

2011-2012

MUSIC HANDBOOK



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CHSAA MUSIC INFORMATION: www.chsaa.org

REGISTER FOR A MUSIC FESTIVAL: <http://festivalmanager.com/chsaa/src/top.htm>

ACCESS CODE FOR FIRST TIME USER: bethany2012

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Colorado High School Activities Association

**STATEMENT OF CODE OF ETHICS
COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION**

In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our secondary athletic and activities programs to . . .

1. Cultivate awareness that participation in athletics and activities is part of the total educational process and as such, the coach/advisor should neither seek nor expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants.
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent.
4. Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social and emotional well-being of the individual participants.
5. Avoid any practice or technique which would endanger the present or future welfare or safety of any participant.
6. Adhere to policies which do not force or encourage students to specialize or restrict them from participation in a variety of activities.
7. Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity.
8. Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form and other mood-altering substances.
9. Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials or judges.
10. Encourage all to judge the true success of the athletic and activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.



Colorado High School Activities Association

'Seeking Excellence in Academics, Activities and Athletics'



MEMBER
SINCE 1924

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August, 2011

TO: CHSAA Member Schools
Band Directors
Orchestra Directors
Vocal Directors

FR: Bethany Schott, Assistant Commissioner
Members, CHSAA Music Advisory Committee

RE: CHSAA Music Handbook

The material in this manual has been reformatted and edited over the past several months to provide you with a one-stop resource for all the information related to CHSAA music rules, regulations and policies. It has been designed to assist your efforts as you prepare for festivals sponsored by the Colorado High School Activities Association. Please pay special attention to the changes highlighted throughout.

The calendar has not been included because will not be finalized until later this fall. Important dates for CHSAA festivals and other festivals of interest can be found on the CHSAA website www.chsaa.org and then clicking on "Music" from the dropdown menu under Sports and Activities. Or, you may access all CHSAA music information at: www.festivalmanager.com/chsaa.

We have added some significant improvements to: www.festivalmanager.com/chsaa so each site host, teacher and adjudicator will need to update their profiles. The basic profile information remains, but each user will need to check that profile and update it as needed. Please note that when you register for a festival you will be asked to provide the e-mail address of an administrator or accounts payable person so that we can communicate with the appropriate person on the entry fees, if needed.

If you have any questions, please do not hesitate to contact Bethany Schott in the CHSAA or a member of the CHSAA Music Advisory Committee.

Sincerely,

Bethany Schott
Assistant Commissioner
bschott@chsaa.org

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CHSAA MUSIC COMMITTEE

The Music Committee of the Colorado High School Activities Association is appointed each year by the President of the CHSAA, and is usually composed of the following persons:

CMEA President, President-elect or past President
CMEA State Manager (advisory)
CMEA Instrumental Music Chairman or Chair-elect
CMEA Vocal Music Chairman or Chair-elect
2 Instrumental At-Large (At-Large members do not have to be on the Instrumental Affairs Council)
2 Vocal At-Large (At-Large members do not have to be on the Vocal Affairs Council)
2 Music Administrators
CBA President (advisory)

The President of CMEA is usually Chairman of the CHSAA Music Committee. The CMEA State Manager is also an ex-officio member of the Music Committee. In the event the CMEA President is not a high school director, then the CMEA State Manager shall serve as chair of the CHSAA Music Committee.

The President, Commissioner, and Associate Commissioner of the CHSAA are ex-officio members of all committees.

2011-2012 Music Committee

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MUSIC ELIGIBILITY RULES

ACTIVITY BYLAWS

The following are a summary of the bylaws found in the Colorado High School Activities Association's Constitution and Bylaws. Please refer to the bylaws for further information.

ELIGIBILITY - STUDENTS

All pupils participating in music festivals must be members of a major school musical organization. Students participating in music activities held by the school or school district for its own students as part of the academic program shall be exempt from general eligibility requirements.

The principal factors in determining eligibility are:

1. A student shall be eligible to represent his or her school in an interscholastic activity sanctioned by the Colorado High School Activities Association if such student meets the following specific requirements:
 - a. The student is a bona fide undergraduate member of his or her school.

Students participating in large groups or solo/ensembles must all be bona fide undergraduates of the school for which they are performing. Schools may allow elementary, junior high or middle school students from the same school district to perform with high school students.

