

WASHINGTON STATE MUSIC TEACHERS ASSOCIATION
Affiliated with
MUSIC TEACHERS NATIONAL ASSOCIATION

**2011 – 2012 WSM TA CHAPTER ADJUDICATION POLICIES
AND
PROCEDURES FOR THE CHAPTER ADJUDICATIONS CHAIR**

WSMTA accepts all persons without regard to race, sex, national origin, religious background, sexual orientation, or any other class not relevant to the purpose of the association.

EVENT POLICIES

1. **DEADLINE:** All events must be completed no later than April 20.
2. **MINIMUM EVENT SIZE:** 4 hour minimum or special permission required
3. **EVENT REIMBURSEMENT TO CHAPTERS:** Piano Tuning & Hall Rental ONLY
 - The Chapter limit is \$90.00 per day (day = 8 hours of adjudicating)
 - Use of private studios will not be reimbursed (under the 501 C3 Non Profit status)
 - THE CHAPTER IS RESPONSIBLE FOR ANY ADDITIONAL EXPENSES INCURRED.
 - Chapters may assess additional student fees to assist chapters with additional expenses.
4. **UNUSUAL or ATYPICAL EXPENSES**
 - If a chapter has extenuating circumstances, which require reimbursement, Chapter Chairs must submit those requests no later than June 1st for review by the WSM TA Education Board and Board of Directors.
5. **ADJUDICATIONS** is to be self-supporting and contributing to the whole of WSM TA. Expenses are to be less than the total fees sent in.

MTNA insurance covers this event:

- Chapter Chairs **MUST** notify the WSM TA Office of the locations of their event in order for liability insurance to be in place.
- Personal Injury and Property Damage will be covered by MTNA only if Certificates of Liability are issued to each reporting Chapter.

ADJUDICATOR POLICIES

1. **Adjudicators for Chapter Adjudications must be chosen from the Official WSM TA Adjudicator list.**
 - Chapters, which do not adhere to this rule, will not be represented in the WSM TA State Recital.
2. Adjudicators for all Voice, String and Wind Adjudications should be from within the area where the adjudications are being held, but not the same Chapter or City.
3. Chapters are not to have the same adjudicator two years in a row.
 - Exception to this would be in Chapters using more than one adjudicator.
 - Care would need to be exercised in seeing that the teachers within this Chapter did not have the same adjudicator in consecutive years.

REMUNERATION SCHEDULE FOR ADJUDICATORS

ADJUDICATION FEE:

WSMTA pays \$34.00 per hour of scheduled adjudication time including:

- a twenty-minute break during each approximate four-hour period;
- a fifteen-minute conference with the Chapter Adjudications Chair at the beginning and end of adjudications;

Lunchtime is not included.

TRAVEL EXPENSES:

1. Mileage Rate: \$.36 per mile (as of 9/1/2008 – subject to change)
2. Airfare: WSMTA will reimburse for air travel, but total adjudicator travel must not exceed the **limit of \$250 per adjudicator for ALL travel expenses**
3. Parking: A maximum of \$10 per day (day = 8 hours of adjudicating) RECEIPTS REQUIRED
4. NO car rentals, taxi's, shuttle or other transportation expenses will be allowed.

A MAXIMUM OF \$250 per ADJUDICATOR per CHAPTER FOR ALL TRAVEL EXPENSES LISTED ABOVE

MEALS:

\$35 per day (day = 8 hours of adjudicating) RECEIPTS REQUIRED

WSMTA HOTEL/MOTEL PER DIEM

REIMBURSEMENT RATES by CHAPTER Rates include ALL taxes/fees

\$100

Clarkston/Lewiston
Ellensburg/Yakima
Grays Harbor
Mason County
Moses Lake
Okanogan
Olympic Peninsula
Pullman
Spokane
Sunn Valley
Tri Cities
Walla Walla
Wenatchee

\$115

Bellingham
Clark County
Cowlitz County
Edmonds
Enumclaw
Gig Harbor
Kitsap County
Lewis County
Lynden
Mt Rainier
Olympia
Puyallup
Skagit Valley
Snohomish
Tacoma
West Sound

Whatcom County
Whidbey Island

\$130

Eastside
Lake Washington
Seattle
South King County

Husband & wife teams will receive ONE per diem + \$10.00 per night.

