



Honors Competition

Operations Manual 2021-2022

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Honors Music Competition
State Chair
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CAPMT HONORS COMPETITION

2021-2022 District Level Checklists for Chair

Application fee: \$50

Online Application Deadline: TBA

Application Form is available at the Honors Competition page of the CAPMT website under CAPMT Student Programs.

- 1) Identify yourself to the State Chair and inform her/him of the Honors Competition date and time.
- 2) Select two judges, confirming with them that they will be paid \$55 per hour rounded up to the half hour. It is standard procedure to reimburse judges for deliberation time and prep time before the auditions. Judges may be from the same District (*only if necessary*), as long as the judge does not have a student competing. ***Please try to hire CAPMT members as judges.*** If a referral is needed, please don't hesitate to contact CAPMT President or Vice President over student programs, VP of Student Programs Competitive. Contact information can be found on www.CAPMT.org
- 3) Chairs CANNOT share the repertoire list with the judges BEFORE OR DURING the competition.
- 4) Send each judge a letter confirming his/her acceptance. Enclose two Agreement Forms and a copy of the Judges' Guidelines. Ask the judges to sign both copies of the Agreement Form and mail one back to you by a specified date. Have the judge retain the other for his/her records.
- 5) CAPMT should not have any competitive events or auditions at homes due to our liability policies. The event should be at a commercial site or school.
- 6) CAPMT will email the event chairs with forms containing repertoire information such as evaluation sheets, application forms and certificates.

Stress the following:

- 1) All students will be stopped at the maximum time limit.
- 2) Recording of the competition is not allowed.
- 3) Repertoire Guideline: Students will perform one selected memorized work (NO CONCERTI AND NO WORKS FOR SOLO INSTRUMENT & ORCHESTRA) from either the Baroque or Classical Periods AND one selected memorized work (NO CONCERTI OR WORKS FOR SOLO INSTRUMENT & ORCHESTRA) from the Romantic, Impressionist, or Contemporary Periods.
- 4) There can be **no repertoire changes** upon registration or at any point in the competition.
- 5) Student and accompanist must provide original scores for the judges. Photocopied music will automatically result in disqualification. All music should have numbered measures. Accompanists may use photocopied music ONLY to facilitate page turns.

- 6) Students should be available to compete in the same category until they win first place in the state competition. The first place CAPMT state finals winner may not enter again in the same age category.
- 7) The **age cut-off** for each age category is the **last day of each calendar year**.
- 8) Competition rules as stated in the 2021-2022 Handbook/Website must be followed.
<http://www.capmt.org/student-programs/capmt-student-programs/>

When student information is received:

- 1) Check all information on the forms for spelling, age, time limits, composition titles, dates, etc.
- 2) CAPMT will be providing application forms, comment sheets for judges, and certificates. You will need to print the material.

One to two weeks before the audition date:

- 1) As soon as you have scheduled the performers, email them the following: performance time, date, and location of the competition along with a map of the competition venue.
- 2) Arrange with your treasurer to receive the judges' checks prior to the competition.
- 3) Assign a Time Keeper for the day of the competition

One week before the competition:

- 1) Prepare the judges' comment sheets: two per student. Type or print student and teacher numbers (**NO NAMES**), category, age division, titles, composers, and the total performance time.
- 2) Have CAPMT certificates ready for all participants.
- 3) Provide typed programs for the audience.
- 4) Make provisions for a table and two chairs for the judges.

On the day of the Competition:

- 1) Provide water and light refreshments for the judges.
- 2) Take with you:
 - a) Judges' checks
 - b) Judges' comment sheets in performance order
 - c) CAPMT Certificates
 - d) Winners' sheets for judges to fill in with contestant numbers, then sign and date
 - e) Extra blank paper, pens, pencils, and erasers.
- 3) Have students place their music in order of performance. Introduce students by number only. Collect their music, and hand it to the judges.
- 4) Contestants must be stopped at the time limit either by the competition official or the judges. This will not affect the outcome of the competition.
- 5) Remind the audience to turn off all electronic devices.
- 6) Have a Time Keeper time each participant. Maximum time limits are as follows:

A. Age 9 and under - 10 minutes

B. Age 10 to 12 - 10 minutes

C. Ages 13 to 15 - 12 minutes

D. Age 16 to 18 - 15 minutes

E. Ages 19 to 26 - 15 minutes

***Students must be cut off at the end of the time limit when competitions are held in person.** All pieces must be performed from memory (except those performing music written with non-traditional notation, which must be cleared with the Chair *in advance*).

