

Dear proctors for the 2021 AGO/Quimby Regional Competitions for Young Organists:

Thank you for your significant contribution to this year's competition. Your presence at the competitor's chapter round recording session ensures that this competition is fair to all participants. Each proctor will receive a \$25 honorarium from the chapter, to be paid by AGO Headquarters.

It is essential that each proctor and competitor follow the procedures described in the 2021 RCYO rules and outlined below. Contact AGO Headquarters at [competitions@agohq.org](mailto:competitions@agohq.org) if you have any questions or challenges regarding your recording.

If you are submitting a performance recording electronically, you (the proctor) will upload your recording to a file-sharing website, such as YouTube, DropBox, etc. This first step is necessary because your recording will probably be too large to be submitted directly as a sound file. After copying the recording's address link from the file-sharing website, you will access a special online application, "RCYO: Submit Your Recording," paste the link into the application, and submit it. Alternatively, if you are submitting CD's you will create CD's immediately after the recording session and mail them directly to the chapter competition coordinator, after completing the same "RCYO: Submit Your Recording" online application.

Please note the following criteria for the recording:

- The recording must be created and made available to the chapter competition coordinator at least one week before the competition date.
- Maximum recorded performance time: 40 minutes.
- The competitor can perform the repertoire in any order. The entire recorded performance must be continuous and uninterrupted, without any starts or stops after the performance has begun.

**Please follow these instructions when you create the recording.**

The proctor should arrive one hour in advance of the performance time in order to locate the recording equipment, place the microphones, set volume levels for recording, and otherwise prepare to record the competitor's performance. The proctor should also assure that the organ is ready for the recording. No practice on the organ is to be scheduled during the hour preceding the recording.

The proctor or the competitor should have a watch or clock available to keep track of time during the actual recording.

No one should be present at the recording except the proctor, the competitor, a page turner (at the discretion of the competitor), and a parent or guardian if the competitor is under the age of 18 at the time of the performance.

The proctor may serve as page turner if requested to do so by the candidate, but may not assist the candidate with registration changes.

The competitor must have the organ ready (pistons set, room cleared of people, etc.) before beginning the recording.

A short test recording should be made by the proctor to be sure that volume levels are set properly and that the equipment is working properly.

Before starting the recording, the proctor should confirm with the candidate the correctness of all information concerning the repertoire including the titles of the compositions and the editions being used. When the competitor is ready to play, the proctor should start the recording equipment and announce (but with no reference to name or gender) (1) the make and approximate size of the organ, and (2) the order of performance of the four pieces, i.e title, composer, followed by the edition used (the hymn name is sufficient for the hymn).

Once the recording has begun, the candidate is permitted a reasonable period of time (between 60/90 seconds) in which to move from one piece to another. This should be sufficient for arranging scores and adjusting registrations.

The recording should not be stopped until all of the four performances are completed or until 40 minutes from the start of the organ performance time have elapsed, whichever comes first. There is to be **no speaking** on the recording.

At the conclusion of the recording, the proctor should refrain from making any comments to the competitor concerning his or her playing.

The proctor should ensure that each of the four pieces was successfully recorded by listening to random passages.

The proctor should then complete and submit the online "RCYO: Submit Your Recording" application in either of two ways:

1. The recording can first be uploaded to a file-sharing website. The proctor can then copy the link into the competitor's online "RCYO: Submit Your Recording" application and submit the application.
2. Alternatively, the proctor can complete and submit the "RCYO: Submit Your Recording" application, and then create four CD's to be mailed directly to the chapter coordinator, to arrive at least one week before the competition date. Be sure to include the mailing time in your planning.

Thank you again for your valuable assistance in the 2021 AGO/Quimby RCYO! We realize that you will have questions, and we hope to hear from you soon!

Sincerely,

2021 AGO RCYO Committee  
Vivienne McKay, RCYO Director  
Sarah Martin  
Ann Posey

AGO Headquarters: [competitions@agohq.org](mailto:competitions@agohq.org)

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