

2011 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 25 and April 3, 2011.**

The Chapter Competition Coordinator **must** have regular access to email and be proficient in its use.

The Chapter Competition Coordinator will:

1. Become familiar with the competition rules as published in the June, 2010 issue of *The American Organist* and downloadable online at www.agohq.org.
2. Complete and submit an application to AGO National Headquarters and to their Regional Councillor postmarked no later than **October 22, 2010**. Chapters meeting this deadline will be included in the listing of Chapter Competitions to be published in the January 2011 issue of *The American Organist*. No applications will be accepted after **December 1, 2010**.
3. Determine the venue for the competition. The instrument must not be one that any of the competitors uses regularly. Ensure the availability of the instrument for both practice and the competition itself to accommodate up to seven (7) competitors.
4. Personally inspect the competition instrument to ensure that it complies with the requirements listed in section 4.a. of the rules.
5. Double-check that the date and location of the competition have been announced and publicized.
6. Remind the competitors that they are responsible for obtaining three copies of each of their selections, one for each judge. Photocopies are not allowed without written permission from the copyright holder (typically the publisher). The following list suggests various ways to acquire scores:
 - Contact friends, teachers, AGO chapter members, or other colleagues to request permission to borrow their copies.
 - Borrow scores through academic library consortia.
 - Use Interlibrary Loan through local public or academic libraries, realizing that this can take several weeks. The WorldCat database indicates the locations of the nearest libraries that have the score(s) in question in their collections.
 - Purchase new copies.
 - Request written permission from the copyright holder(s) to photocopy the score(s). Again, this can be a lengthy process.
7. One month ahead:
 - Schedule practice time. Each competitor must receive a minimum of three hours practice on the competition instrument. Competitors may be given additional practice time, to be divided equally among all competitors. In addition, each competitor must be given thirty minutes on the competition instrument on the day of the competition. Inform the competitors that late arrival will result in forfeiting their full practice time. See section 6 of the Rules for Chapter-Level Competitions for more information.

- Secure the use of other local organs for out-of-town competitors and permit them to sign up for additional practice time on those instruments. Arrange transportation for those who request it.
 - 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 judges and 2 alternate judges 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.
8. **At least 20 days** prior to the competition:
- Inform the judges of the works (including editions of Bach works) to be performed. Judges may use their own scores.
 - Download from www.agohq.org three copies of each of the hymns chosen by the competitors.
 - Secure page-turners/assistants for competitors as requested, using neutral parties from within the local chapter rather than persons known to the competitors. 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.
 - Assign a monitor to be present during the practice sessions. The monitor is **not** the same person as the page-turner/assistant or the competitor's chaperone. The monitor should be stationed in a location that permits observation of the competitors without distracting them.
 - Arrange for an instrument to be available to each competitor for warm-up prior to his/her performance. This may be either a second organ or a piano.
9. Immediately prior to the competition:
- Assign the 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. Build extra time into the schedule in case emergencies arise.
 - Give each competitor a phone number, preferably cell, at which you can easily be reached.
 - 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.
 - Learn how the performance venue functions: lights, sound system, keys, signage, locations of restrooms and water fountains, etc.
 - Identify and prepare a "green room" space for the competitors.
 - Prepare a printed program of the competition performances, omitting the performers' names.
 - Prepare the honorarium checks for the judges. See section 14.e. of the rules for details.
10. During the practice period:
- Supervise the required start and end of each practice time, or assign someone else to do so.

- No one is permitted in the room during practice except the competitor, a page-turner/assistant, and the monitor. Neither the competitor’s teacher nor his/her chaperone may 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/tampering.
 - Encourage competitors to report any mechanical malfunctions. Furnish a notepad for this purpose.
 - Competitors may not listen to each other practice.
11. During the competition:
- Ensure that the judges are positioned where they can best hear the competition instrument, yet are not seated near one another. The judges must be screened so they cannot visually identify the competitor; make sure that the screening is tall enough to conceal all of the competitors from view. The competitors may be visible to the audience.
 - Have at least one alternate judge on site at the competition or readily available to serve if required.
 - Make certain that the judges 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 judges with a list of any uncorrected mechanical problems.
 - Provide judges with the official form to score and rate the competitors (downloadable from www.agohq.org.) A copy of the Official Rules should also be available for their use.
 - Instruct the judges to provide signed, written comments to the competitors concerning their performances.
 - Make certain that each judge has copies of the works to be performed and a copy of each competitor’s choice of hymn.
 - Remind judges of differences in editions.
 - Remind judges that the purpose of the competition is to **encourage** young 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. Even though judges can decide to withhold a prize, they should keep in mind the age of these players and their stage of development.
 - Remind judges that this competition concludes at the Regional level. The first-place winner competes at the Regional Convention.
 - Be responsible for conducting the competition on an efficient schedule.
 - Allow competitors to sit in the audience to hear one another’s performances if they wish.
 - Serve as “Master of Ceremonies” for the competition. Use the “script” downloadable from the RCYO link at www.agohq.org.
12. Immediately after the competition:
- Meet with judges to facilitate their decision-making concerning first- and second-place winners.

- In the event of a tie for first place, places will be determined by the sum of the scores on the 100-point scale. If this still results in a tie, then the judges will determine the first- and second-place winners by consensus.
- Encourage the judges to speak with the competitors about their performances after the results are announced.
- Conclude the competition as “Master of Ceremonies,” using the script cited above.
- Emphasize that the 1st 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 speak with the competitors about their performances.
- Give the judges the honorarium checks. See section 14.e. of the rules for details.
- Give the first- and second-place winners their cash awards. Prepare a 1099 form for any cash award of \$600 or more.
- Electronically submit the following materials to the Regional Councillor by **April 30, 2011**:
 - Photographs and biographies of the first- and second-place winners
 - A complete list of all competitors with their updated contact information.

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.

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