District Achievement Audition Chair Guidelines and Responsibilities

INITIAL RESPONSIBILITIES BEFORE THE AUDITION

* Set the audition entry deadline date and event date. Submit the information to the District Coordinator by August 1. Information will be posted on the OMTA website. Inform your local area teachers of the upcoming dates. Pass along information concerning the audition such as where teachers can find the District/State online entry form, audition requirements, theory guidelines, and practice tests.
* Select and contact adjudicators. Use the Adjudicator database as a resource when selecting potential judges. Refer to the OMTA website for other centers’ dates when choosing adjudicators. Be careful to ask adjudicators who do not have the same audition date as yours. Adjudicators must be current with their dues.
* At least ten days before the audition, send each teacher the following information: 1) Schedule showing audition time and room number for each student

 2) Directions/maps to the audition site and parking facilities

 3) Procedure for students checking in on the audition day

 4) Availability of practice rooms

* Secure door monitors and any other workers needed.
* Prepare critique sheets, instructions to door monitors and workers, and signs. The building and rooms used for the event should be clearly indicated for parents and students. A monitor or spokesperson should be on-site at all times even during the lunch break.
* Some District sites require a Certificate of Liability Insurance. OMTA is covered through MTNA. If proof is needed, complete the Certificate of Liability online form at [www.mtna.org](http://www.mtna.org).

ENTRY FORMS

* As teachers are submitting their online entries, District Chairs will receive an email of the entries. This is an opportunity for District Chairs to check repertoire choices and to also verify that each teacher is current with their dues. If there is a problem with the repertoire, contact the teacher. Teachers must be in good standing (dues paid by July 1) to enter students in the audition. To check if a teacher is in good standing, use the membership directory on the OMTA website. If there is a problem with a teacher being delinquent with membership dues, contact the Vice President for Membership.
* The entry form does give a teacher an option to pay entry fees online or to mail the District Chair a check made payable to OMTA. If a District Chair receives an email entry where the teacher has selected to mail a check, it is the responsibility of the District Chair to secure the check for the correct amount and to deposit the check(s) into the OMTA Arvest account. OMTA’s Arvest account number is 85832947. If there is not an Arvest bank in the District Chair’s area, the OMTA Treasurer should be contacted for further instructions.
* After the entry deadline has passed, each District Chair will be able to access entries through the OMTA website. The entries can be downloaded in a spreadsheet format. From this information, each District Chair will assign audition times for each entrant. Once the schedule is complete, it is the responsibility of the District Chair to forward the audition times and any pertinent information to each teacher.

• All entries are final and not subject to change.

ADJUDICATORS

* Adjudicators should be members of OMTA and certified in the performance medium they will adjudicate. Before contacting prospective adjudicators, verify current certification by searching the OMTA online directory and the adjudicator database. Do not use the same adjudicator(s) two years in succession or a person from within your audition center unless permission has been given by the Vice President for Auditions and Competitions. There must be a minimum of five students of a specific medium before an adjudicator specifically trained in that medium can be hired. Otherwise, a student may enter the audition, but must accept whatever qualified adjudicator that OMTA can find not necessarily in that specific performance area. Qualified non- OMTA adjudicators may be used in any medium other than piano when necessary.
* The fee for paying adjudicators is $30.00 per hour of scheduled judging time. Portions of an hour will be paid in 30-minute increments with the minimum payment being $30.00. Round trip mileage of more than 20 miles will qualify for $.58 per mile and will be paid to the driver of the car, plus turnpike fees if applicable. The adjudicator is responsible for any other personal expense.
* Adjudicator contracts can be filled out by the adjudicator prior to the event and emailed to the District Chair. If an adjudicator prefers to print the contract, one copy should be given to the District Chair. The District Chair is responsible for completing the contract with judging hours. District Chairs will upload all contracts to the Financial Expense Form at the conclusion of District. If an adjudicator is under contract to judge for a minimum of 4 hours, OMTA should provide their lunch.
* Adjudicators are asked to complete a W-9 form using the HelloWorks link on the OMTA website. District Chairs are not responsible for collecting W-9 forms since HelloWorks will send completed forms to the OMTA Treasurer.

 THEORY TESTS

* Teachers are responsible for printing and administering theory tests to their students during March. More information regarding this process can be found on the OMTA Theory page. The Aural Awareness exam will be available on the OMTA website in the form of URL links and QR codes. The URL links and QR codes can be used on any wi-fi enabled devices.
* After the theory tests are collected and graded, District Chairs will enter theory scores into the OMTA website.
* The District Theory Coordinator will contact each District Chair for distribution of theory awards.

AUDITION EXPENSES

* All expenses that are necessary to run the District Audition will be paid by the OMTA Treasurer. Expenses may include printing of critique sheets, pencils, meal allowance, site rental, tuning fees, etc. The $15.00 meal allowance is only for adjudicators with 4 hours or more scheduled adjudicating at any OMTA Audition.
* All expenses for payment or Chair reimbursement must be submitted electronically via the Auditions/Competitions Financial Expense Form found on the OMTA website. The online form must be completed to be reimbursed. Receipts and adjudicator contracts must be scanned and uploaded to this form. The Financial Report and all receipts must be submitted electronically no later than two weeks after the audition date. No exceptions.

DAY OF THE AUDITION

* During the orientation for judges review the OMTA Guidelines for Adjudicators and OMTA Rating Systems.
* Provide an orientation time for teacher volunteers to review their assignments and responsibilities.
* Door monitors or check-in volunteers will examine each entrant’s music to determine that the music meets the repertoire requirements. Any music that is deemed questionable should be brought to the attention of the District Chair before the entrant performs. Music should be numbered at the beginning of each line.
* During the audition day, District ratings can be entered into the OMTA website. This may work well if a District center has an awards table in which students could present their critique sheet which would allow a volunteer to enter ratings into the OMTA website.
* At any time, even during the actual audition, contact the District Coordinator for assistance with any issue or question.
* The District Coordinator will contact each District Chair for distribution of performance awards.

AFTER THE AUDITION

• The Financial Report is due to the OMTA Treasurer within two weeks after the District Audition. The Auditions/Competitions Expense Financial Form can be found on the OMTA website. The form must be submitted electronically. No exceptions.