

COMPETITIONS - PERFORMANCE
CHAIR AND COORDINATORS DIVISION OF DUTIES

This outline of the division of duties for the State Competition Chair and Competition Coordinators was designed with a three-fold purpose: 1. that the state competition chair has a clear understanding of running the competitions before taking over the presidency; 2. efficiency of the workload; 3. clear assignment of duties so that the 4-man "competition team" works and communicates effectively. To that end, here is a suggested operational manual.

State Competition Chair keeps (and passes on to next chair) the Competition Supply Box to include:

- Clipboards
- Notebook with dividers for registration
- 5 working stopwatches (more??)
- Mechanical pencils
- Tape - scotch and masking
- Pens/markers
- Music Release forms

YEAR 1 Chair Duties

- Set audition/rehearsal schedule in rooms suggested by site coordinator - send draft to coordinators for approval and send final. Remember to update coordinators if there are changes
- Email student audition/rehearsal times and location
- Send follow-up USPS letter including times of rehearsal/audition, place and time for registration, directions to and map of site, hotel information, winner's recital information

YEAR 2 Chair Duties

- Set audition/rehearsal schedule in rooms suggested by site coordinator - send draft to coordinators for approval and send final. Remember to update coordinators if there are changes
- Hire judges - 9 piano judges almost always needed; string, ww, ch. music as needed
- Send final roster to coordinators
- Send judges confirmation packet including a letter, guidelines for performance judges, repertoire requirements for specific level, category and instrument, schedule with time of orientation, adjudication, balloting and approximate time for announcing results, copy of performance comment sheet, list of repertoire, map and directions

OTHER CHAIR DUTIES

- Organize monitor schedule with assistance from the Local Association President(s)
- Request checks for judges honorarium and winners in advance from treasurer - distribute to coordinators on or before competition day. **see fee schedule in addendum
- Man the registration table - open 1 hour prior to 1st scheduled rehearsal time. Arrange for replacements as needed (board meeting, assisting coordinators in opening/closing a competition, etc.)
- Oversee competition winners recital

The 3 coordinators will choose one of the following categories: Judge/Student Coordinator, Program Coordinator or Competition Site Coordinator. Duties may be divided between coordinators as long as duties are CLEARLY communicated.

Judge/Student coordinator

Depending on the year, do EITHER judges or students as outlined in chair duties above. Chair ALWAYS sets complete audition schedule - coordinator takes over from there and does all competitors in all levels/categories

Program Coordinator

- Utilize program info from website to generate:
 1. program for program book - forward to Admin. Ass't
 2. master program without timings divided by category/level for competition doors - forward to appropriate coordinator to hang at competition
 3. master program with timings by category/level for judges info packet - forward to appropriate coordinator and chair
 4. registration notebook divided by category - forward to chair
 5. judges comment sheets by category/level - print and bring to competition to distribute to appropriate coordinator

Competition Site Coordinator

- Prepare winner/alternate packets including letter(from handbook) with appropriate division chair and coordinator info filled in, division competition hotel information and directions to division competition site, accompanist fee form - distribute to appropriate coordinator
- Prepare JR/SR/YA coordinator packets including multiple copies of guidelines for judges, ballots, judges decision sheets, monitor duty sheets, guidelines for opening/closing a competition, LOTS of competition door signs (consider bright colored paper), extra paper
- Arrive at competition site the day before and hang rehearsal schedule signs on appropriate doors 1 hour before 1st scheduled rehearsal

All coordinators must agree on a time to meet the day/night before competitions to exchange and assemble materials for the following day.

All coordinators update their category on the web for winners/alternates, etc. immediately following competitions

ADDENDUM

Judges fee schedule: Performance judges are paid \$75 for the first hour, and \$25 for each additional hour payable in half hour increments, rounded up. Lunch or other breaks not included in compensation. Parking fees and lunch, if any, are covered by PMTA. Overnight hotel stays are not covered unless the competition must run for two days. Extra money for travel/mileage is possible - discuss with chair/coordinators/president before offering.

Winners honorarium: Young Artist \$125
Senior \$100
Junior \$75