

# WASHINGTON STATE MUSIC TEACHERS ASSOCIATION

Affiliated with  
MUSIC TEACHERS NATIONAL ASSOCIATION

## 2017 – 2018 WSM TA CHAPTER MUSIC ARTISTRY PROGRAM POLICIES AND PROCEDURES FOR THE CHAPTER MUSIC ARTISTRY PROGRAM CHAIR

*WSMTA accepts all persons without regard to race, ethnicity, color, religion, sex, gender identity/expression, sexual orientation, national origin, disability, age, or any other basis protected by law.*

### 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 1<sup>st</sup> for review by the WSM TA Education Board and Board of Directors.
5. **MUSIC ARTISTRY PROGRAM** 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 ACQUIRE** liability insurance coverage by notifying the WSM TA Office of the dates and locations of their event plus the name, address, email or fax of your venue(s). Allow at least one month to process. You may also process this yourself on the MTNA website.
- Personal Injury and Property Damage will be covered by MTNA only if Certificates of Liability are issued to each reporting Chapter.

### VISITING ARTIST POLICIES

1. **Visiting Artists for ALL Chapter Music Artistry Program events may only be chosen from the current official online WSM TA Visiting Artist list, but must be from outside the chapter where the MAP event is being held.**
  - The online preliminary report will only allow you to select visiting artists from the pull down list.
  - Your MAP event will not be created without filling out the online form.
  - Chapters which do not adhere to this rule will not be represented in the WSM TA State Recitals.
2. Visiting Artists for all Voice, String and Wind MAP events must be from the current official online WSM TA Visiting Artist list and should be from within the area where the MAP events are being held, but not the same chapter or city.
3. Chapters are not to have the same visiting artist two years in a row.
  - Exception to this would be in Chapters using more than one visiting artist.
  - Care would need to be exercised in seeing that the teachers within this Chapter did not have the same visiting artist in consecutive years.

## REMUNERATION SCHEDULE FOR VISITING ARTISTS

### MUSIC ARTISTRY PROGRAM FEE:

WSMTA pays \$36.00 per hour of scheduled assessment time including:

- a twenty-minute break during each approximate four-hour period.
- a fifteen-minute conference with the Chapter MAP Chair at the beginning and end of the MAP event.
- 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 visiting artist travel must not exceed the **limit of \$300 per visiting artist for ALL travel expenses.** Chapters are responsible for reimbursing the visiting artist for anything over \$300.
3. Parking: A maximum of \$10 per day (day = 8 hours of assessment time) RECEIPTS REQUIRED
4. NO car rentals, taxis, shuttle or other transportation expenses will be allowed.

**A MAXIMUM OF \$300 per VISITING ARTIST per CHAPTER FOR ALL TRAVEL EXPENSES LISTED ABOVE**

### MEALS:

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

### WSMTA HOTEL/MOTEL PER DIEM

REIMBURSEMENT RATES by CHAPTER Rates include ALL taxes/fees

#### **\$110**

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

#### **\$125**

Bellingham  
Clark County  
Cowlitz County  
Edmonds  
Kitsap County  
Lewis County  
Lynden  
Mt. Rainier  
Olympia  
Puyallup Valley  
Skagit Valley  
Snohomish  
Whatcom County  
Whidbey

#### **\$140**

Eastside  
Gig Harbor  
Lake Washington  
Seattle  
South King County  
Tacoma

#### **\$160**

Seattle

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

## PROCEDURES FOR THE CHAPTER MUSIC ARTISTRY PROGRAM CHAIR

### **EARLY IN THE YEAR or the year prior:**

1. Make arrangements with the visiting artist(s) regarding MAP event date and time
2. Stay in touch with the visiting artist during the year.
  - A contract should be sent by the chapter to clarify plans with the visiting artist (download form online).

