

2009 AGO / QUIMBY REGIONAL COMPETITIONS FOR YOUNG ORGANISTS

CHECKLIST FOR REGIONAL COMPETITION COORDINATORS

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

The Regional 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.
2. Receive the information (including names, contact information, photographs and biographies) on all winners of chapter-level competitions in the region from the Regional Councillor no later than **May 9, 2009**.
3. Notify all chapter competition winners of the date and place of the regional competition by **May 16, 2009**. Provide detailed information on the instrument: specification, compass, manual layout, combination pistons/memory levels, and other console accessories.
4. Schedule practice time and notify competitors of the schedules. 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 T. Practice Schedule for the Regional Level* of the rules for details.
5. Notify competitors of the details of lodging (convention hotel is strongly recommended), transportation, meals and any other hospitality items during the competition period. State clearly the date on which the competition period ends and competitors assume responsibility for their own expenses. Also emphasize that chaperones will not receive any remuneration from the Guild. See *Section X. Regional Financial Responsibilities* of the rules for details.
6. Appoint three judges and two alternates no later than **May 31, 2009** in consultation with the Regional Councillor and the Regional Convention Coordinator. 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 of that competitor.
7. At least 20 days prior to the competition:
 - Inform the judges of the works (including editions of Bach works) to be performed and will provide scores if requested.
 - Acquire three copies of the 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.
 - Secure page-turners and/or assistant for competitors if requested. This assistant is prohibited from advising the competitor in any way.
 - 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 present 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:

- a. Ensure that the jurors are positioned where they can best hear the competition instrument, yet are screened so they cannot visually identify the competitor. The judges may not be seated near one another.
- b. 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.
- c. Provide the jurors with a list of any uncorrected mechanical problems.
- d. 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.
- e. 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.
- f. Remind judges of differences in editions.
- g. 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 more 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.
- h. Remind judges that this stage of the competition is the conclusion of the AGO/Quimby Regional Competition for Young Organists.

11. Be responsible for conducting the competition on an efficient schedule.

12. Remind the audience that no recording or applause is allowed. Ask them to turn off pagers and cell phones.

13. Immediately after the competition:

- a. Meet with jurors to facilitate their decision-making concerning first- and second-place winners.
- b. Introduce the judges.
- c. Introduce all competitors.
- d. Announce the winners: second-place, then first-place.
- e. Confirm arrangements for a 45-minute recital by the first-place winner at the convention.
- f. Announce to audience and congratulate 1st place winner on their upcoming performance at the 2010 national convention.
- g. Distribute the judging sheets to the competitors, and encourage the judges to visit with the competitors about their performances.
- h. Obtain the social security numbers of the 1st and 2nd place winners' and give these to the Regional Convention treasurer so that the prizes may be awarded.

- i. Electronically submit photographs, biographies, and updated contact information of the first- and second-place winners to AGO National Headquarters **no later than August 1, 2009.**

Thank you for volunteering for this important role.

If you have any questions, please contact either AGO Headquarters (212-870-2310) info@agohq.org or RCYO Director Tim Wissler (404-267-3685) TWissler@ctking.com.