EXCEPTION: Students from two or more schools may compete in any activity, including music and speech, as provided in the Co-op Programs section of the CHSAA Constitution and Bylaws.

- b. In the judgment of the principal of the student's school, he/she is representative of the school's ideals in matters of conduct and sportsmanship.
- c. **PLAN A** -- During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit.

OR

PLAN B -- During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must pass a minimum of the equivalent of 2.5 Carnegie units of credit.

OR

PLAN C -- ALTERNATIVE ACADEMIC PROGRAMS – A school with an alternative academic program may request the formation of an alternative academic eligibility standard approved prior to implementation. The eligibility standard for alternative academic programs must be approved by the Commissioner. NOTE: Factors which may cause the need for approval of said eligibility standard would include, but not be limited to, instructional systems where time of credit completion is variable, systems where no credit is awarded, etc. Concepts to be included in the alternative eligibility programs include the notion that participation is a privilege, students earn the right to participate by meeting acceptable academic expectations, that students must show acceptable academic progress during the immediate past and at the time of participation.

(Schools must notify the Commissioner, in writing, by September 15 of each year which option they select.)

NOTE: Alternative Academic Programs -- Schools which offer a non-traditional academic format (e.g. block schedule, mastery learning, etc.) should contact the CHSAA office for eligibility interpretations.

(For purposes of this paragraph, academic eligibility shall be determined by a periodic check (weekly, bi-weekly, monthly) of the student's grade in progress from the beginning of the grading period for each class, as determined by the policy of the student's school, to the close of the

certification day for the interscholastic activity in question. In all cases, the periods of eligibility and ineligibility must be equal and at no time may the two groups become eligible on the same day.)

- d. He/She must have been eligible in accordance with paragraph "c" above at the close of his/her last prior semester of attendance.
 1. During the preceding (18 week grading period) semester of attendance, the student must comply with the following:

In Plan A, the student must not have failed more than the equivalent of one-half Carnegie unit of credit. In Plan B, the student must have passed a minimum of 2.5 Carnegie units of credit during the previous semester.

(Note: For purposes of eligibility, a semester is considered to begin on the first pupil contact day, as defined by the Department of Education, following the completion of the preceding semester.)
 2. Regaining Eligibility -- Students who have not met the General Eligibility requirements at the close of a semester may regain academic eligibility following a period of nine weeks (at the quarter) at which time the student must successfully meet the general academic eligibility in accordance with paragraph "C" of this section.
- e. The number of credits failed or passed during a semester shall be determined from the student's school transcripts and shall include all classes taken during the semester. Fractional credits awarded or not awarded by the school shall be added at the end of each semester to determine eligibility for the succeeding semester. If, after credits are totaled, and failing credits total more than 1/2 credit in Plan A (.50), or passing credits total less than 2.5 in Plan B, students will not be eligible.

Independent Study Programs

Students only in independent programs will not be permitted to participate if parallel programs exist at their school.

Home School

Home-based education students must meet statutory requirements to be eligible. Home school students must meet all the same requirements as any other music student. For example: If a school has band class at 10:00 a.m., the home school student must attend that class and participate in band activities. Contact the CHSAA for details.

Public School/Private School

Students who attend schools without a music program may elect to participate in a music program at another public school under state statutes. The student must comply with practice time and other requirements. Contact the CHSAA for details.

ELIGIBILITY - SCHOOLS

Any band, choir or orchestra of the CHSAA may participate in one state large group festival at one site if the school desires. No band, choir or orchestra may participate in more than one CHSAA festival without obtaining written permission from the CHSAA office. In general, schools will participate in the festivals which they attended in recent years unless they are reassigned by the CHSAA office. Schools wishing to change from one festival to another should apply in writing to the CHSAA for a change in assignment.

The general eligibility rules of the CHSAA as outlined in Bylaws 1700 (Stricter Standards), 1720(b) (Conduct), 1720 (General Eligibility), 1730 (Make-up Work), 1750 (When a Student Becomes Eligible), and 1791 (Co-op programs), shall apply to students participating in the following events:

All-State Band
All-State Choir
All-State Orchestra

CHSAA Solo & Ensemble Festivals
College & University Honor Groups

For all other music participation (i.e. CHSAA Large Group Festivals), Rules 1700 (Stricter Standards), 1720(b) (Conduct) and 1791 (Co-op Programs) shall apply in conjunction with the requirement that during the period of participation the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units per semester.

