.
  2. The grounds on which you believe your issue was not properly dealt with or assessed.
  3. Specific evidence supporting the dispute.
4. Written acknowledgement will be sent within 5 working days of receiving correspondence.
5. The dispute will be reviewed by the SDToI board AND an independent party at the SDToI board meeting directly following the date of receipt of a request to dispute.
6. Decisions reached at that meeting are final, and will be communicated to the appellant within 5 working days of the SDToI board meeting.



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7. Should a dispute be upheld, any amendments to our regulations and procedures will be added to this booklet.