

## 2009 AGO / QUIMBY REGIONAL COMPETITIONS FOR YOUNG ORGANISTS

### CHECKLIST FOR CHAPTER COMPETITION COORDINATORS

**NOTE:** All discussion, correspondence, and documentation concerning the competition should use its correct name: **AGO/Quimby Regional Competitions for Young Organists.**

Chapter competitions are to be held **between February 6 and April 19, 2009.**

The Chapter Competition coordinator will:

1. Become familiar with the competition rules, published in the March, 2008 issue of *The American Organist* and downloadable online at [www.agohq.org](http://www.agohq.org).
2. Complete and submit an application to AGO National Headquarters and to their Regional Councillor by **October 18, 2008**. Chapters meeting this deadline will be included in the listing of Chapter Competitions to be published in the January 2009 issue of *The American Organist*. No applications will be accepted after **December 1, 2008**.
3. As soon as possible after **January 17, 2009**, copy the registration forms of all competitors and forward them to AGO headquarters, Attn: RCYO.
4. Double-check that the date and place of the competition has been announced and publicized.
5. Personally inspect the competition instrument to ensure that it complies with the requirements listed in section I. 1. of the rules. Ensure the availability of the instrument for both practice and the competition itself.
6. One month ahead:
  - Schedule practice time. Each competitor must receive a minimum of three hours practice on the competition instrument. In addition, each competitor must be given thirty minutes on the competition instrument on the day of the competition. See section J of the rules for chapter competitions for details.
  - Notify each competitor of the specific details of the competition: date, location, practice schedule and detailed information on the instrument to be used. Include the organ's specifications, manual layout, compass, number and location of pistons for each division, availability of memory levels, and other console accessories. Cooperate with out-of-town competitors to help in making lodging arrangements, if necessary.
  - Appoint 3 jurors and 2 alternate jurors in consultation with your chapter dean. Submit the names to your Regional Councillor at least 25 days prior to the competition. Ensure that no past or present teacher of a competitor, or any other teacher associated with a school attended by a competitor, serves as a judge for that competition.
7. **At least 20 days** prior to the competition:
  - Inform the judges of the works (including editions of Bach works) to be performed and provide scores if requested.
  - Acquire three copies of the competition hymn booklet, one for each judge.
  - Judges may provide their own scores.
8. Immediately prior to the competition:
  - Assign performance time of competition for each competitor and notify them. It has worked out equitably to schedule competition and practice times in the same order.

- **Two weeks** before the competition, secure page-turners and/or assistants for competitors if requested. Assistants are prohibited from pulling stops or advising competitors in any way; they are allowed only to play for competitors to check for balance and registration.
  - Check the condition of the instrument to be used for the competition and ensure that it has been properly tuned. Report any mechanical problems to the resident organist.
9. During the practice period:
- Supervise the required start and end of each practice time.
  - No one is permitted in the room during practice except the competitor, a page-turner or assistant, and the monitor. The competitor's teacher may not be present during practice.
  - If at all possible, have someone familiar with the competition instrument on site during practice times.
  - Assigned memory levels should be random and confidential. Do not post a list of the assigned levels. Make sure the level is reset after each competitor practices to avoid the possibility of copying.
  - Encourage competitors to report any mechanical malfunctions. Furnish a notepad for this purpose.
10. During the competition:
- Ensure that the jurors are positioned where they can best hear the competition instrument, yet are screened so they cannot visually identify the competitor.
  - Make certain that the jurors arrive at the competition site at least 30 minutes early to examine the console, play the organ, and acquaint themselves with its sound.
  - Provide the jurors with a list of any uncorrected mechanical problems.
  - Provide the jurors with the Judging Form, blank sheets of paper for notes, pencils and pens. A copy of the Official Rules should also be available for their use.
  - Make certain that each juror has copies of the works to be performed and a copy of the hymn booklet, indicating each competitor's choice of hymn.
  - Remind judges of differences in editions.
  - Remind judges that the purpose of the competition is to **encourage** younger organists. Judging should be based primarily on the differences in the quality of the performance rather than the differences in the difficulty of the work chosen.
11. Remind jurors that this competition concludes at the Regional level. The first-place winner competes at the Regional Convention.
12. Be responsible for conducting the competition on an efficient schedule.
13. Remind audiences that no recording or applause is allowed. Ask them to turn off pagers and cell phones.
14. Immediately after the competition:
- Meet with jurors to facilitate their decision-making concerning first- and second-place winners.
  - Introduce the judges.
  - Introduce all competitors. Announce the winners: second-place, then first-place.
  - Announce that 1<sup>st</sup> place winner will compete at the Regional level. State the location and dates of the Regional convention.
  - Distribute the judging sheets to the competitors, and encourage the judges to visit with the competitors about their performances.

- Send photographs and biographies of the first- and second-place winners to your Regional Councillor. Check all contact information to make certain it is current. All of these materials should be in the hands of the Regional Councillor by **April 30, 2009**.

**Thank you for volunteering for this important role.**

If you have any questions, please contact Harold Calhoun at AGO Headquarters (212-870-2311, ext. 4318 ) [hc@agohq.org](mailto:hc@agohq.org).

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