

CCMTA/SA EVENT GUIDELINES FOR TEACHERS

1. Monitors, be as much help as possible to the judge in your room, but please do not engage the judge in conversation while a student is performing.
2. Monitors should **NEVER** discuss a student's performance with the judge or make suggestions as to the student's rating.
3. Be calm and pleasant at all times, even though something may have upset you. Your attitude can either put the children at their ease or make them tense and apprehensive (especially if you work in one of the waiting rooms). Remember, how you feel about a situation may not be at all how other people perceive the same situation.
4. Be careful of criticisms you express in the hallways. You **WILL** be overheard, not only by children, but also by their parents.
5. If you have a legitimate complaint, take it quietly to the people in charge of the event. If something can be done, they will do their best to rectify it. If it is a situation which nothing can be done about it at the time, save your criticism and suggestions for Monday morning and either call the chairman or voice your feeling to our Member-At-Large (see Yearbook). It is the job of the Member-At-Large to see that your complaints are brought to the attention of the board promptly.
6. Above all, be cheerful, calm, and positive. The children performing are under enough strain without adding the burden of obvious discord among the teachers, judges, and monitors.
7. If you come to observe your students play, and you have two students performing at the same time in different judging rooms, decide beforehand which student you will observe. No one should leave a judging room after the student has begun playing unless it is a REAL emergency. We require this of the parents; we certainly should require it of ourselves. Jumping up and down and/or going in and out can be very distracting to those trying to perform.
8. If you listen outside the room, be as unobtrusive as possible. It could be distracting to students to look up and see your face peering in the window at them. Please refrain from waving to other teachers or to your students. We must be professional.
9. You may certainly greet your students when they arrive, but make every effort to do it quietly and try to keep the noise level in the halls down. Some judging rooms get so much "hall noise" that the student's concentration is completely shattered.
10. Avoid discussing your students' rating sheets in the halls after their performances. The excitement of the moment is enough without our criticizing what the judges have written on the rating sheets. Encourage your students to bring their rating sheets to the next lesson when everyone is a bit more relaxed.
11. Remember, the success of these events depends as much on you as it does on the chairman in charge. They work with large numbers of people in a concentrated space and in a relatively short time span. We must all be on the alert as to how we can be helpful at the moment, and save our suggestions and criticisms for later when they will be the most effective.
12. If you, as a teacher, give special awards (e.g., trophies, medals, ribbons, etc.) to your students for participating in SA activities, remember that neither the organization's name nor the initials 'CCMTA' should appear in any way on these awards. Only those awards presented by the association may carry the association's name in any form. If you do award students in this manner, you might use wording such as "Special Award" and the date. Whatever wording you choose, however, it must be clear that the award is from the **teacher** and not from the **association**.