**JUNIOR COMPETITION COORDINATOR**

Revised 2019

The Junior Competition Coordinator will correspond with the VP for Auditions and Competitions on matters pertaining to each of the three Junior Competition sites. The cities for each site are listed on the OMTA website under Center/Dates.

The Competition Coordinator must be alert to the needs of the three Local Chairs.

The Competition Coordinator is a member of the Auditions/Competitions Committee.

**Remind Local Chairs to do the following:**

1. Verify that all participating OMTA teachers are in good standing by checking the online membership directory. An Active Member whose dues have not been paid by June 30 shall pay a fee of $25 the first audition or competition in which he/she enters students. Non-members may enter OMTA competitions (not auditions) by paying a fee of $120.
2. Familiarize yourself with the Jr. Competition section on the website.
3. Financial reports and requests for reimbursements are sent to the Treasurer within 2 weeks after event.

**JUNE/JULY**

1. Make sure each Local Chairs has set a date and secured a site for their competition.

2. Work with the President and the VP for Auditions and Competitions to see that dates,

 sites, and any changes in the guidelines are sent to the Webmaster.

**FEBRUARY/MARCH/APRIL**

1. Instruct each Local Chair that after receiving the entries, they must let you know the breakdown of students entered in grades 3-4, 5-6, and 7-8, including the total # of piano, strings, and voice in each grade level.
2. From these numbers let the chairs know the number of winners that may be selected, by using 30% of the total of each level and instrument. For categories with less that 3 students, winners may be chosen if warranted by the judge.
3. A first alternate and remaining alternates should be chosen for each winner.
4. Honorable Mentions may be chosen at the discretion of the judge.
5. All emails must include a cc. to the VP for Auditions and Competitions and the Jr. Competition Coordinator!
6. Order trophies to be awarded at the winners recitals. (Southwest Trophy, Tulsa 918-446-2525) or (Midwest Trophies 1-877-686-7464, Bobby Thomas ext. 6909.)
7. After the competition of each grade division, instruct the local chair to gather winners’ names, grade, repertoire, and teachers’ names for the winners’ recital, which follows the competition on the same day.
8. Local Chairs must send a report to the Jr. Competition Coordinator and VP for Auditions/Competitions with the following information:
9. Number of entries by levels and instruments
10. Names of the judges
11. A copy of the financial report submitted to the treasurer on the website.

\*Check *Policies and Procedures* for more information

Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each Officer and Chair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.