# 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 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.

### DIVISION COMPETITIONS TIMELINE

**November 1—Competition begins**
**December 1—Competition completed**

**1–2 Months Before Competition Secure Judges:**
Panel of three (3) judges is required (do not have to be MTNA members).

- The same judge(s) must not be used in two (2) consecutive years.
- Judges will receive $30 per score.
- Remind judges to regularly check spam/junk email folders to ensure they receive all communications regarding the competitions.

**October 25: Registrations**

• In Registration Inquiry, review registrations, PDF scores and YouTube Links.

**November 1: Send To Judges**

- Click Division 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 Division 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.
- Division Coordinator should review judges’s comments to make sure they are positive.

**December 1: Judges Send Notification**

• Judges send notification when comments and rankings are complete by clicking “Finalize” at the top of their judges’ portal.

**December 5: File Report**

• In Composition Judge Results and Judges Portal, review judges’ comments and rankings.

- To determine winners:
  Scores have been totaled for you.
  1. If any two (2) judges awarded First Place to the same entrant, that entrant is declared the Winner.
  2. Thereafter, the entry with the lowest score is declared the Winner. The online system will highlight the lowest score.
  3. Honorable Mentions are to be determined by the coordinator.
  4. 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 Composition Coordinators (in that division)
    - State Chairs (in that division)
    - State Presidents (in that division)
    - Division Composition Coordinator
    - Division Director
    - Division Competitions Chair
    - National Composition Competitions Coordinator
    - Director of Competitions
    - Judges

**December 5: Submit Expenses**

- Complete and submit online Judges Payment Form (must have the name, address and e-mail for each judge plus the number of entrants judged).