PROCEDURES FOR THE CHAPTER ADJUDICATIONS CHAIR

EARLY IN THE YEAR or the year prior:

1. Make arrangements with the adjudicator(s) regarding date and time
2. Stay in touch with the adjudicator during the year.
 - A contract may be written by the chapter to clarify plans with the adjudicator.
3. Arrange for a hall & check the condition of the piano.
 - Consider use of private studios, rent-free collegiate facilities, etc. to lower costs, where possible.
 - Be sure to inform the prospective facility administrator of your expense limitations.
4. Submit a list of motels to the adjudicator(s) that fall into the allowable expense.
 - Provide several choices that fall into the allowance – **always ask about which discounts they accept**
 - Please check facilities to determine if they are adequate before making any arrangements.
 - o This includes availability of nearby restaurants or other needs of the adjudicator.
 - o Confer with the WSMTA Adjudications Chair before recommending any motel that exceeds the allowable rates.
 - The adjudicator is responsible to make the reservation.

NOVEMBER 1ST: Chapter Preliminary Report must be received by the WSMTA Adjudications Chair.

PLEASE ONLY HIRE ADJUDICATORS WHO ARE ON THE WSMTA ADJUDICATOR LIST!

➡ Your Preliminary Report will be returned if the adjudicator is not on our list.

FURTHER PREPARATIONS SHOULD INCLUDE:

Please emphasize and educate your chapter members in the following information:

1. Using ONLINE FORMS from the wsmta.net website--
 - Click "Forms" then click on each specific item needed.
 - Microsoft Word & Excel Forms may be completed on your computer and then printed
 - With other computer programs, simply print the blank form and complete by hand.
 - Copies will need to be made of forms requiring multiple copies.
2. Filling out the Teacher Registration Form. Use name given on MTNA membership card.
3. Help Chapter Members Understand Scheduling:
 - Allot ½ total time to performance and ½ total time to adjudicating and changing students
 - Consider scheduling exit time at the end of your session to thank the adjudicator, retrieve all papers, music and supplies.
 - Help teachers to understand they may need to purchase extra time if they:
 - o Schedule long pieces,
 - o Need extra adjudicating time,
 - o Include time for warm-up,
 - o Need time for announcing pieces.
 - o If the class schedule presents more music than can be adequately heard Adjudicators are permitted to give the teacher a choice of:
 - stopping the performance after a sufficient amount has been heard; or

- cutting short the evaluation time of the student.
4. Decide how your Chapter Honors Recital participants are to be selected and **be certain the teachers understand the process.**
 - Teachers or chapters must purchase the time necessary for the selection process
 - Instructions for WSMTA State Recital Competition are explained on the form (same name) available online.
 5. Discuss importance of monitoring.
 - Teachers may self-monitor.
 - Teachers may share the monitoring for each other,
 - o They could check for photocopied music and numbered measures, in addition to timing.
 - o Teachers should check with the adjudicator and monitor if the adjudicator requests.
 - o Remind teachers that if the students playing time is allowed to run over; they may lose their scheduled evaluation/consultation time.
 6. Measures must be numbered in the LH column of the music.
 7. Discuss writing an Adjudicator Evaluation, including encouraging points and positive suggestions for improvement.
 8. Discuss Copyright Laws, eliminating use of photocopied music.

TEN to TWELVE WEEKS BEFORE ADJUDICATIONS

1. **DUE DATES:** Inform teachers of the date Teacher Registration form and fees are due to you,
2. Make sure each teacher has obtained from the web site, (wsmta.net) or the chapter has provided, the following:
 - WSMTA CHAPTER ADJUDICATION BOOKLET.
 - Enough TEACHER REGISTRATION FORMS for his/her class.
 - PARENT INFORMATION SHEET.
 - (Retain other forms, such as student certificates, until entries have been received).

SIX to SEVEN WEEKS BEFORE ADJUDICATIONS

1. Collect the Teacher Registration Forms and all fees.
2. Arrange a committee to help check for accuracy in total time and fees for each teacher.

