

OFFICIAL RULES
SOCAN Foundation/CUMS Awards for Writings on Canadian Music ~ Prix
Fondation SOCAN/SMUC pour la recherche sur la musique canadienne
and
SOCAN Foundation/George Proctor Prize ~ Prix Fondation SOCAN/George-Proctor

1. SPONSORS

Prize money for the SOCAN Foundation/CUMS Awards for Writings on Canadian Music ~ Prix Fondation SOCAN/SMUC pour la recherche sur la musique canadienne is provided with generosity by the SOCAN Foundation. The competition is administered by the Canadian University Music Society ("CUMS")(SOCAN Foundation and CUMS are hereinafter collectively referred to as the "Sponsors").

Prize money for the SOCAN Foundation/George Proctor Prize ~ Prix Fondation SOCAN/George-Proctor is provided jointly by the Sponsors. The competition is administered by CUMS.

2. COMPETITION DESCRIPTIONS

The aims of the SOCAN Foundation/CUMS Awards for Writings on Canadian Music ~ Prix Fondation SOCAN/SMUC pour la recherche sur la musique canadienne (hereinafter, the "Writing Awards") and the SOCAN Foundation/George Proctor Prize ~ Prix Fondation SOCAN/George-Proctor (hereinafter, the "Proctor Prize") are to encourage students' research and writing on music-related topics and music professors' mentorship of students in these endeavors.

The Writing Awards

Two Writing Awards will be awarded to students for research papers submitted for the competition on Canadian music. One prize will be awarded for the best English-language paper and one for the best French-language paper. Topics in Canadian music will be understood as potentially deriving from a wide range of genres, including, but not limited to, such areas as concert, folk, jazz, and popular music.

The Proctor Prize

The Proctor Prize will be awarded for the best paper presented by a graduate student at the annual conference of the Canadian University Music Society. This award is for original research in any recognized branch of musical scholarship, in French or English.

3. ELIGIBILITY

Subject to the exclusions described below, the Writing Awards and Proctor Prize competitions are open to any person who, at the time of submission of a paper for consideration by the applicable jury, fulfils the following requirements:

- (i) is registered in a degree program at an accredited institution (whether inside or outside Canada); (note that the Proctor Prize is open only to graduate students, while the Writing Awards are open to undergraduate and graduate students);
- (ii) is a Canadian citizen or landed immigrant to Canada;
- (iii) *if a graduate student* (for either the Writing Awards or the Proctor Prize), is a member of CUMS; *and* does not yet hold a doctorate or full-time teaching position; and
- (iv) agrees to be bound by and fully comply with the Official Rules.

Students are limited to one paper submission per year per competition. A student may submit a paper to both the Writing Awards and the Proctor Prize competitions in the same year, provided the applicable requirements are met.

A paper submitted for the Writing Awards is also eligible for competition in the semi-final round of the Proctor Prize, provided that the entrant has fulfilled all of the necessary conditions for conference proposal submission, and the submission has been approved to be read at the conference.

Winning paper submissions in the Writing Awards that have been submitted for the Proctor Prize and that fulfill all requirements for reaching the final round of the Proctor Prize in the same competition year will remain in consideration for the Proctor Prize. In the case of a Writing Awards submission also being chosen as a finalist for the Proctor Prize, the announcement of Writing Awards winners will be delayed until after all Proctor Prize competitors have presented their submissions at the annual CUMS conference. This is to avoid prejudice in the decision concerning the Proctor Prize competition.

EXCLUSIONS

Previous winners of the CUMS George Proctor Prize or the Proctor Prize are ineligible to compete in future Proctor Prize competitions.

Papers on Canadian music topics that have previously won the CUMS George Proctor Prize (now renamed the Proctor Prize) are *not* eligible for future Writing Awards. After 2011, any person who, while a graduate student, previously won the Writing Awards competition *will not be* eligible to compete for future Writing Awards but *will be* eligible to compete for the Proctor Prize, on condition that all applicable criteria for submissions are met.

An undergraduate paper that is substantially similar in subject, premises, methodology and conclusions as one submitted to the Writing Awards in a previous year is ineligible for the Proctor Prize of the current year even if the author has since become a graduate student and the proposal has been accepted for presentation at the subsequent year's conference.

4. CONTEST PERIOD

The Writing Awards and Proctor Prize are annual competitions. Both competitions will open each academic year upon the posting of the Call for Papers and Competitions for the annual CUMS conference. Calls for Papers and Competitions normally occur in November of each year for an annual CUMS conference in May-June the following year. Posting of the Call for Papers for both competitions will be in electronic form and distributed to all CUMS members via the CUMS website (www.cums-smuc.ca/conference), and to other subscribed Listservs and/or through CUMS and associated newsletters and email services. The intention is to distribute this information widely in electronic format only.

5. HOW TO ENTER

Terms of Submission for the Writing Awards:

Writing Awards are awarded for research papers on Canadian music. A submission to the Writing Awards will be a written document of no more than 3000 words received by the competition deadline to the Chair of the competition jury indicated in the annual guidelines for submissions. The submission must present, in a formal paper of scholarly tone, an account of original research that was carried out by the student, and that contains complete scholarly apparatus, including footnotes and a bibliography.

