

District Concerto Contest Chair

District Concerto Chair: Thank you for your time and conscientious service. Please thoroughly review all guidelines related to both the District and State Concerto Competitions.

Important links:

- FSMTA State Competitions - main page - <https://www.fmta.org/fsmta-competitive-events.html>
- FSMTA Concerto Competition rules and other links: <https://www.fmta.org/concerto-competition.html>
- All contestants' applications are to be filled out and **submitted online on the FSMTA website**. The registration forms will automatically be emailed to each District Chair and CC'd to the student's teacher.
- It will be necessary for you to communicate with the teachers of your district competition about the date, deadline date for entry, location, and entry fee along with any other pertinent information. As some of these procedures are new, it is especially important that district Chairs take time to make sure that teachers and entrants understand all competition rules, and work with them to facilitate the process.
- **District winners must submit their State Concerto Application within one week of winning at the District Level. If this deadline is not met, an alternate contestant will be invited in their place.**
- **The deadline for submission of each District Chairman's Report is within 5 days of the District competition or by March 31st, whichever occurs first.**
- The dates, location and details for the State Competition can be found on the FSMTA Competitive Events page. Friday is for rehearsals only. All auditions will take place on Saturday.
- **The rules and regulations of the District Concerto competition are consistent across all districts and cannot be altered at the district or local level, except for the application fee.**

If you have any questions, please do not hesitate to contact your State Concerto Coordinator, Joy Thurmon (joyofpianoacademy@gmail.com).

A Suggested timetable of duties

JUNE-SEPTEMBER

- Select location, date, time, and application deadline for your District Competition.
 - The deadline for applications should be set at least 4-6 weeks prior to the competition date. The competition itself should take place between

February 1st and March 31st.

- o Choose a venue with a performance space equipped with two pianos.
- Notify the FSMTA webmaster of your competition date and registration deadline so those dates can be posted on the state website.
- Announce location, date, application fee, and application deadline for your District Competition to the District Membership.
 - o The application fee is determined by the District Board. Remember to inquire about revisions to the fee on a regular basis.

OCTOBER-NOVEMBER:

- Plan to attend the State Conference, including the Student Events meeting when scheduled.
- Inform your District members about any updates or announcements regarding the competition.
- Identify potential judges (a minimum of two judges for each instrumental category that is common in your District).

DECEMBER-JANUARY:

- Ensure all District members are aware of the approaching deadline and encourage them to review the District Competition Rules located on the FSMTA Competitive Event webpage. Emphasize that all questions and concerns should be addressed before the application deadline.
- Secure volunteers to help with the registration desk and assist as room monitors on the day of the competition.

IMMEDIATELY FOLLOWING THE APPLICATION DEADLINE

- Carefully check all submitted District Applications. Confirm age requirement, repertoire for elementary level (refer to rules), teacher MTNA member number, etc.
 - o The teacher must enter all of his or her participating students in only one district competition, in a district in which he/she resides and teaches, unless the student resides outside of a 100-mile radius from the location of the event.
 - o Confirm that participants who won 1st place at the State level last year and are competing again this year have been moved to the higher age category. **A participant who wins first place at the State level is ineligible to compete in the same age category again, regardless of their age.**
 - o It is very important that errors are recognized before the District Competition event takes place. No changes are permitted at the District Competition.
- Check that you have received the District *Application fee* from each participant. The district fee (if paid by check) is made payable to your LOCAL District MTA.
- Check if any of the teachers are non-members or renewed their membership after October 1st. Those teachers are **required** to pay a non-member fee at the DISTRICT level and an additional non-member fee at the STATE level if the

student(s) advances to the state concerto competition. This fee must be paid at the time of the application. **This is a separate fee from the student application fee!** The non-member fee is made payable to your LOCAL District MTA.

