

RMTA Teacher Responsibilities

Presence and Work Assignments on Event Day

1. Teachers who enter students in a RMTA/VMTA event must be present on the day(s) of the event if they have been assigned obligations for that day(s) or provide and pay for their own qualified substitute (see below).
2. A teacher is assigned responsibilities and obligations based on the number of students enrolled, regardless of student withdrawals.

Substitutes

1. All substitutes must be approved by the chair of the event at least one week prior to the event.
 - a. The substitute judge must be a member of RMTA or another credible Teachers' Association in the same instrument and have experience in judging student events.
 - b. Ideally, a substitute teacher/helper should be a member of RMTA or another credible Teachers' Association. If the substitute is not a member of RMTA or another credible Teachers' Association, it is the responsibility of the teacher to notify the substitute of the event length and to train and prepare them for the event.
2. The teacher is responsible for forwarding all event communications to the substitute.

Penalties

1. If a teacher does not fulfill their assignment or does not provide a substitute and notify the chair of the substitute's name prior to the event, the following applies:
 - a. \$100 penalty if the teacher's role was judging (since RMTA would have to find another judge and pay for them).
 - b. \$50 penalty if the teacher's role was a monitor/helper/other (not judging).
2. All checks should be made payable to RMTA.
3. Chairperson(s) can use the above monies to cover any absences on the event day.
4. Exceptions in case of emergency (medical emergency, family death) may be granted by the chair.

Chair Communication, Scheduling and Etiquette

1. All parent and student questions concerning the event should be handled by the teachers. Teachers must not give phone numbers or e-mail addresses of the chair(s) to parents. Chair(s) may refuse to take phone calls or e-mails from parents.
2. In the event that the chair of a competitive event has one or more students enrolled, the ordering of students will be scheduled by an appointed advisor(s) or a co-chair who does not have students in the event. The ordering should be done in a random order to protect the chairs. In all other cases, the final decision on scheduling and related aspects of each event rests with the chair.
3. Teachers attending competitive events may not sit with or identify their students in the presence of the judges. Teachers and parents are to refrain from conversation with judges. All decisions are final. Violation of this rule [at the discretion of the chair(s)] by a teacher could result in disqualification of that teacher's students.
4. Teachers, students, and families are expected to display appropriate and professional behavior when participating and attending RMTA events. All are expected to maintain this professionalism and appropriate etiquette when communicating with co-chairs of events, too. Families that are unable to follow this behavior could impact their student's ability to participate in a future event.