

BRANCH POLICIES AND PROCEDURES
Etobicoke-Mississauga Branch
2019-2020

Name	The name of this association shall be called The Ontario Registered Music Teachers' Association, Etobicoke-Mississauga Branch , and here after called the "Branch".
Objects and Purposes	The objects and purposes of the Association and of the Branch are defined in the By-laws of the Ontario Registered Music Teachers' Association, hereafter called ORMTA . Our Branch Mission Statement is as follows: <ul style="list-style-type: none"> • To promote excellence in music education; • To promote a life-long love of music in our students; • To provide fellowship and professional growth among members.
Membership	Membership is determined by the By-laws of the Provincial Association
Membership Dues and Branch Levies	Membership dues are set by the Provincial Association and paid according to the Provincial Association By-laws. Branch levies are to be paid by all Active, Provisional Active, Retired, Semi-Retired, and Affiliate Members. The Branch levy is to be paid yearly in advance by July 1, in the amount of \$50.00. This amount is set yearly and voted on by the branch members. The penalty for non-payment of the branch levy is suspension of all membership privileges, such as participation in auditions, workshops and masterclasses until levy is fully paid.
Branch Meetings	The branch will abide by the Provincial Association By-laws in calling meetings and establishing quorum. The Executive will meet at least once a month except in March, July, August and December when Executive meetings are optional. Meeting times, dates, and venue shall be set by the Executive from time to time.
Executive	In accordance with the Provincial By-laws, the Executive of the branch shall consist of not less than five members, two of whom, including the President, must be Active. The terms of office are as stated in the Provincial by-laws. They shall be elected by ballot and shall include the President, Vice President, Secretary, Treasurer, (or Secretary/Treasurer), one Chairperson each for Auditions, Publicity, Programs, and Membership, and other officers as the Executive may determine. The duties of the Executive shall be as stated in the Provincial By-laws, with the following additions: <ul style="list-style-type: none"> • Attend all Executive meetings, • Discharge their duties faithfully, • Submit verbal or written reports regularly, • Other duties that may be assigned by the Executive from time to time.
Nominations	Nominations shall be according to the Provincial Association By-laws.
Fiscal Year	The fiscal year shall begin on September 1 of each year. The Treasurer shall prepare a statement of accounts yearly and present a budget for the upcoming year for approval by the mebership
Contracts	No member shall have the power to commit the branch to any expenditure unless it is approved in advance by a properly constituted meeting of the Executive. The Executive has the approval to spend up to \$750.00 without the express approval of the membership. Expenditures above this amount must have prior approval of the membership.

Professional Resources	The committees will recommend to the Executive for prior approval all adjudicators, clinicians and other resources as well as their fees.
Assessments, Canada Music Week, Scholarship Recitals, Competitions, Contemporary Showcase	Rules for Assessments and Recitals are described below this table. See below.
Masterclasses and Workshops	The Branch will hold a minimum of one masterclass(es) and two workshops per year. The committee will recommend to the Executive for prior approval all clinicians as well as their fees.

Rules for Assessments and Recitals

Etobicoke - Mississauga Branch O.R.M.T.A.

Assessment Entries

1. One cheque for fees must accompany the fully completed assessment form submitted by the teacher. Cheques from students are not acceptable. See separate sheet for the current fees and address of the Registrar.
2. **Applications must be received 4 weeks prior to the assessments and 4 weeks prior to the Scholarship Recitals.** Late entries cannot be accepted. See President's current newsletter for closing dates.
3. Entry fees are non-refundable.

Assessment Rules

1. Only students from fully paid up members in good standing are eligible to enter.
2. Pianists must provide an original manuscript of their music for the Adjudicator. Photocopied music is NOT permitted. Singers must have 2 originals - 1 for the Adjudicator and 1 for the accompanist.
3. Pieces must be performed from memory to be eligible for an award in Scholarship Recitals. Memorization is encouraged. Students performing in December & March assessments with music will be penalized 2 marks. Memorization is compulsory for Scholarship competitions and Level Young Artist, Provincial Vocal and Instrumental and Intermediate Level competitions. *See Page 2 for definition of Levels.
4. Students in competitive classes **must** perform in the time slot allocated to that class. Specific times i.e.: a.m. or p.m. may be requested on the audition entry form, and will be accommodated where possible.
5. Selections may be chosen from the current or past Syllabi of the Royal Conservatory of Music, Conservatory Canada, Contemporary Showcase or Suzuki. Pieces other than those on the above syllabi should be graded by the teacher, but are subject to the Adjudicator's considering them to be appropriate for the grade. They should be identified on the entry form.
6. Minimum entry level is Preparatory Level for duets. Use of music is allowed for all duets.
7. Please remind students and parents to be silent while other students are performing.

