

## 2011 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 **must** have regular access to email and be proficient in its use.

The Regional Competition Coordinator will:

1. Become familiar with the competition rules, published in the June, 2010 issue of *The American Organist* and downloadable online at [www.agohq.org](http://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, 2011**. Include that information in the convention program book.
3. Notify all chapter competition winners of the date and place of the regional competition by **May 16, 2011**. Provide detailed information on the instrument: specification, compass, manual layout, number and location of pistons for each division, availability of 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. Inform the competitors that late arrival will result in forfeiting their full practice time. See section 6 of the rules for Regional Level Competitions for more information.
5. Identify other local venues (churches, college/university facilities) where competitors may practice when they are not using the competition instrument. Schedule access to those instruments from the date when the competitors arrive to use the competition instrument through the entire day of the actual competition.
6. 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 sections 10 and 13.a. of the rules for details.
7. Appoint three judges and two alternates no later than **May 31, 2011** 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 for the competition.
8. 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.
  - Submit the names and photos of the competitors for inclusion in the convention program book.
9. **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](http://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 the local chapter hosting the regional convention 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.
  - Allow competitors to sign up for practice time on other local organs (see #5 above). Arrange transportation for those who request it.
  - Confirm with the convention treasurer that sufficient funds for the first- and second-place prizes have been received from National Headquarters.
10. 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. 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 honorarium checks for the judges. See section 13.c. of the rules for details.
11. 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.
12. During the competition:
- Ensure that the judges 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.
  - 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](http://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 stage of the competition is the conclusion of the AGO/Quimby Regional Competition for Young Organists. The winner will be invited to perform as a “Rising Star” at the 2012 National Convention in Nashville, TN.
  - 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” unless the Regional Councillor is invited to do so. Use the “script” downloadable from the RCYO link at [www.agohq.org](http://www.agohq.org).
13. 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” unless the Regional Councillor is invited to do so. Use the script cited above.
- Remind the competitors to send thank-you notes to Michael Quimby.
- Confirm arrangements for a 45-minute recital by the first-place winner at the convention.
- Give the judges the honorarium checks.
- Obtain the social security numbers of the 1<sup>st</sup> and 2<sup>nd</sup> place winners’ and give these to the Regional Convention treasurer so that the prizes may be awarded.
- Prepare a 1099 form for the first-place winner.
- Distribute the judges’ comment sheets to the competitors.
- Electronically submit the photographs, biographies, and updated contact information for the first- and second-place winners to AGO National Headquarters **no later than August 1, 2011.**

**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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