Submissions must be in PDF form (maximum 1 MB), with examples and figures (if any) inserted into the running text of the document.

Final essay submissions for both the Writing Awards and the Proctor Prize must be transmitted electronically as PDF files (maximum 1 MB in size) attached to emails to the posted address. The author's name, title of paper, level of current degree program, institutional affiliation, full postal address, and phone and fax numbers should appear in the email body but not on any abstract or full essay submission, as proposals will be judged anonymously. The deadlines and address for submission to each competition are different from each other, and change each year. Detailed information on annual deadlines and guidelines for submissions to both the Writing Awards and the Proctor Prize is available at www.cums-smuc.ca/conference.

Terms of Submission for the Proctor Prize:

The Proctor Prize is awarded for original research in any recognized branch of musical scholarship, in French or English.

A Proctor Prize submission is in three stages, all three of which must be met in order to be eligible for this prize, generally described as: 1) submission of an abstract, 2) submission of a full paper, and 3) presentation of paper and question period at the annual CUMS conference.

Further explanation follows:

- (i) To be eligible for the Proctor Prize, students must submit, by the posted competition deadline, an abstract of 500–800 words describing the subject, the premises, the methodology, and the conclusions of their proposed paper presentation. Submission of an abstract denotes willingness and ability to attend the conference, which, however, is required to be considered for the Proctor Prize.
- (ii) Graduate students whose papers are chosen for presentation for the CUMS conference and who are eligible to compete for the Proctor Prize will be required to submit an electronic PDF copy of their complete papers (with the scholarly apparatus), and of any handout, exactly as they will be presented at the conference by a posted deadline that is in advance of the annual conference. This will allow all papers to be read by the jury prior to the student's presentation at the conference.
- (iii) Finalists in the Proctor Prize must attend and present their submitted research paper at the annual CUMS conference, and participate in a question period following their presentation.

For the Writing Awards and the Proctor Prize:

Each entrant must have all full ownership rights in relation to his/her entry. By submitting an entry, the entrant represents and warrants that the content therein is his/her original work and that no other person or entity has any ownership interest. Entries must not have been submitted to any other competition or previously published.

In addition to the requirements herein, all entrants must meet the Guidelines for Contributors found at www.cums-smuc.ca/conference.

SELECTION OF WINNERS

For the Writing Awards:

The jury for judging submissions will consist of four (4) CUMS members, chaired by a member of the CUMS Executive Board (the "Chair"); the three (3) additional jury members will be recommended by the Chair and approved by the CUMS Executive Board. Jury members will be chosen so as to avoid conflicts of interest and to represent as many different branches of music research as possible. Jury selection shall be at the sole discretion of CUMS and the Chair.

At the sole discretion of the competition jury, winners may be required by CUMS to make small corrections to their paper before posting to the websites as a condition of being selected. To facilitate the communication of such corrections, for each winning paper, the Chair will collect

from the other jurors recommended corrections and revisions to text and examples, compile and reconcile these, and convey them to the author(s) as soon as possible following the announcement of winners. Winners are responsible for providing a corrected PDF to the Chair in a mutually agreed-upon timeline to enable posting to the CUMS web site no later than October 1 of the same year.

For the Proctor Prize:

A preliminary jury of three (3) CUMS faculty members, selected and chaired by a member of the CUMS Executive Board (the "Chair") will select up to four finalists, from which a winner will be chosen at the conference. Jury members will be recommended by the Chair and approved by the CUMS Executive Board so as to avoid conflicts of interest and to represent as many different branches of music research as possible. In determining the winner, the final jury will consider the student's presentation and ability to handle questions from the audience, as well as the quality of the paper. The preliminary and final juries will be formed after all PROCTOR PRIZE submissions are received, to ensure that all jurors are at arm's length from the applicants.

6. PRIZES

Two (2) cash prizes of \$2,500 will be awarded to the winners of the Writing Awards (one French, one English).

One (1) cash prize of \$2,500 will be awarded to the winners of the Proctor Prize.

7. TERMS AND CONDITIONS

The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as the entrant's own original work constitutes plagiarism and is strictly prohibited. CUMS reserves the right to disqualify any submission, if such submission is found to be plagiarized, copied or fraudulent, infringes the rights of others, is incomplete or damaged, or contains are obscene, vulgar or offensive material.

CUMS requires that all entries be original and are the words and property of the entrant. As such, CUMS shall not be liable for violations of any third-party rights including, but not limited to, claims of copyright, trademark or patent infringement, defamation, trade secrets, or trade dress on the part of the entrant.

CUMS reserves the right to disqualify any person who tampers with the entry process.

