PERFORMANCE COMPETITIONS

The MTNA Competitions are national in scope and the policies and procedures contained herein are applicable to all levels of the competition—state, division, national. Therefore, these policies must be administered uniformly at each level. States that assess additional fees for entrants in the MTNA competitions are responsible for all activities related to that fee, including notifying the teacher and/or entrant and collecting the fee. MTNA will not be involved in any aspect of these state-assessed fees. Entrants cannot be disqualified for the non-payment of any additional fees.

DIVISION CHAIR RESPONSIBILITIES

The National Coordinator of the specific competition and the Director of Competitions must be consulted before disqualifying an entrant.

- Communication via ***email*** is preferred. Remind participants to regularly check spam/junk email folders to ensure they receive all communications regarding the competitions.
- Copy all emails to entrant, teacher and parents of entrants under age 18 and Division Competitions Chair.
- When sending group email, addresses should be in the blind (bcc) copy line, not in the "To" line. If your email program requires an address in the "To" line, enter your own email address.
- Include name of state and competition category in the subject line of the message (e.g. TX Junior Piano).
- Attachments should be sent in Microsoft Word format, if possible.
- Also copy and paste the document into the body of the email message in case the attachments are not readable.
- Request a courtesy reply that email has been received.
- Include full coordinator contact information.
- Chairs may communicate the number of entrants in a category but should not release individual names.
- MTNA policy prohibits the dissemination of entrant contact information without permission of the entrant/parents.
- Names of judges made be made public prior to the competitions.
- Keep copies of all email correspondence for six (6) months.

DIVISION CHAIR TIMELINE

- **Copy all emails to entrant/teacher/parents of entrants under the age of eighteen (18) and Director of Competitions.**
- **Notify Director of Competitions of any withdrawals from the competitions.**

Division judging will take place beginning December 14 and must be completed by January 9.

Chamber Music, Brass and Voice are NOT included in the Division Competitions.

4–6 Months Before Competitions
Secure Judges:

- Secure three (3) judges for categories with entrants (do not have to be MTNA members). Division judges must not have judged the same levels at any State Competitions within the division. Judges may serve in only one division each year, unless the Director of Competitions is contacted for discussion. Tell judges that scores are not provided for the video competitions. **(See Requirements for Judges).**
- Remind judges to check spam/junk folders to ensure they receive all communications regarding the competitions.
- Communicate dates of judging **(December 14–January 9**) to ensure the judges will be available during that time frame to write written comments and rank entrants. Judging should be completed **by January 9, 3:00 P.M. Eastern Time.**
- Communicate payment schedule:
  - Junior: $20 per entrant per judge
  - Senior: $30 per entrant per judge
  - Young Artist: $40 per entrant per judge
- Enter Judges information into Acceptd site: Name, phone, email, and assign them.

2–8 Weeks Before Competitions

- Receive state reports
- Download state winner/representative CSV file from the MTNA reporting site. As registrations are received, check to make sure the repertoire matches what was on the original registration and ensure that all the videos play correctly. Notify the Director of Competitions of discrepancies in repertoire or if videos do not play.

4 Weeks Before Competitions: **Send to Judges:**

- Guidelines for MTNA Division Performance Judges
- Guidelines for MTNA Division Performance Judges Using Acceptd
- Repertoire Requirements for specific level, category and instrument (Junior Piano, Senior String and so on)

December 2:

- Check to make sure all state winner and state representative videos have been submitted.
- Communicate with Director of Competitions if any alternate needs to be notified about submitting a video.
- State Alternates must submit videos by **December 11, 3:00 P.M.** Eastern time.
- Enter Judges information into Acceptd site: Name, phone and email.

December 2–13:

- Send each judge the appropriate ranking table supplied by the Director of Competitions. Each judge will complete the form and return it to the Division Chair and the Director of Competitions as directed.
- Assign videos to the appropriate judges on the Accepted site. Accepted will send an email to the judges saying their assigned entries are ready for evaluation.
- Check to make sure judges have received their email from Acceptd.

January 9–11:

- **Determine Winners/Alternates**
  - Judges rank ALL performances in a category by assigning #1 to best performance, #2 to the second-best performance, and so on. Ties are not allowed. A ranking of #1 must be assigned. Judges should email rankings to Division Chair (using the provided ranking table supplied by the Division Chair) and NOT put the rankings on the Acceptd site.
  - Tabulate rankings and determine Winners and Alternates (no Honorable Mentions).
    - If any two (2) judges awarded First Place to the same entrant, that entrant is declared the Winner.
    - Thereafter, the entry with the LOWEST combined score is declared the Winner.
    - If any 2 judges awarded Second Place to the same entrant, that entrant is declared the Alternate.
    - Thereafter, the entry with the LOWEST combined score is declared the Alternate.
    - No ties are allowed. If a statistical tie occurs, notify the Director of Competitions.
  - Following the competition, entrants will be able to log back into the Acceptd website to access comments from the judges and share with teachers, parents or any others, as appropriate.

- **Submit Reports:**
  - Access reporting site to file competition report. Click on Division Winner List, then name of competition.
  - Select Winner(s) and Alternate(s). Division Representative(s) have previously been marked.
  - Click on Division Performance Winner Emails. Check for accuracy and click Send. Emails are automatically sent to:
    - Winners/Representatives/Alternates

    - State Chairs and Coordinators
    - State Presidents
    - Division Director
    - Division Competitions Chair
    - National Competitions Coordinators
    - Director of Competitions

  - Click on Division Judges Report. Complete, making sure to list the primary instrument for the non-piano judges and click Send. Judges Report is automatically sent to:
    - Division Director
    - Director of Competitions

- **Email Entrants and Judges**
  - Email results to all division entrants, parents and teachers no later than January 11 using the ranking table provided by Director of Competitions. This table will have the names of the students and teachers. The Winners, Alternates and Division Representatives will be indicated. Blind copy to entrants, parents and teachers and copy to Director of Competitions.
  - Email results to all judges using table provided by Director of Competitions. This table will have the names of the entrants and teachers and Registration ID. Blind copy to judges and copy Director of Competitions.

One Week after Competition:

- Complete and submit online Division Judges Payment Form (must have the name, address and email for each judge plus the number of entrants judged). The Division Coordinators only need to complete the Judge's Payment Form listed in the handbook page.
- Evaluate competitions and offer recommendations to Director of Competitions.
- Volunteer to assist at National Competition Finals as requested.