

COMPETITION PROCEDURES AND RESPONSIBILITIES BY AREA

NCOI Committee's Responsibilities, with AGO Headquarters, Preliminary Round

- Approve each competitor's choice of a proctor to monitor the recording of the Preliminary Round.
- Mail all themes, appropriate forms, and instructions to each proctor (National AGO Headquarters).
- Administer judging of the recordings.

Judge's Responsibilities, Preliminary Round

- Audit and evaluate all recordings and select no more than five semifinalists.
- Use the official judging sheets and scoring instructions as provided. The same system of scoring must be used for all competitors. Each judge must provide a clear ranking of each competitor.
- Complete and return the evaluation forms as instructed and the recordings to AGO Headquarters by January 1, 2012.

NCOI Committee's Responsibilities, Semifinal and Final Rounds

- Work with the local Chapter's liaison for the competition and with the competition site host(s) where appropriate.
- Assign proctors from among the NCOI Committee members.
- Arrange for the judges to arrive in time to acquaint themselves with the competition instrument, and inform them of any uncorrected mechanical problems.
- Discuss the rules and process of the competition with the judges to be sure they understand the nature and scope of the final two rounds.
- Provide the judges and the audience with the themes before each round begins.
- Introduce the competitors by number only before their performances. The committee will introduce the competitors by name at the conclusion of each round.
- Give the audience instructions about protocol during each round.
- Give the themes to each competitor 30 minutes prior to their scheduled performance time.

- Escort competitors to the pre-performance preparation area, to the console, and back to the competitors' convening area.
- Convene the judges and be present for the deliberations.
- Count audience ballots.
- Complete and sign appropriate forms.
- Announce the winners of each round as soon as possible following the judges' decision.

Liaison's Responsibilities, Semifinal and Final Rounds

- Ensure that the organ is well-tuned and maintained (no dead notes, ciphers).
- Assist in arranging lodging for judges and competitors in consultation with the NCOI Committee as required.
- Arrange for competitors' practice times in conjunction with the NCOI Committee and site hosts. Each competitor will have a minimum of three hours practice on the competition instruments(s).
- Coordinate organ emergency maintenance needs with the technician.
- Arrange seating for the judges so that they cannot visually identify the competitors and so that they are set apart from the body of the audience; e.g., in several reserved pews, separate tables, or in a gallery.
- Secure separate convening/waiting areas for competitors and judges, as well as a separate pre-performance preparation room. The competitors' convening and pre-performance preparations areas must be acoustically isolated from the competition site to assure that no competitor hears any other performer during the waiting or preparation period.
- Arrange for at least two ushers and any other assistance as needed.

Judges' Responsibilities, Semifinal and Final Rounds

- Arrive at the competition site in sufficient time to become acquainted with the sound of the organ and to be briefed by the NCOI Committee on the procedures for that round, scoring, etc.
- Use the official judging sheets provided. Judges will use the same ranking system for each competitor. Each judge will provide a clear ranking of each competitor (1-5 in the Semifinal Round, 1-3 in the Final Round). Judges will adhere to any additional instructions in the scoring process provided by the NCOI Committee.
- Refrain from any discussion during competitors' performances and from discussing the subject of performances until judges are convened at the conclusion of each round.
- Discuss competitor rankings with the other judges at the conclusion of each round. At this time, the judges will select three finalists (Semifinal Round) or make prize awards (Final Round). In the Final Round, judges will award prizes only if the performances are of appropriate quality.

- If the judges cannot agree, an additional set of themes will be given to each remaining competitor. The competitors will each present a five-minute run-off improvisation as soon as possible.
- Any communication, direct or indirect, between a judge and a finalist before the conclusion of the competition will result in the immediate disqualification of the competitor involved.
- Submit written comments for the semifinalists and finalists immediately following the Final Round for distribution to the competitors during the remaining days for the national convention.

Audience Prize CRITERIA

- The Audience Prize -will be awarded to the finalist receiving the most first-place votes from the audience during the Final Round. No audience prize is awarded during the Semifinal Round.
- The audience will receive ballots and instructions prior to the start of the Final Round. Ballots will be collected after the conclusion of the final performance.
- To be eligible to vote, an audience member must be present for the entire competition round.
- The ballots will be tallied separately from the judges' deliberations.
- The winner of the audience prize will be declared from a simple majority. In the event of a tie in the audience voting, the award will be shared equally by the tied competitors [technically, it could be all three!]. The winner(s) of the audience prize will be announced along with the judges' decision.