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 visiting artist(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.
    - This includes availability of nearby restaurants or other needs of the visiting artist.
    - Confer with the WSM TA Music Artistry Program Chair before recommending any motel that exceeds the allowable rates.
  - The visiting artist is responsible to make the reservation and submit their expenses to the WSM TA MAP Chair.

**NOVEMBER 1<sup>ST</sup>: Chapter Preliminary Report must be received by the WSM TA MAP Chair.**

THE ONLINE REGISTRATION WILL ONLY ALLOW YOU TO HIRE VISITING ARTISTS WHO ARE ON THE WSM TA VISITING ARTIST LIST!

### **FURTHER PREPARATIONS SHOULD INCLUDE:**

**Please emphasize and educate your chapter members of the following information:**

1. Using ONLINE FORMS from the wsmta.org website--
  - Click "Forms" then click on each specific item needed.
  - PDF Forms may be downloaded on your computer and then printed.
  - 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 assessment and changing students.
  - Help teachers to understand the new system of scheduling. Levels have been eliminated, and teachers purchase based on performance time. PLEASE GO OVER ALL THE CHANGES IN THE NEW MAP BOOKLET WITH YOUR MEMBERS!
  - If the class schedule presents more music than can be adequately heard Visiting Artists 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 WSM TA State Recital Competition are explained on the form (same name) available online.
5. Discuss importance of monitoring. Teachers should check with the visiting artist and monitor if requested.
  - Teachers may self-monitor.
  - Teachers may share the monitoring for each other.
    - They can check for photocopied music and numbered measures and aid with timing.
    - Remind teachers that if the students playing time is allowed to run over; they will lose their scheduled evaluation/consultation time.
6. Measures must be numbered in the LH column of the music.

7. Discuss filling out the Visiting Artist Evaluation Form, including encouraging points and positive suggestions for improvement.
8. Discuss Copyright Laws, eliminating use of photocopied music.

### **TEN to TWELVE WEEKS BEFORE MAP EVENT**

1. **DUE DATES:** Set and inform teachers of the deadline date to file the online Teacher Registration form.
2. Make sure each teacher has obtained from the web site, (wsmta.org) or the chapter has provided, the following:
  - WSM TA CHAPTER MUSIC ARTISTRY PROGRAM BOOKLET.
  - EXCUSED ABSENCE FORM.
  - PARENT INFORMATION SHEET.
  - (Retain other forms, such as student certificates, until entries have been received).

### **SIX to SEVEN WEEKS BEFORE MAP EVENT**

1. Remind teachers of the deadline for the Teacher Registration Forms to be filed online. Late registrations WILL NOT be allowed.

**NO REFUNDS ON FEES AFTER THEY HAVE BEEN PAID ONLINE**

2. **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.
3. You will receive the Chapter Summary Sheet from the WSM TA MAP Chair.

### **PREPARE TIME SCHEDULE**

#### **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/or Oral Consultation for each teacher must be:
  - Scheduled immediately following the presentation
  - Timings of these items must be included on the schedule
2. Visiting Artist orientation and closing times must be included on your schedule as:
  - 15 minutes at the beginning of the first day of MAP event to explain facility, piano, visiting artist responsibilities, chapter honors processes, master schedule, etc.
  - 15 fifteen minutes at the end of the entire MAP event to finalize any questions and present the check.
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 visiting artist's breaks. Please check with the visiting artists for their preferences.
4. **CHAPTERS MUST PURCHASE “Passing” time (ONLY 5 minutes will be allowed) when the change between teachers occurs where there is no scheduled break or lunch time. (Less than 5 minutes for passing time are NOT ALLOWED)**
5. **SCHEDULING VISITING ARTISTS FOR 8-HOUR WORK DAYS IS REQUIRED** (except first & last day)
  - 8 Hour Day = playing, assessment, teacher evaluation, consultation and two 20-minute breaks. Lunch break and 15 minute orientation/ closing times are not included in the eight hours.