NO REFUNDS ON FEES AFTER THEY HAVE BEEN SENT TO THE WSMTA ADJUDICATIONS CHAIR.

3. Do not accept entries if MTNA/WSMTA dues were not paid by October 15, for continuing members and January 10 for new members. This information is available from your Chapter Treasurer.
4. Complete the ONLINE Chapter Summary Sheet
 - Make necessary photocopies.
 - Use separate summary sheets where Chapters hold non-keyboard adjudications.
5. **PLEASE LIST TEACHERS ALPHABETICALLY.**
 - Type or print firmly so that all copies will be clear.
 - Fill in ALL the required information, including high school credit.
 - Check your totals to insure that all figures balance.

FORMS WHICH CONTAIN ERRORS OR WHICH ARE PARTIALLY COMPLETED WILL BE RETURNED FOR CORRECTION.

PREPARE TIME SCHEDULE

Double check teacher's purchased block of time (on Teacher's Registration Form).

Place this total in minutes on the Chapter Summary Sheet.

THE FOLLOWING ITEMS MUST BE INCLUDED ON SCHEDULE SUBMITTED FOR APPROVAL.

Approval will be withheld until corrections are made – send it in CORRECTLY the first time!

1. Written Evaluation and Oral Consultation
 - Scheduled immediately following the presentation
 - Timings of these items must be included on the schedule
2. Adjudicator orientation and closing times on your schedule,
 - 15 minutes at the beginning of the first day of adjudications
 - Explain facility, piano, adjudicator responsibilities, chapter honors processes, master schedule, etc.
 - 15 fifteen minutes at the end of the entire adjudications
 - Finalize any questions, present the check and sign adjudicator expense sheets
3. Two 20-Minute Breaks must be included for each 8 hour work day; One 20-Minute Break for ½ days which may be necessary on the first and/or last day of the event.
 - Plan breaks close to the mid-point of each half-day
 - Utilize teacher change times for breaks when possible.
 - Chapters are encouraged to provide refreshments for the Adjudicators' breaks. Please check with the Adjudicators for their preferences.
4. **CHAPTERS MUST PURCHASE "Passing" or "turn around" time (2-5 minutes) when there is a change between teachers, and no break or lunch time.**
5. SCHEDULING ADJUDICATORS FOR 8-HOUR WORK DAYS IS REQUIRED (except first & last day)
 - 8 Hour Day = playing, adjudicating, teacher evaluation and consultation, and two 20-minute breaks. Lunch break is not included in the eight hours.

If you schedule an Adjudicator for more or substantially less than 8 hours you will need permission from the Adjudicator and the State Adjudications Chair.

- You may need to split the classes of some teachers to accomplish the eight-hour requirement.
 - Please take into account Adjudicator travel needs on the first & last day
 - TEACHER REQUESTS FOR A SPECIFIC ADJUDICATOR, WHERE MORE THAN ONE IS USED, MAY BE GRANTED ONLY IF SCHEDULING ALLOWS. Individual Chapters may set policy regarding this procedure.
6. Please discuss the lunch break with your adjudicator(s).
 - Some prefer an hour or less, others prefer one and one half hours
 - o Allow enough time to purchase lunch and refresh for the afternoon's work.
 - o Where Church facility schedules will not allow for more than an hour, consider bringing in a deli-style lunch of the adjudicators choice, to eliminate travel time to a restaurant.
 7. **Please schedule your adjudicators in ONE location for the full day.** Check with the WSMTA Adjudication Chair if there is need for a move.

PLEASE STUDY THE FOLLOWING EXAMPLE

Scheduling Made Simple!

Do the math:

Time Purchased--			
Teacher Jones	87 minutes	Teacher Peterson	74 minutes
Teacher Adams	45 minutes	Teacher Campbell	77 minutes
Teacher Alexander	72 minutes	Teacher Brown	43 minutes
Chapter Passing Time		10 minutes	

