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.

PERFORMANCE CHAIR AND COORDINATOR RESPONSIBILITIES

State Performance Chair—All State Performance Competitions
State Coordinators—Junior Competition/Senior Competition/Young Artist Competition

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 the age of eighteen (18) and State 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 coordinator contact information (phone, email).
- Coordinators 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 may be made public prior to the competitions.
- Keep copies of all email correspondence for six (6) months.
- Refer to **Competitions FAQs** document at the top of the Handbook page for answers concerning the competitions.

STATE COMPETITIONS CHAIR TIMELINE

- Read and be familiar with all responsibilities of Performance Coordinators and Local Site Coordinator, making sure coordinators fulfill all duties as listed.
- State treasurer receives rebates of half the student entry fees to help with expenses (by mid-November). States set their own fees for judges.
- **Notify Director of Competitions of any withdrawals from the competitions.**

THERE WILL BE NO CHAMBER MUSIC or BRASS/ VOCAL COMPETITIONS AT THE STATE LEVEL.

June 1st Deadline:

- Secure date(s) and site for state competitions by June 1st. State Presidents need to report the date/ location/ live or video to MTNA through the MTNA website.

President-

1. Log into MTNA website
2. Member Menu- Click on State/ Local Officers on the right side of profile
3. Enter competition dates.

2–3 Months: Secure judges and monitors

- Secure judges **(See Requirements for Judges)**, in consultation with coordinators, for categories that usually have entrants. Judges should be informed that if there is only one (1) entrant in a competition category, there will be no state adjudication. States are encouraged to invite representatives to perform for comments. State Representatives have the option not to perform but will still proceed to the division level. *Any additional state fees must be administered by the state. If this fee is not paid for state representatives, this does not affect their status as a representative. **NO** entrant can be disqualified for nonpayment of any additional state fee.
- Remind judges to check spam/junk folders to ensure they receive all communications regarding the competitions.
- Secure monitors with help from Coordinator.
- Instruct Competitions Coordinators to copy State Competitions Chair on all email communications with entrants, teachers and parents.

After National Coordinator approval: Print registrations

- Print approved registrations for appropriate state from website:
  - Access Competition Management System (CMS).
  - Enter MTNA member number (password is not required).
  - Click Login button to access report page. State officials should access their own state registrations once they have been approved by National Coordinators.
  - Print registrations for all levels.
- Send email blind copied to all entrants/parents/teachers telling them to contact the State Competitions Chair with questions and give an approximate date of when the schedule will be sent out. **Schedules should be received by the entrants/parents/teachers no later than two weeks before the competition date.**
  - **Send following email (blind-copied) to all non-piano entrants:**
    Instrumentalists and vocalists must provide their own collaborative pianist and are expected to communicate their competition, rehearsal and warm-up time (if provided) to their collaborative pianist prior to the event. Should there be a schedule issue due to the

collaborative pianist playing for multiple entrants, the State Competitions Chair must be notified immediately. MTNA and/or the state affiliate cannot be held responsible for scheduling issues not communicated to the State Competitions Chair prior to the competition.

Prepare schedule

- Check with collaborative pianist to see if they are playing for multiple entrants before schedule is finalized.
- Prepare competition schedule in consultation with Competition Coordinators (see Scheduling Requirements). Schedule should be determined by random drawing if possible.
- Schedule should allow all entrants in each category an equal amount of rehearsal time in competition rooms, practice rooms, and warm-up rooms (if provided).
- For categories with only one entrant, Director of Competitions will send Representative information to those entrants. States are encouraged to offer those entrants an opportunity to perform for comments and to appear on a Winners Concert, if applicable. **Contact State Representatives to let them know of your state policy.**
- Send competition schedule to State Coordinators and monitors.

2 weeks:

Send to judges

- Each judge must receive:
  - Judges letter
  - Guidelines for Performance Judges
  - Repertoire Requirements for specific level, category and instrument (Junior Piano, Senior Woodwind and so on)
  - Schedule with time of orientation meeting, scheduled adjudication time, approximate time for balloting and approximate time for announcing competition results
  - List of repertoire without any reference to entrant, teacher or school
  - Map of competition facility

Request checks:

- Reminder: request judges' checks from State Treasurer

Print programs/make door signs:

- In consultation with Competitions Coordinators, supervise preparation and printing of competition programs. (Use of QR codes with a digital program is acceptable.) **Do not** print names of entrants or teachers in program.
- Prepare door schedules and door signs.

Competition day: Take materials and set up rooms

- Take Competition documents and copy of Performance Guidelines.
- Ensure timing devices are available for judges' monitors/timekeepers.
- Assist Competitions Coordinators with setup of competition rooms.
- Be available to assist Competitions Coordinators during competitions.

After competitions: File reports

- Access Competition Management System (CMS) to file winner competition report within 24 hours after the competitions. Click on State Winner List, then name of competition.