**If you schedule a Visiting Artist for more or substantially less than 8 hours you will need permission from the Visiting Artist and the State MAP Chair.**

- You may need to split the classes of some teachers to accomplish the eight-hour requirement.
  - Please take into account visiting artist travel needs on the first & last day
  - TEACHER REQUESTS FOR A SPECIFIC VISITING ARTIST, 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 visiting artist(s).
- Some prefer an hour or less, others prefer one and one half hours
    - Allow enough time to purchase lunch and refresh for the afternoon's work.
    - Where Church facility schedules will not allow for more than an hour, consider bringing in a deli-style lunch of the visiting artist's choice, to eliminate travel time to a restaurant.
7. **Please schedule your visiting artists in ONE location for the full day.** Check with the WSMTA MAP Chair if there is need for a move.

## SCHEDULING MADE SIMPLE

### PLEASE STUDY AND USE THE FOLLOWING EXAMPLE WHEN CREATING YOUR SCHEDULE

Do the math:

Time Purchased--

Teacher Jones	80 minutes	Teacher Peterson	75 minutes
Teacher Adams	45 minutes	Teacher Campbell	75 minutes
Teacher Alexander	70 minutes	Teacher Brown	45 minutes
Chapter Passing Time		15 minutes	

TOTAL TIME PURCHASED by CHAPTER: **405\*\*\*** minutes

Times:		Minutes	Times:		Minutes
8:00 – 8:15	<b>Adjudicator Orientation</b>	<b>15</b>	3:15 – 3:35	<b>BREAK</b>	<b>20</b>
8:15 – 9:15	Teacher Jones	60	3:35 – 4:00	Teacher Alexander (cont)	25
9:15 – 9:35	Jones Oral/Written Consult	20	4:00 – 4:20	Alexander Oral/Written Consult	20
9:35 – 9:40	<b>PASSING TIME</b>	<b>5</b>	4:20 – 4:25	<b>PASSING TIME</b>	<b>5</b>
	<i>Passing Time is REQUIRED</i>		4:25 – 5:00	Teacher Brown	35
9:40 – 10:15	Teacher Adams	35	5:00 – 5:10	Brown Oral Consultation	10
10:15 – 10:25	Adams Oral Consult	10	<b>5:10 – 5:25</b>	<b>Adjudicator Final conference</b>	<b>15</b>
10:25 – 10:45	<b>BREAK</b>	<b>20</b>			
10:45 – 11:40	Teacher Campbell	55	Total Minutes		565
11:40 – 12:00	Campbell Oral/Written Consult	20			
12:00 – 1:30	<b>LUNCH</b>	<b>90</b>		Subtract Lunch	90
1:30 – 2:35	Teacher Peterson	65			
2:35 – 2:45	Peterson Written Evaluation	10	<b>TOTAL MINUTES paid by WSMTA</b>		<b><u>475</u></b>
2:45 – 2:50	<b>PASSING TIME</b>	<b>5</b>		<i>start times</i>	
2:50 – 3:15	Teacher Alexander	25	<b>Divide by 60 = 7.92 hours</b>		

Double check your math with the following formula:

- Start Time: 8:00 am      End Time 5:25 pm      Total Day: 9 hours 25 minutes
- Convert to minutes:       $9 \times 60 = 540 + 25 = 565$  min
- Subtract breaks (40), lunch (90) & Adjudicator Orientation/Final Conf ( $15 + 15 = 30$ )  
 $\checkmark 565 - 40 - 90 - 30 = 405$  minutes purchased by chapter

### Mail the following to the WSMTA MAP Chair:

- Please indicate, to the WSMTA Chair, the date you need your approval. The WSMTA Chair will send your approved schedule to your visiting artist(s), along with their other required materials.

