

Adult Contest Chair Job Description

OPA contests have the deadlines of March 1 and September 1.

Spring Contest (for Fall Contest, adjust dates by six months)

November-December: create or adopt contest categories for the new round. Typically most categories remain, Traditional focuses on varying forms, while Themed has a new theme.

[Note: Fall 2017 categories have already been selected]

December: contact and confirm judges.

- Judges can be either members or non-members of OPA.
- Judges should have substantial poetry publications and/or experience teaching poetry in academic or community settings.
- At least two years should elapse between judging assignments for a given person.
- Persons selecting judges should change at least every two years.
- Ongoing records of persons selected as judges should be maintained.
- Judges should not enter any categories of a contest in which they are judging.

[For list of recent judges who should not be called again, contact OPA President, OPA website > CONTACTS > President]

December – Early January: post categories on the OPA site and Submittable, open Submittable categories for entry. Submittable already has two contest entry categories for members and non-members. They will be in a closed status at the start of each new contest. Resetting each category to open is achieved by setting its end date to the applicable deadline in the future. Additional help for Submittable functionality is available on their site and via their support team.

[Note: Submittable management can also be handled by OPA board members]

January: promote contest via Oregon and national lists, specifically CRWROPSS and OLC. Many small regional lists have proven of marginal effect, but new lists are always likely to pop up and should be investigated. Board members will assist with publicity.

March 5-10: consolidate Submittable and physical submissions, sort by category, make copies in the Dueling Judges Category if any, and prepare submissions for judging. Each submission is marked with a submission number unique to every poet. Mail poems to judges. Other arrangements with judges can be made if necessary.

April 5: results received from judges.

April 5-20: results are interpreted by the Contest Chair, winners are contacted and given a week or so to respond in case any place winners are already accepted elsewhere, which makes them ineligible. In case of withdrawals, the Contest Chair will request that the judge promote one of the HMs to 3rd place, and (optionally) select a new HM. HMs are contacted. Winning poems are accepted via Submittable. Electronic copies of winning poems submitted via mail are requested from the winners. The Contest Chair produces a brief document with winners, HMs, and judges' comments, as well as a final document which includes the winning poems themselves, judges' comments and bios, winners' bios and contact info. Current samples are attached. Winners are posted on the OPA site.

Time Commitment: Substantial work after contest closes, preparing entries for judges.