TOTAL TIME PURCHASED by CHAPTER: **408***** minutes

Times:		Minutes	Times:		Minutes
8:00 – 8:15	Adjudicator Orientation	15	3:22 – 3:42	BREAK	20
8:15 – 9:22	Teacher Jones	67	3:42 – 4:07	Teacher Alexander (cont)	25
9:22 – 9:42	Jones Oral/Written Consult	20		<i>Oral Consultations &</i>	
9:42 – 9:45	PASSING TIME	3	4:07 – 4:27	Alexander Oral/Written Consult	20
	<i>Passing Time is REQUIRED</i>		4:27 – 4:30	PASSING TIME	3
9:45 – 10:20	Teacher Adams	35	4:30 – 5:03	Teacher Brown	33
10:20 – 10:30	Adams Oral Consult	10	5:03 – 5:13	Brown Oral Consultation	10
10:30 – 10:50	BREAK	20	5:13 – 5:28	Adjudicator Final conference	<u>15</u>
10:50 – 11:47	Teacher Campbell	57			
11:47 – 12:07	Campbell Oral/Written Consult	20	Total Minutes		568
12:07 – 1:37	LUNCH	90		Subtract Lunch	90
1:37 – 2:41	Teacher Peterson	64	TOTAL MINUTES paid by WSM TA		<u>478</u>
2:41 – 2:51	Peterson Written Evaluation	10			
	<i>start times</i>		divide by 60 = 7.97 hours		
2:51 – 2:55	PASSING TIME	4			
2:55 – 3:22	Teacher Alexander	27			

Double check your math with the following formula:

1. Start Time: 8:00 am End Time 5:28 pm Total Day: 9 hours 28 minutes
2. Convert to minutes: $9 \times 60 = 540 + 28 = 568$ min
3. Subtract breaks (40), lunch (90) & Adjudicator Orientation/Final Conf (15 + 15 = 30)
 $\checkmark 568 - 40 - 90 - 30 = 408^{***}$ minutes purchased by chapter

*****These amounts MUST match!**

Mail the following to the WSM TA Adjudication Chair:

1. **ONE check** to cover **only the adjudications fees**, payable to WSM TA, for your chapter: Do Not Send your Chapter surcharge, if any.
2. **CHAPTER ADJUDICATIONS SCHEDULE.** Please do not distribute schedules to your teachers until approval is received from the WSM TA Chair.
3. Please indicate, to the WSM TA Chair, the date you need your approval. The WSM TA Chair will send your approved schedule to your adjudicator(s), along with their other required materials.
4. **ONCE THE SCHEDULE IS APPROVED, PLEASE DO NOT MAKE ANY CHANGES WITHOUT THE APPROVAL OF THE STATE ADJUDICATIONS CHAIR.**
5. **2 copies** of the CHAPTER SUMMARY SHEET(S).

6. **1 copy only**, of the TEACHER REGISTRATION FORMS.
7. **The HIGH SCHOOL CREDIT FORM** for each adjudicator involved.
 - This will be verified by the WSMTA Chair and sent to the adjudicator.
 - Please check your MEMBERSHIP LIST for verification of the teacher's certification.

KEEP FOR YOUR CHAPTER FILES:

1. **1 copy** of the CHAPTER SUMMARY SHEET
2. **1 copy** of the TEACHER REGISTRATION FORMS. (Teacher keeps 1 copy).

FAILURE TO COMPLY WITH POSTMARKED DEADLINE FIVE WEEKS BEFORE YOUR CHAPTER ADJUDICATIONS MAY FORFEIT THIS YEAR'S EVENT.

BEFORE ADJUDICATIONS:

Notify teachers of their scheduled time after approval is received from the State Adjudication Chair. Website Forms may be printed by either chapters or individual teachers.

AVAILABLE from WSMTA WEBSITE:

1. STUDENT EVALUATION SHEETS
2. TEACHER INFORMATION & STUDENT SCHEDULE
3. REQUEST FOR EXCUSED ABSENCE FORM

PROVIDED BY CHAPTER CHAIR

1. CERTIFICATES of PARTICIPATION.
2. ADJUDICATOR EVALUATION FORM
(For those teachers presenting the required number of students.)

ON FIRST DAY OF ADJUDICATIONS:

1. Meet with the Adjudicator for the fifteen-minute pre-Adjudications conference.
2. Acquaint the adjudicator with the facilities.
3. **Provide water, table and chair, sharpened pencils and/or pencil sharpener, scratch paper, small clock and Chapter schedule.** (Advisable to bring extension cord for use in churches.)
4. Be sure the Adjudicator has guidelines for selecting Chapter Honors Recitalists.
5. Post a schedule on outer door and indicate when to enter.