- Select Winner(s) and Alternate(s), Honorable Mention(s), if any. Representative(s) are already marked.
- Click on State Performance Winner Emails. **Check for accuracy and click Send.**
  Emails are automatically sent to:
  - Winners/Representatives/Alternates
  - State President
  - Division Director
  - Division Competitions Chair
  - National Competitions Coordinators
- Click on State Judges' Report. Complete report, making sure to list the primary instrument for the non-piano judges, and click Send. Judges' Report is automatically sent to:
  - Division Director
  - Division Competitions Chair
  - Director of Competitions
  - State President

One week after competition

- Evaluate competitions and offer recommendations to Director of Competitions.
- Submit expenses and receipts to State Treasurer.
- Write thank you notes to judges, Competition Coordinators, Local Site Coordinator(s), monitors and host institution.
- Volunteer to assist at Division and National Competitions as requested.

STATE COMPETITIONS COORDINATOR TIMELINE

After approval:

Print registrations

- Print approved registrations for appropriate state from website:
  - Access Competition Management System (CMS)
  - Enter MTNA member number (password is not required).
  - Click Login button to access report page. State officials should access their own state reports once they have been approved by National Coordinators.
  - Print registrations for all levels.

Repertoire Lists

- Compile complete competition repertoire list by entrant and instrument with entrant names and submit to State Competitions Chair. **Remove entrant names before final programs are printed.**
- All email communications with entrants, teachers and parents should be copied to State Competitions Chair.

Immediately following finalized schedule (should be sent no later than two (2) weeks before the state competition)

- Upon receipt from State Competitions Chair, send schedule, Entrant Letter and related materials to **ALL** emails on the registration (always put MTNA in the subject line). Always request a courtesy return email from recipient(s) verifying receipt of material. If a reply has not been received in 4–5 days, contact the entrant/teacher again. Information must be specific and include:
  - Directions to competition site

- Map of competition facility
- Location of parking facilities at competition site
- Lodging and restaurant information, if applicable
- Location and time of entrant registration, which includes examining music for entrant, collaborative pianist and judges
- Location and approximate time for announcing competition results
- Include day of week and date for rehearsal (if applicable) and competition:
  - Time and room number for rehearsal with collaborative pianist, if applicable
  - Time and room number for rehearsal of entrant only, if applicable
  - Time and room number for competition warm-up, if applicable
  - Time and room number for competition performance
- Time and location for Winners Concert, if applicable
- **Information from Entrant Letter about submitting Competition Information Form within one week after state competition.**
- **Include a list of their repertoire so they will know what they are expected to perform.**

2 Weeks: Prepare materials

- Prepare the following:
  - Comment Sheets (with repertoire timings indicated)
  - Ballots
  - Competition programs with timings for judges and monitors (Include entrant number and performance time with **no entrant or teacher names.**)
  - Competition programs without timings for audience (Include entrant number and performance time with **no entrant or teacher names.)**
  - On program, include time and place of competition results announcement.
  - Competition Registration Forms
  - Opening and Closing Remarks
  - Instructions to monitors and judges
  - List of all entrants and teachers to give to judge(s) following balloting.

1 Week: Prepare packets

- Prepare Judges' Packets: Include Performance Comment Sheets, Guidelines for Performance Judges, blank paper, pencils and schedule with performance times. **Do not include name of entrant or teacher.**

Competition Day:

Register entrants

- Arrive at least one (1) hour before first judges' orientation meeting to verify setup for competition rooms and registration table.
- Take Competition documents and copy of Performance Guidelines.
- Register entrants using registration checklist.
- Remind entrants: entrants select the first work to be performed; the remaining order of the program is then determined by the judge(s). Entrants may be stopped during the performance of any work (including first chosen work) due to time constraints. The judge(s) will hear a portion of each work. However, they are not required to hear part of each individual movement of a larger work when the program is over time.

Examine Music

- **Examine music** to make sure it corresponds exactly to repertoire listed on registration form.
  - **Photocopies:** ***Music Release Forms will no longer be required at all levels of the competitions. Before starting the registration, all entrants have agreed to abide by U.S. copyright laws. They have stated that they have the right to use whatever music is presented at all levels of the competitions. Competition Officials DO NOT need to verify the legality of the music provided.***
  - Music for judges should have all measures numbered at the beginning of each line.
  - Names and/or identifying information do NOT need to be covered on music.
  - Explain to entrants and judges that the entrant forfeits consideration for any placement (winner/alternate/honorable mention) but may play for comments if:
    - all music listed on the registration is not presented for examination at registration.
    - entrant is not prepared to perform all music listed on registration.
    - If repertoire does not match exactly what is on our reports site (e.g. extra repertoire/movements that they say they entered).

Instruct monitors

- Give instructions to monitors (inside and outside). Inside monitor/timekeeper must attend judges' orientation meeting.
  - The MTNA rules state: **Audio or video recording and photography of the competitions are strongly discouraged.**
    1. Must not be sold space (individual use only)
    2. Must not block another person's view or stand in the aisles
    3. Must not have any flashes, lights, tripods, etc.
    4. Must not disrupt the performance or interference with other people's right to enjoy the performance (unobtrusive seating)
    5. Must not record other entrants
    6. Video is for family/studio use, not for social media

    This guideline was put into place as a response to a Supreme Court ruling in favor of the Sony Corporation of America.