ASAP after the District Competition:

- 1) Inform contestants of competition results as soon as possible. Congratulate them. Remind them that District 1st Place Winners (ONLY) will proceed to the virtual CAPMT State Finals via Acceptd Saturday, March 19, 2022 with a \$30 fee due when submitting videos on Acceptd. Winners will be invited to perform at the CAPMT Conference in the fall. If the first place winner is not able to participate in the state finals, the second place winner will have the opportunity to compete in the state finals.
- 2) District chairs need to submit the results/paperwork to the State Chair **ONE WEEK** after completion of the district event.
- 3) E-mail the District Winner List information to the State Chair ASAP. There are two winners' sheets to return: a) judges' signatures and winners' numbers, and b) winners' and teachers' names, phone numbers, and addresses filled in by you. Also attach a copy of your competition program and the original application forms of winners and alternates. Be sure to include the expense report along with the results of the competition.
- 4) Mail evaluation forms to the teachers, and include a list of your district's winners and their teachers. Mail the list of winners and alternates to the newsletter editor of your district.
- 5) Communication protocol: parent-teacher-district chair-state chair-VP of competitions.

****For all CAPMT State Competitions Awards Ceremonies, winners are expected to attend to receive their awards. Although certificates and checks can be mailed, trophies will not be shipped. However, a proxy may accept the trophy.**

**** District/Chapter Event Chairs can (and perhaps should) request additional insurance certificates from MTNA:**
https://www.mtna.org/MTNA/Connect/Affiliate_Services/General_Liability_Insurance/MTNA/Connect/Affiliate_Services/General_Liability_Insurance.aspx?hkey=8d5fd1e1-42f1-48a8-9fad-04e5451aa233



California
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2021-2022 CAPMT HONORS COMPETITION Guideline for Judges

Dear _____,

This statewide music competition highlights student performance at the highest level. It is open to students of any age up to and including students up to age 26.

The repertoire requirements for the Competition are as follows:

- 1) Students will perform one selected memorized work (NO CONCERTI AND NO WORKS FOR SOLO INSTRUMENT & ORCHESTRA) from either the Baroque or Classical periods AND one selected memorized work (NO CONCERTI AND NO WORKS FOR SOLO INSTRUMENT & ORCHESTRA) from the Romantic, Impressionist, or Contemporary periods.
- 2) Student and accompanist must provide original scores of music to the judges. Photocopied music will automatically result in disqualification of the contestant. All music should have the measures numbered. Accompanist may use photocopied music ONLY to facilitate page turn.
- 3) Contestants must be stopped at the time limit either by the competition official or judges. This will not affect the outcome of the competition.

The maximum time limits for each category are as follows:

Category A: 9 and under (10 minutes)

Category B: 10 to 12 (10 minutes)

Category C: 13 to 15 (12 minutes)

Category D: 16 to 18 (15 minutes)

Category E: 19 to 26 (15 minutes)

A timekeeper will stop students who go over these time limits, but this will in no way affect the judges' decisions.

Performance standards:

The Honors Competition is a competitive event for highly motivated students. For each level and age category a winning performance should be technically flawless and musically convincing. All of the markings should be stylistically observed. The interpretation of the score should be artistically persuasive.

1. Two judges will hear each applicant and provide written comments to each performer.
2. The maximum time limits for each category and the possible repertoire selections are listed in the paragraphs above. If the playing time exceeds the maximum time limit, the timekeeper will terminate the performance.
3. Entrants are to be evaluated solely on their performance, with no regard to age, years of study, or future “potential” achievement.
4. Although judges have the prerogative not to declare a winner, it is preferable that a “First Place” be awarded in each category. To be selected as a winner, the performer should stand out among all the participants.
5. 1st, 2nd, 3rd place and as many honorable mentions as the judges see fit may be awarded. In the case of the 1st place winner not being able to participate in the state finals, the 2nd place winner will have the opportunity to compete at state.
6. **No ties are permitted.**
7. No reproduction of music (either by hand or machine) is to be provided to the judges.
8. Judges may not engage in any conversation with teachers, parents, or entrants until after the results of the competition have been announced. Students are to be identified by number only.
9. Judges may not applaud nor make any verbal response to the entrant’s performance.
10. Judges’ decisions are final and may not be questioned.
11. Judges should be paid a minimum of 2 hours.
12. Judges to be from the District of the competition, provided that they do not have students in the competition.



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2021-2022 CAPMT HONORS COMPETITION

District Judge's Agreement Form

I, _____ agree to be a judge for the CAPMT Honors Competition

in District ____ on _____

Audition will be held at: _____

I will arrive at (time) _____ and am scheduled to evaluate until _____.