Note: The Adjudicator should not be expected to assist in setting up the room. Consider having available: extra lighting, artist bench, footstool for small students, etc., where needed.

FINAL DAY OF ADJUDICATIONS:

1. Present the adjudicator with payment that has been sent to you by the WSMTA Treasurer.
2. Sign the adjudicator's expense forms.
3. Discuss any problems or questions the adjudicator might have.
4. Please do not accept any of the Teacher Evaluation Sheets or High School Credit Forms from the adjudicator. (Adjudicators are provided a SASE envelope so that materials can be sent directly to the Adjudications Chair.)

AS SOON AS POSSIBLE AFTER ADJUDICATIONS, BUT NO LATER THAN MAY 1ST

Send the following to the WSMTA Adjudications Chair:

1. FINAL CHAPTER ADJUDICATIONS CHAIR REPORT.
 - Fill in expenses, attach receipts.
 - SEND ALL THREE COPIES. One copy will be returned with payment.
2. ADJUDICATOR EVALUATION SHEETS.
 - Mail two copies of the Evaluations to the WSMTA Adjudications Chair.

- The white copies are forwarded to the Adjudicator; second copies are kept in WSMTA files.

ADDITIONAL INFORMATION/REMINDERS:

Qualification Program for Provisional Adjudicators:

- You may be requested to schedule an Education Board Approved Candidate in your Chapter.
- The candidate will observe for 4 hours and is to be scheduled for a ten-minute consultation – which should not interfere with a teacher’s block of time with the Adjudicator
- The financial arrangements for this time are taken care of by the candidate through WSMTA.

Chapter Honors Recitals:

There will be no student selection for any event, honor scholarship, recital or competitive endeavor, other than Chapter Honors Recitals, so the Adjudicator may focus his/her primary attention on teacher and student evaluation, education and assistance.

- It is recommended that the Adjudicator, not the individual teachers, select participants for Chapter Honors Recitals. (Teachers or the Chapter must purchase an additional 5 – 15 minutes for that selection.)
- **The hourly fee or per diem expenses for this selection process is the financial responsibility of the Chapter.**
- Letter or number grades for students should not be given to avoid any tendency of comparative or competitive thinking.

ANY EXCEPTIONS TO POLICIES MUST BE CHECKED WITH THE WSMTA ADJUDICATIONS CHAIR.

Exceeding Time Limits:

The Chapter Adjudications Chair, monitor, or teacher will be responsible for calling time if the students playing time is too long according to the schedule.

THIS IS NOT THE RESPONSIBILITY OF THE ADJUDICATOR. Chapters will be responsible for excess time used that is not allowed for in Policy.

FAQ’s (Frequently Asked Questions)

Can I submit the forms via email?

YES: I would prefer that. That way I can make corrections here and we all use less paper & postage. ANY form done on the computer may be sent to me electronically – teacher registrations, chapter summaries, schedules, adjudicator evaluations, etc. Just be sure that I respond to your email, so you know I got it!

If you prefer your forms in a .pdf format, please contact the WSMTA Adjudications Chair

Can teachers make special scheduling requests or insist that the schedule be changed after it has been approved?

NO: If this change will add or subtract from the Adjudicator minutes in any given day, it will not be allowed

YES: Only if a teacher can exchange the **exact** same number of paid minutes, on a different day with another teacher.

The total minutes in an Adjudicator’s day cannot be changed after the schedule is approved.

The Adjudicator we hired is not on the current Adjudicator List – is this a problem?

YES: *The list has been very recently updated, and if your Adjudicator is not there, you will need to **contact me immediately.*** That Adjudicator may have requested to be taken off the list, their membership or certification status has changed, or they may be on sabbatical.

We have teachers with too many students to fit on the Registration Form, and too many teachers to fit on the Summary – is there a way to include them on the Excel forms?

YES: We have now added **Teacher Reg Form – Over 20 Students**, and **Chapter Summary Worksheet – Over 30 Teachers**. These forms will print on 2 pages.