Judges' meeting

- Judges' orientation meeting should address ALL Guidelines for Performance Judges (separate document), including procedures, comments, protocol, balloting and awards.
  - Competition procedure
  - Review of MTNA Guidelines for Performance Judges, making sure to discuss instructions regarding programs that are over the time limit and the policy regarding use of photocopied music.
  - Remind judges that entrants must be prepared to perform all music listed on the program (cannot add or drop repertoire).
  - Remind judges and timekeeper that any work can be stopped, but they must hear up to the maximum time limit. **A portion of each work must be heard. Judges are not required to hear part of each individual movement of a larger work when the program is over time.**
  - Judges and timekeeper should agree when to signal time left on the program (e.g. two minutes, five minutes, and so on).
  - Judges should designate one spokesperson to stop the entrant during a work, to request the next work and to end the competition when the time runs out.
  - Explanation of balloting procedure

- Remind judges that a Winner and Alternate must be chosen. Honorable Mentions are at the discretion of judges.
- Explanation of timekeeper responsibilities: Timing devices must be used to record **TOTAL** performance time. Keep a running total, timing only the actual performance. Stop the timer between movements/works and restart when performance resumes.
- Entrants are not required to perform before their scheduled time.
- Concerns of judges
- Discussion of materials in judges' packets.

Open competitions

- Open each competition category (or supervise the opening of each category).

Balloting

A. Winner

1. Judge(s) ballot for a single Winner without consultation.
2. Competition Coordinator tabulates the ballots. If there is a majority for one entrant, that entrant is declared the Winner and the procedure continues with item B below. If there is no Winner, the coordinator informs the judges of the entrants [by number] who received votes on the ballot and the judges again ballot without consultation.
3. Competition Coordinator tabulates second set of ballots. If there is now a majority for one entrant, that entrant is declared the Winner. If there is no representative chosen, the Coordinator informs the judges of the entrants [by number] who received votes on the second ballot, and the judges will discuss the issue with the Competition Coordinator serving as moderator, until a decision is reached.

B. Alternate

1. Judge(s) ballot for a single Alternate without consultation.
2. Balloting procedures are followed as outlined above (A2, A3) to determine the Alternate.

C. Honorable Mention(s)

1. Honorable Mentions are left to the discretion of the state.
2. Balloting procedures are followed as outlined above (A2, A3) to determine the Honorable Mention(s).

D. Completion of Balloting

1. Once the ballot process is completed, the Competition Coordinator completes the Decision of Performance Competition Judges Form and each judge signs the form.
2. The Competition Coordinator and judge(s) will verify that the entrant numbers (Winner, Alternate, Honorable Mentions) correspond to the final decision.

Announce Winners

- Announce Winners as outlined in Closing a Competition Category.
  - Give comment sheets to all entrants. If entrants are not present at the announcements, either 1) scan the comments sheets and email them to both the entrant and teacher OR 2) mail the comment sheets to the teacher.
  - **Verify address, phone, email of Winner/Alternate. If there are any changes, send them to the Director of Competitions immediately.**
  - **Entrants do not have to be present for announcements.**

Be available:

- Be available to solve problems and assist entrants, teachers and parents with questions and concerns.

After competition

Mark winners

- Access website address to mark winners (or give winner list to Chair). Click on State Winner List, then name of competition.
  - Select Winner(s) and Alternate(s), Honorable Mention(s), if any. Representative(s) are already marked.
  - Destroy ballots only after online report has been successfully submitted.
  - Scan Decision of Performance Competitions Judges form to State President to keep on record.

One week after competition

- Evaluate competitions and offer recommendations to State Competitions Chair.
- Submit expenses and receipts to State Treasurer.
- Volunteer to assist at National Competitions as requested.

LOCAL COMPETITIONS SITE COORDINATOR TIMELINE

2–3 months

Contact facility/staff

- Serve as liaison with competition facility and staff and State Competitions personnel.
- Send map of competition facility to Competitions Chair and Competitions Coordinators.
- Assist State Competitions Chair in securing Monitor Chair and/or monitors.
- Appoint Hospitality Chair to provide food and beverages for competition judges and volunteers.
- Obtain contact information for emergency piano problems.

6–8 weeks

Make room assignments

- After reviewing competition facility, send competition room numbers, warm-up room numbers, practice room information, judges' orientation room, hospitality location, map of competition facility and any other helpful information to State Competitions Chair.

Obtain necessary equipment

- Ensure the following services are provided: building security, custodial services, parking arrangements, piano tuning and opening/closing times for buildings and rooms.
- Ensure necessary equipment will be in competition rooms: table and chairs for judges and monitors, music stands and chairs for entrants, adjustable piano benches and chairs for audience arranged away from judges.
- Ensure practice and warm-up rooms have piano, bench, music stands and chairs.

1 week

- Prepare signs for room identification and directions.

Competition Day

- Arrive at least one (1) hour before first judges' orientation meeting to verify setup for competition rooms, registration table, hospitality and post necessary signs.

One week after competition

- Evaluate competitions and offer recommendations to State Competitions Chair.
- Submit expenses and receipts to State Treasurer.