My agreed-upon fee is: _____ \$55 per hour _____

I HAVE READ AND UNDERSTAND THE JUDGES' GUIDELINES.

Signed _____ Date: _____



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2021-2022 CAPMT HONORS COMPETITION

District Level Winners' Names

Report to State Chair from District _____

Send both pages along with winners' and alternates' original application forms. Also include a program from your Competition. **PLEASE TYPE THE FORM.**

Due by ONE WEEK after completion of district event.

Please send all documents either scan/upload via email: zewhong@gmail.com.

District Honors Chair _____ Phone _____

Competition Date _____ Location _____

Number of Participants (students) _____ (teachers) _____

Type or neatly print names. List the name of winner after the name of the Age Group. Include area codes and zip codes. Insert "no winner" if none selected. Insert "no entries" if none entered for that category.

Category A: 9 and under

Category B: 10 to 12

Category C: 13 to 15

Category D: 16 to 18

Category E: 19 to 26

1st Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level A. Ages 9 and under

2nd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level A. Ages 9 and under

3rd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level A. Ages 9 and under

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level A. Ages 9 and under

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Write on back of sheet if more honorable mentions are needed.

Level B. Ages 10-12

1st Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level B. Ages 10-12

2nd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level B. Ages 10-12

3rd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level B. Ages 10-12

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level B. Ages 10-12

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Write on back of sheet if more honorable mentions are needed.

Level C. Ages 13 - 15

1st Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level C. Ages 13 - 15

2nd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level C. Ages 13 - 15

3rd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level C. Ages 13 - 15

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level C. Ages 13 - 15

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Write on back of sheet if more honorable mentions are needed.

Level D. Ages 16 - 18

1st Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level D. Ages 16 - 18

2nd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level D. Ages 16 - 18

3rd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level D. Ages 16 - 18

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level D. Ages 16 - 18

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Write on back of sheet if more honorable mentions are needed.

Level E. Ages 19-26

1st Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level E. Ages 19-26

2nd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level E. Ages 19-26

3rd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level E. Ages 19-26

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level E. Ages 19-26

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Write on back of sheet if more honorable mentions are needed.



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2021-2022 CAPMT HONORS COMPETITION

District Level Financial Report

District _____ Host Chapter _____

Honors Competition Chair _____

Phone _____

Expenditures:

Hall Expense: \$ _____

Judges' Fees (Rate is \$55.00 per hour)

No. hours _____ x \$55.00 x 2 judges

Final Fee: \$ _____

Duplicating expenses: \$ _____

Other: _____ \$ _____

_____ \$ _____

Total: \$ _____

Rebate from State (60% of total) \$ _____

Note: To claim an expense, you must show a receipt. Receipts should be filed with your district treasurer.

Send to:



California
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2021-2022 CAPMT HONORS COMPETITION
District Level Winners' Numbers Judges' Sheet

***Note: Judges' signatures must accompany this sheet.**

Due by ONE week after completion of district event to:

It is the judges' prerogative not to choose a winner or alternate.
If this is the case, write "no winner" or "no alternate" below.

District: _____ Date: _____

Coordinator's Name: _____ Phone: _____

District Honor's Chair: _____ Phone: _____

Indicate winners by number only:

Age Categories

Level A. Ages 9 and under

1st Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level A. Ages 9 and under

2nd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level A. Ages 9 and under

3rd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level A. Ages 9 and under

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level A. Ages 9 and under

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Write on back of sheet if more honorable mentions are needed.

Level B. Ages 10-12

1st Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level B. Ages 10-12

2nd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level B. Ages 10-12

3rd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level B. Ages 10-12

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level B. Ages 10-12

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Write on back of sheet if more honorable mentions are needed.

Level C. Ages 13 - 15

1st Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level C. Ages 13 - 15

2nd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level C. Ages 13 - 15

3rd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level C. Ages 13 - 15

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level C. Ages 13 - 15

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Write on back of sheet if more honorable mentions are needed.

Level D. Ages 16 - 18

1st Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level D. Ages 16 - 18

2nd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level D. Ages 16 - 18

3rd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level D. Ages 16 - 18

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level D. Ages 16 - 18

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Write on back of sheet if more honorable mentions are needed.

Level E. Ages 19-26

1st Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level E. Ages 19-26

2nd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level E. Ages 19-26

3rd Place

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level E. Ages 19-26

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Level E. Ages 19-26

Honorable Mention

Name: _____ Phone: _____

E-mail address: _____

Teacher: _____ Phone: _____

E-mail address: _____

Write on back of sheet if more honorable mentions are needed.

Judges Print and Sign Name:

X _____ **X** _____