Each person who makes a submission to the Writing Awards:

- (a) grants to CUMS and SOCAN Foundation, its agents, employees, officers, directors, affiliates, vendors, contractors, licensees, successors and assigns; its resellers and advertising agencies and their respective employees, officers, directors; and jury members, the following rights and licences for good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, a non-exclusive, royalty-free licence to use, copy and display (i) the submission or any portion thereof; and (ii) all related information about the submission and the entrant, and the likenesses of the entrant (i.e. your photograph) on the websites of CUMS and SOCAN Foundation, or in any promotional materials for the Writing Awards, CUMS or SOCAN Foundation, both now and in the future, to allow visitors to see the aforementioned submission or likeness; and
- (b) agrees to sign a release acknowledging the transfer of rights described above.

Each winner agrees to sign a Declaration and Indemnity releasing the Sponsors, its agents, employees, officers, directors, affiliates, vendors, contractors, licensees, successors and assigns; its resellers and advertising agencies and their respective employees, officers, directors; and jury members; from any and all liability, claims, demands, and causes of action for personal injury

and/or damage, theft, or loss suffered in connection with the Writing Awards and Proctor Prize or the use or acceptance of the prizes or any portion thereof.

Each person who makes a submission to the Writing Awards or Proctor Prize represents having the authority, including all licences and intellectual property rights, to grant to the Sponsors, each and every right and licence granted for entry and participation in the Writing Awards and/or Proctor Prize. A person's consent to be considered for either competition constitutes his/her agreement to release, defend, indemnify and hold harmless the Sponsors, their agents, employees, officers, directors, affiliates, vendors, contractors, successors and assigns; their resellers and advertising agencies and their respective employees, officers, directors; and jury members; from and against any claim, including, without limitation, copyright infringement or misappropriation arising from any acts or omissions in connection with the Writing Awards or Proctor Prize or their operation.

The Sponsors are not responsible for problems or technical malfunction of any telephone network or lines, computer online systems, servers, providers, computer equipment, software, failure of any entry to be received by the Sponsors on account of technical problems or traffic congestion on the Internet or at any website, or any combination thereof. The Sponsors reserve the right to modify, suspend or terminate the competitions described herein in the event of online or other technical difficulties or corruption.

CUMS, in its sole discretion, may: (i) terminate the Writing Awards without awarding one or more of the prizes, (ii) extend the deadlines to allow additional time for submissions, or (iii) take such other action as deemed fair and appropriate by it, consistent with legal requirements and the nature of the Writing Awards.

These rules are subject to all applicable Canadian federal, provincial and municipal laws, as well as the rules adopted in view of said laws, and are binding on all participants.

Any additional interpretations of these rules or decisions in connection with the Writing Awards shall be at the sole discretion of CUMS. All rulings are final.

Any entrant whose submission has been chosen as a winner who has not reached the age of majority in his/her province of residence will be required to supply parental consent before the winning submission is made official.

Submissions that do not fully comply with the Official Rules are ineligible. As well, the Sponsors, their agents, employees, officers, directors, affiliates, vendors, contractors, resellers and advertising agencies and their respective agents, employees, officers, directors, and are ineligible as winners. Each entrant, by making a submission for either competition, hereby agrees that the CUMS and SOCAN Foundation, their agents, employees, officers, directors, affiliates, vendors, contractors, their successors and assigns; their resellers and advertising agencies and their respective employees, officers and directors; and jurors, are not liable for injury, loss or damage of any kind resulting from participating in or from the acceptance of Writing Award or Proctor Prize.

CUMS reserves the right to verify eligibility qualifications of each entrant and submission, including winning submissions.

CUMS reserves the right to withhold an award if, in its judgment, there is no suitable submission.

8. NOTICE OF WINNERS

For the Writing Awards:

The two winners will be announced during the annual CUMS conference. In the case of a winner who has registered to attend the conference, plans will be made to present the cheque(s), with congratulatory letter(s) from the SOCAN Foundation, by a representative of the SOCAN

Foundation and/or CUMS. A winner who is not in attendance will be recognized at the conference *in absentia* and contacted directly by email within 1 week of the close of the conference. Prize money will be paid to winners within thirty (30) days of such announcement

For the Proctor Prize:

The winner of the Proctor Prize will be announced by direct communication with the individual, and by email, and on the CUMS and SOCAN Foundation websites as soon as possible after all presentations have been adjudicated. Prize money will be paid to the winner within thirty (30) days of such announcement.

9. COMPETITION PRIVACY POLICY

1. The website www.cums-smuc.ca is owned and operated by CUMS.
2. CUMS respects the privacy of each individual with whom it comes into contact, either as a visitor to this website or as a competition participant. CUMS will not collect any personally identifiable information about you, such as your name, address, telephone number or email address, unless you provide it to us.
3. At the close of the Competition, all data collected will be submitted to CUMS.
4. CUMS will not give, rent or sell any personal information about any visitor to this website or any personal information about any participant to any organization or individual.
5. CUMS may use the personal information collected to contact you regarding the winning of an award through the Competition. Your use of this website constitutes your consent to the collection and use by CUMS of your information as described in the Privacy Policy.
6. If you have already submitted the information and would like to have it removed from our records, please send an email with your request to the current CUMS President (see <http://www.cums-smuc.ca/en/about-us/executive> for current name and email address).