2. **CHAPTER MAP EVENT SCHEDULE.** Please do not distribute schedules to your teachers until approval is received from the WSMTA Chair.
3. **ONCE THE SCHEDULE IS APPROVED, PLEASE DO NOT MAKE ANY CHANGES WITHOUT THE APPROVAL OF THE STATE MAP CHAIR.**
4. **The HIGH SCHOOL CREDIT FORM** (available online) for each visiting artist involved.
  - This will be verified by the WSMTA Chair and sent to the visiting artist.
  - Please check your MEMBERSHIP LIST for verification of the teacher's certification.
5. **PASSING TIME FORM** along with a check from the chapter.

### **BEFORE MAP EVENT:**

Notify teachers of their scheduled time after approval is received from the WSMTA MAP 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 (fillable PDF or print and fill)
3. REQUEST FOR EXCUSED ABSENCE FORM
4. PASSING TIME FORM

#### **PROVIDED BY CHAPTER CHAIR**

1. CERTIFICATES of PARTICIPATION
2. VISITING ARTIST EVALUATION FORM  
(For those teachers presenting the required number of 5 students)

### **ON FIRST DAY OF MAP EVENT:**

1. **YOU MUST** meet with the visiting artist for the fifteen-minute pre-MAP conference.
2. Acquaint the visiting artist with the facilities. Make sure someone from your chapter is appointed to open and close the facility each day.
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 visiting artist has guidelines for selecting Chapter Honors Recitalists.
5. Post a schedule on outer door and indicate when to enter.

**Note: The visiting artist 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 MAP EVENT:**

1. Present the visiting artist with payment that has been sent to you by the WSMTA Treasurer.
2. Discuss any problems or questions the visiting artist might have.
3. Please do not accept any of the Teacher Evaluation Sheets or High School Credit Forms from the visiting artist. (Visiting Artists are provided a SASE envelope so that materials can be sent directly to the WSMTA MAP Chair.)

### **AS SOON AS POSSIBLE AFTER MAP EVENT, BUT NO LATER THAN MAY 1<sup>ST</sup>**

Send the following to the WSMTA MAP Chair:

1. FINAL CHAPTER MAP CHAIR REPORT.

- Fill in expenses, attach receipts.
  - SEND ALL THREE COPIES. One copy will be returned with payment.
2. MAP EVALUATION FORMS.
- Teachers fill out evaluation forms directly on our website. (online)
  - Mail any hard copy evaluations gathered to the WSMTA MAP Chair.

## **ADDITIONAL INFORMATION/REMINDERS:**

### **Qualification Program for Provisional Visiting Artists:**

- 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 visiting artist.
- 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 visiting artist may focus his/her primary attention on teacher and student assessment, education and assistance.

- It is recommended that the visiting artist, not the individual teachers, select participants for Chapter Honors Recitals. (Teachers or the Chapter must purchase an additional 5 – 15 minutes for that selection.)
- Letter or number grades for students should not be given to avoid any tendency of comparative or competitive thinking.

### **Exceeding Time Limits:**

The Chapter MAP 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 VISITING ARTIST. Chapters will be responsible for excess time used that is not allowed for in Policy.

## **FAQ's (Frequently Asked Questions)**

**Can teachers make special scheduling requests or insist that the schedule be changed after it has been approved?** If this change will add or subtract from the visiting artist's minutes in any given day, **it will not be allowed.** *The total minutes in a visiting artist's day cannot be changed after the schedule is approved.* If a teacher can exchange the **exact** same number of paid minutes, on a different day with another teacher, **it will be allowed.**

### **What happens if a student has to drop out after registration?**

There are no refunds. The teacher may distribute the extra time among your students, or let the time be unused.

### **What do I need to send in to the WSMTA MAP Chair?**

- A copy of your summary sheet (which you will download from the website)
- High School Credit form (download from wsmta.org if needed-even though students are indicated on the summary sheet, you will need to submit the separate form for the visiting artists. **Only state or nationally certified teachers qualify to apply for H.S. Credit for their students.**
- One chapter check (for passing time and teachers who pay by check)
- Chapter Schedule