



# INTERNATIONAL CLARINET ASSOCIATION

## ICA Research Competition Coordinator

1. Submit any rule or regulation changes for the competition to the Executive Director and Editor of *The Clarinet* by September 1<sup>st</sup> of each year
2. Work with Executive Director to create the competition application form which should be active by December 1<sup>st</sup> of each year when the competition announcement appears in the *The Clarinet*
3. Choose qualified and diverse judges for each round of the competition (recommended 2-3 for the first round, which occurs online; 4 for the final round on-site; send list of selected judges to Executive Director and ICA Board for approval no later than February 1<sup>st</sup> each year
4. During first round of judging, forward all documents to first round judges; the Executive Director will compile all files to be distributed
5. Work with ClarinetFest® Artistic Director regarding scheduling of competition specifics for the event, requesting a conference pianist, as needed, for each finalist (the ClarinetFest® Artistic Director is aware of this need for a conference pianist and final round specifics, but it is a good idea to maintain communication with them prior to the conference to confirm specifics to share with the finalists and judges)
6. Notify finalist of conference site presentation dates, times, and room with the pianist
7. Provide letters of invitation on ICA letterhead to contestants if necessary; ICA Executive Director can provide the letterhead and a template
8. Meet with finalists one hour prior to competition in warm-up room to discuss procedures, etc.
9. Visit with final round judges half-hour prior to competition at location site for final instructions
10. Photograph all finalists and final round judges in group photo following competition; individual/group photos of prize winners may also be taken
11. Submit high quality photographs and written review of competition to the Editor by September 1<sup>st</sup> for inclusion in the December issue of *The Clarinet*

**This position reports to the following individuals:**

- ICA Treasurer/Executive Director – Please announce prize winners to the Treasurer and Executive Director as soon as possible after the final round of the competition at ClarinetFest® so that the checks and certificates may be processed for distribution at the Awards Ceremony. You must also collect all declaration of income tax forms as appropriate for a US citizen or foreign national (*Please note: prize money cannot be received without submission of the appropriate form*):
  - IMPORTANT NOTE: The ICA is responsible to withhold 30% of all prize money from foreign nationals, as we are required to declare that on our tax forms each year. US citizens who are winners of our competitions are responsible for their own withholdings and submit their own tax forms each year, so we do not deduct any of their prize money from their check they receive at ClarinetFest®, however, we must collect a W-9 form from each US winner (and, they will later be sent a 1099 form from the ICA at a later date.) For those foreign nationals who are winners of our competitions, they are required to fill-out a W-8BEN form and 30% of their prize money will be automatically deducted from their competition prize check. (Current W-9 and W-8BEN forms are available from the Executive Director and should be sent to you prior to the competition.)
- Editor of *The Clarinet* – submit competition announcement/rules for journal by September 1<sup>st</sup> of each year; write and submit review of competition for December issue (please see competition reports in the most recent December issue for formatting and structure); take photographs of winners, finalists, and judges for inclusion in the journal (consult Editor for appropriate picture quality/resolution required for submission to the journal)
- Executive Director – send competition announcements/rules for posting on the ICA website; work with Executive Director to create competition application form
- ICA Board – general inquiries, as needed