COMPOSITION 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.

COMPOSITION COORDINATOR RESPONSIBILITIES

The National Composition Coordinator and the Director of Competitions must be consulted before any action is taken regarding a disqualification.

- Most communications to entrants are now automated. Remind participants to regularly check spam/junk email folders to ensure they receive all communications regarding the competitions. If additional communication is needed, communication via email is preferred. Blind copy all recipients and include teacher and parent emails for entrants in elementary, junior and senior levels. Include your full contact information and keep a copy of email for six months.
- MTNA policy prohibits the dissemination of entrant contact information without permission of the entrant/parents.
- Names of judges may be made public prior to the competitions.
- Refer to **Competitions FAQs** document at the top of the Handbook page for answers concerning the competitions.

STATE COMPETITIONS TIMELINE

September 20—Competition begins
October 15—Competition completed

1–2 Months Before Competition
Secure judges:

- The same judge(s) must not be used in two (2) consecutive years.
- If any composition category (Elementary, Junior, Senior, Young Artist) has seven (7) or more entrants, a panel of three (3) judges must be used for ALL categories. Judging panel must consist of an uneven number of judges—either one (1) or three (3). Judges do not have to be MTNA members or residents of the competition state. Suggestions: Select out of state judges whenever possible. Do not select judges from the same institution as the entrants.
- Coordinators/ Chairs may not serve as a judge for the competition(s) they are coordinating. The state composition coordinator may write comments if a state has ONLY state representatives.
- Ask Judges (before they agree to adjudicate), to disclose any conflicts of interest.
- States set their own fees for composition judge(s). There should be a set amount per composition. MTNA sends states a rebate for each entry, equal to half of the entry fee, to help with competition expenses.
- Remind judges to regularly check spam/junk email folders to ensure they receive all communications regarding the competitions.

September 9: Registration Deadline

- In Registration Inquiry, review registrations, PDF scores and YouTube Links.
- National composition competition coordinator will contact states when all registrations are approved, so that state competition can begin.

September 20: Send To Judges

- Click State Composition Judges, click on Add Judge and fill in the name and email of the judge(s). Judges must have email in order to receive the links and complete the judging.
- In State Composition Judges: Judges Portal, verify all entrants appear scores are readable, and YouTube Links are playable.
- Click "Send Email with Links to Judges." Links to Judges Guidelines, comment sheets, PDF scores and YouTube Links appear in portal.
- Judges review scores, write comments and rank compositions in Judges Portal.

- All compositions receive comments and rankings.
- State Coordinator should review rankings periodically to make sure they are positive.

October 15: Judges Send Notification

- Judges send notification when comments and rankings are complete by clicking "Finalize" at the top of their judges portal.

October 20: File Report

- In Composition Judge Results and Judges Portal, review judges comments and rankings.
- To determine winners:
  1. Scores have been totaled for you.
  2. If any two (2) judges awarded First Place to the same entrant, that entrant is declared the Winner.
  3. Thereafter, the entry with the lowest score is declared the Winner. The online system will highlight the lowest score.
  4. Honorable Mentions are to be determined by the coordinator.
  5. If a statistical tie occurs, contact the National Composition Coordinator immediately.
- In Winner List, select winners and honorable mentions. Review winner list for accuracy.
- In Composition Winner Emails, click send email. The following emails will be sent:
  1. Link to judges comments to entrants, teachers and parents
  2. Results email to:
     - Entrants, teachers, parents
     - State President
     - State Competitions Chair
     - Division Director
     - Division Competitions Chair
     - Division Composition Coordinator
     - National Composition Competitions Coordinator
     - Director of Competitions
     - Judges

October 20:

- Invite composition winners perform at the state conference, if applicable.
- Submit expenses and receipts to State Treasurer.