- o Select and hire three judges for each category needed. **Distribute the Judging Guidelines to all judges and ensure they promptly confirm their agreement to follow the guidelines.**
- o **Two of the three judges** are required to have proficiency in the category being judged. Discretion is given to the district concerto chairman and VP for Competitive Events if there are few entrants (3 or less) in any instrumental category with regard to number of judges and instrumental specialty.
- Request judges' payment checks from the District treasurer.
- Consider providing refreshments or lunch for judges and volunteers based on the length of the event and budget constraints.

PRIOR TO THE COMPETITION DAY:

- Develop a schedule for the competition auditions, with all participants in the same instrumental/age category auditioning consecutively. Even if only one student is registered for a specific level or instrument, they must still audition at the district level. Having one student per category does not guarantee that student to be a winner.
- Inform participants' teachers of the designated performance times. Be sure to remind them of the competition rules. Emphasize that only the Chair is authorized to communicate with the judges during the event. Any inquiries or issues should be directed to the Chair or event volunteers. Speaking to the judges, whether by students, teachers, parents, accompanists, etc., may result in disqualification.
- Prepare Judges folders and Chair's Forms:
 - o Fill out the District Competition Rating Sheet (available on the FSMTA website) for each entrant and print out 3 copies for the judges.
 - o Fill out and print 3 copies of **Judge's Ballot Ranking Form for each age group in every instrumental category** for the judges.
 - o Print a copy of the event schedule for the judges - do not include students' names, only instrument/age group and repertoire.
 - o Fill out and print one Chairs Ballot Ranking Form for each age group per category for your personal use during tabulation
- Double-check the arrival and ending times with the judges. Kindly request that they arrive 30 minutes before the event starts for a quick briefing.
- If the Chair has student(s) entered, a Volunteer must be secured to tabulate the final award results in the group that includes Chair's student(s).
- The Chair has the authority to determine if the audience will be permitted in the audition room, considering past occurrences.
- Prepare certificates for the winners, alternates, and participants to be distributed at the post-event (templates for printing can be requested from the State Concerto Coordinator)
- Prepare judges' checks and thank you notes.

On the Competition Day:

- Judges Briefing and Procedures:
Allow at least a 15-minute briefing period for the judges before the start of the competitions.
 - **Remind the judges that no time is allotted for judges' deliberation. Judges are required to individually rank contestants without discussing with other judges.**
 - Inform the judges that they are NOT obligated to choose a 1st place winner! If no 1st place winner is selected, the judge must check the box at the bottom of the Ranking sheet.
 - Request that judges make written comments on the Rating Sheet while the performance is taking place.
 - Once each group has finished, judges should promptly complete their individual Judge's Ballot Ranking Forms. The judges should rank each contestant from lowest to highest (lowest = excellent; highest = poor).
- Collect all three Judge's Ballot Ranking Forms at the conclusion of each age group in each instrumental category.
- **Use the Chair's Ballot Ranking Form to record the judges' ranks and tabulate the final award results immediately.** If a tie occurs for the Winner or Alternate award, judges will be required to rank the tied contestants once more.

DIRECTLY FOLLOWING THE COMPETITION:

- At your district awards ceremony (or by email) announce the winners, thank all participants/teachers/volunteers etc. Remind the winners that the Junior, Intermediate, and Senior Concerto winners are obligated to represent your District and compete in the State Concerto Competition. The dates, location and details for the State Concerto Competition can be found on the FSMTA Competitive Events page.
- Remind the Winners that **State Application and fee(s) is due within one week** from the date of the District Competition. Application form and online payment options can be found on the FSMTA Competitive Events webpage. If for any reason this obligation cannot be met, the winner or winner's teacher is expected to contact the District and State Concerto Competition Chairmen immediately. If no Application is received from the Winner by the deadline, the Alternate will be invited to compete.

FINISHING DETAILS:

- Submit the District Concerto Chairman's Report online **within 5 days or by the March 31st deadline (whichever comes first)**. This report is filed online and can be found under the **Concerto Competition Coordinator Forms** section. **It is important for each District to submit a report, even in cases where two districts hold a combined competition.**

Again, thank you for serving as a District Concerto Competition Chairman.