



California Music Educators Association
CMEA Bay Section

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September 15, 2018

Dear Adjudicator:

Welcome to the 2019 Festival Season. Please read this letter carefully as there are major changes for the forthcoming festival season. If you wish to remain on the active adjudicator list, you must complete all requested information on all forms electronically provided and return the completed forms by Midnight, October 15, 2018.

You must complete all areas or your form will not be accepted. If you are not interested in adjudicating this festival season, but wish to remain on the adjudicator list, please complete all forms but leave the available dates unchecked. If you would like to be entirely removed from the adjudicator list, please do not submit any forms, but I would appreciate an email telling me this, so I will know you received the information.

This year we are continuing to use a completely electronic system, including all correspondence and forms. By following the information in this letter, we will have an interactive system for completing and submitting your Adjudicator Profile and Festival Availability forms. Just fill in this combined form on your computer and submit it by clicking the "SUBMIT" button. **Be sure to make a copy for yourself before submitting.** Do nothing further on this form. To gain access to these forms please visit the Bay Section website at www.cmeabaysection.org.

The online form includes two sections:

1. **2019 Adjudicator Profile:** This has been streamlined from the previous years, but in order to keep the database updated, everyone must complete an annual Adjudication Profile even if there are no changes from the previous year. **If there are changes, other than availability, please indicate this in the appropriate area.**
2. **2019 Festival Availability:** Complete this part by listing all dates you are available. In some cases the dates are listed multiple times due to multiple festivals on the same day. If you are available, check all of the multiple listings. Only sign up for types of festivals you have apprenticed and been approved to work. Obviously, the more dates you list the more assignments you are likely to receive. Those adjudicators willing to work a number of different instruments/voices are greatly needed for Solo and Ensemble festivals – so the more you are willing to do, the more assignments you are likely to receive. Submit this form, as directed, **prior to Midnight, October 15, 2018**, to be considered for adjudication assignments in 2019.

Print a copy of the form for your records. Changes can be made after submitting this form by emailing me. Current dates and locations of all festivals scheduled can be found on our website (cmeabaysection.org) on the festival calendar.

Please note that the Adjudication Contract and Adjudicator Contract can be found on the CMEA Bay Section website at www.cmeabaysection.org.

GENERAL INFORMATION

- You must be a current member of CMEA (NAfME) to adjudicate. **You must list your number and expiration date.**
- If you do not have a **W-9** form on file with us or there are changes, please so indicate and I will send you one.
- All adjudicators will be expected to attend a single day **Adjudication Workshop** at the Winter Conference January 11 or 12, 2019, at San José State University. Details will be provided at a later date.
- Adjudicators are independent contractors and are hired at will by the CMEA Bay Section.
- Adjudicators are consistently evaluated and monitored to ensure quality.
- Adjudication assignments are made based on the strengths of the individual adjudicator and the needs of the organization.
- CMEA Bay Section maintains the right to contract the most qualified adjudicators available.
- Adjudicators are not guaranteed to receive a minimum number of assignments.
- The Independent Contractor pay scale is \$425.00 for a full day and \$250.00 for a half day (approved on August 31, 2016). Reimbursement for mileage, lodging and/or per diem is not paid.
- All assignments will be made and accepted or rejected via email.
- Jazz assignments will be made in late October.
- Large Group assignments will be made in late November.
- Solo and Ensemble assignments will be made in January.
- All adjudicators are expected to re-read the current Bay Section Handbook and the and Adjudication Guidelines (available on our website) and to conduct their adjudication in accordance with the standards and procedures stated therein.

SPECIAL NOTICE: Digital recorders using the standard size SDHC card will be used for all Large Group festivals. Adjudicators are responsible for providing their own recorder and a minimum of three SDHC cards.

ELECTRONIC ADJUDICATOR ASSIGNMENT PROCEDURES

All assignments will be made via email. It is most important that the email address you list on your Adjudicator's Profile form is current. Avoid all email addresses using spam and/or filters as emails sent to you may not go through. Any change in email addresses made during the year must be reported immediately to the Adjudication Director at: cmeabaysectionjudge@comcast.net.

Assignments for each festival will be sent via email to the assigned adjudicators. The letter will include:

- Day(s) and Date(s) of the Festival
- Times of the Festival
- Location of the Festival
- Type of Festival
- Names of the Adjudicators assigned

Those adjudicators assigned **MUST** respond to the email within **one week** or it will be assumed that the assignment is rejected. To respond to the assignment click on "REPLY" and then type either "ACCEPT" or "REJECT" in the body of your reply email and then click "SEND." No other information is necessary. Generally, there should be very few "rejects" if each individual keeps their 2019 Festival Availability up to date.

After all adjudicators have responded for a specific festival, those assigned will receive a confirmation email This will be sent to the Site Host and each of the adjudicators giving specific assignments (head judge, sight reading, performance judge, mentor, etc.) along with addresses, phone numbers, email addresses, etc. Response to this email is not necessary. The assignment of Sight-Reading Adjudicator for large group festivals will be made on a rotating basis and must be accepted. Refusing a Sight-Reading assignment will cause your name to be removed from all adjudication assignments that year.

Approximately one week prior to the assigned festival, each adjudicator will receive an email reminding him/her of the assignment. If during the year you have a change in information on your Adjudicator Profile or Festival Availability forms, send this information to the Adjudication Director (email addresses below). Specific information relating to festival responsibilities will be sent, as needed, at a later date. Site Hosts will send more detailed information to all adjudicators prior to the festival as it becomes available.

Robert Calonico, DMA
Adjudication Director
Cell phone: 510-691-2329
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