8. The decision of the adjudicator is final.

Scholarship Recital Entries

1. fully completed Entry form is required. There is no fee. Applications should reach the Registrar 4 weeks prior to the competition.

Scholarship Rules

1. A scholarship year runs from September to May.
2. All candidates achieving a mark of 84 or above at any assessment during the current year are eligible to perform in the May Scholarship Recital.
3. Once entry into a Scholarship Recital is secured the student is not eligible to enter again (only in competition). The same piece cannot be played again in an assessment - only in competition.
4. One selection only is to be played at the scholarship recital, either the original piece or an alternative; or the candidate may elect to enter a higher grade.
5. Candidates winning a May Scholarship cannot win the same grade in future years except for Grade 9 and up in singing and Grade 10 and A.R.C.T. in piano who are eligible to win twice.
6. A scholarship will be awarded only when the standard of performance is up to scholarship level. Minimum is 85 %. The adjudicator's decision is final.
7. The number and amounts of awards and scholarships are decided by a committee comprising the President, Treasurer, and members of the Executive committee.

Zone Competitions

1. "YOUNG ARTIST" (formerly A Level) comprises the Associate level or above, and instrumentalists must include a Canadian work. Vocalists must include an art song, an aria (opera/oratorio), a contemporary work and a Canadian composition. Three selections must be in two or more languages other than English. The programme for instrumentalists or vocalists must total a minimum of 30 minutes up to a maximum of 45 minutes. This is held in May.
2. "PROVINCIAL VOCAL" (B Level) must be at a level of difficulty equal to Grand 9 or above. It must not exceed 20 minutes in total. Competitors must perform at least three selections in two or more languages. This is held in May.
3. "PROVINCIAL INSTRUMENTAL" (B Level) must be at a level of difficulty equal to Grand 10 and/or Associate. It must not exceed 15 minutes total. Competitors may play two or more pieces within the time limit. This is held in May.
4. "INTERMEDIATE LEVEL" (C Level) comprises 2 contrasting piano pieces from Grade 8 or 9, 3 contrasting pieces for vocal. This is held in May. This Level is a Greater Toronto Area Zone competition only.
5. Students representing the Branch in Zone Level Competitions will have their entry fees paid by the Branch.

Fee Schedule

SOLOS	1 PIECE	2 PIECES	MAXIMUM TIME (MINUTES)
Introductory	\$16.00	\$22.00	3
Grades 1, 2	\$20.00	\$27.00	3
Grades 3, 4	\$22.00	\$32.00	4
Grades 5, 6	\$25.00	\$36.00	4
Grades 7, 8	\$28.00	\$40.00	10
Grade 9	\$30.00	\$42.00	10
Grade 10	\$32.00	\$47.00	15
A.R.C.T.	\$37.00	\$52.00	20

NOTE: For Grades 1-9- If playing 2 pieces, both pieces must total less than the maximum time. For Grades 10 and A.R.C.T. Bach Preludes and Fugues count as 1 piece. For Sonatas, each movement is 1 piece unless abridged to stay within the time limit. For B Level Piano - pieces must be from contrasting lists. For Young Artist Level - please consult ormta.org website.

ENSEMBLES:	Primary (Preparatory to Grade 2)	\$20.00
(DUETS &	Junior (Grades 3, 4 & 5)	\$22.00
TRIOS):	Early Intermediate (Grade 6 & 7)	\$27.00
	Intermediate (Grade 8 & 9)	\$30.00
	Advanced (Grade 10 & ARCT)	\$34.00

NOTE: For the duet classes, awards will be given to each winning performer.

TEACHERS: Please note the following rules for all adjudications and see separate sheets for complete list of rules.

- The deadline for applications cannot be extended.
- The application form must be accompanied by **ONE** cheque from the teacher payable to: **ORMTA, Etobicoke-Mississauga Branch. Send completed assessment form and cheque to the Treasurer: Thuy Vi Bach, 10-220 Humberline Dr., Etobicoke, ON M9W 5Y4.** Student's cheques or cash are NOT accepted.
- Money cannot be refunded after it is submitted.
- Each teacher is responsible for timing the pieces and staying within the allotted time limit. Please print names in CAPITAL letters.
- Students must bring their music to the assessment for the adjudicator. Please observe laws regarding photocopied music.