Q1: Two weeks prior to Large Group Festivals, a student fails two courses. Is the student eligible?

A1: Yes, 1720 does not apply to Large Group Festivals.

Q2: May an ineligible try out for an all-state group?

A2: No. Exception: A student who has the possibility of regaining eligibility on the CHSAA regain date in the fall may submit an entry but may not audition until her eligibility is regained.

Q3: Does Rule 1720 (General Eligibility) apply to participation in music activities other than All-State Band, All-State Choir, All-State Orchestra, Solo & Ensemble Festival, and College and University Honor Groups?

A3: No. The student must follow only the 2.5 Carnegie unit regulation.

Q4: What are some of the CHSAA rules which do not apply to music students?

A4: Transfer, semesters, amateur, seasons, age, outside competition, physical exam, and practice.

NOTE: Schools are not required to include the names of music participants on semester eligibility lists submitted to the CHSAA.

STATE-WIDE MUSICAL ACTIVITIES

Any student auditioning for and participating in All-State Band, Choir, or Orchestra must be actively involved with the local school's parallel musical organization (if one exists). Applicants must be recommended by their local school music director and principal. All eligibility rules apply to the following:

ALL-STATE BAND, ALL-STATE ORCHESTRA, ALL-STATE CHOIR

The music program in Colorado high schools is made richer by the inclusion of three very fine state-wide activities as annual events. Any student participating in All-State Band, Choir or Orchestra must be actively involved with the local school's parallel musical organization, if one exists. Applicants must be recommended by their local school music director and principal. A student may participate in all three all-state events.

Students must meet the CHSAA academic eligibility rules to be considered for any all-state group. The student must meet those eligibility standards at the time of audition AND the time of participation.

AUDITIONS

A student must be eligible at the time of auditions for All-State Band, All-State Orchestra, and All-State Choir and must remain eligible throughout the time period in order to participate in All-State Band, All-State Orchestra or All-State Choir.

Some common FAQs related to the All-State events:

Q1 - "A student tries out for and makes the all-state band, orchestra, or choir, after which he/she quits his/her high school musical organization. Is he/she eligible to participate in the all-state event?"

A1 - "No. The student must be an active member of his/her high school musical organization (if one exists) at the time of his/her all-state participation."

Q2 - "A student who is not a member of his/her high school orchestra, but is a member of the jazz band tries out for and is selected to the all-state orchestra. Is this permissible?"

A2 - "No. The student must be a member of the parallel music organization; in this case, the school's orchestra. Note: If the school had no orchestra, but the student was a member of the band, then this would be permitted because the student was a member of the school's parallel music organization. Contact the CHSAA Office with specific questions."

Q3 - "When do eligibility rules apply to students who have an interest in participating in the all-state music events?"

Q4 - "Academic eligibility rules apply at the time of the student's participation in auditions, and if selected, at the time of the student's participation in the event. These are the two times that the eligibility rules apply in all-state events."

ALL-STATE BAND

Designated colleges or universities serve as hosts to the all-state bands each year and provide excellent leadership, direction, necessary music, and housing. The activity provides an opportunity for the outstanding band musicians to perform high quality band literature under nationally-known conductors.

The bands are made up of musicians from Colorado high schools that have been selected on the basis of auditions held in the various areas of the state. Tryouts are usually held in October and November. Students who are auditioned are expected to play a part of a solo or etude, to sight-read and to demonstrate a working knowledge of common scales and chords.

ALL-STATE ORCHESTRA

Designated colleges or universities are hosts to the all-state orchestras each year.

The All-State orchestras provide an unusually fine opportunity for high school students who have talent and ability on orchestral instruments to perform in orchestras of the highest caliber and under guest conductors of national reputation. The activity is conducted in such a way that the great literature of the orchestral repertoire becomes alive and provides a basis for musical appreciation through active participation.

The orchestras are made up of musicians from Colorado high schools that have been selected on the basis of a taped audition. Students who are auditioning are expected to play two scales, a prepared solo and an etude selected by the designated college or university hosting the event.

ALL-STATE CHOIR

The All-State Choir Governing Board is in charge of selecting the host school, arranging the auditions, and overseeing all other decisions. Every effort is made to secure the services of a nationally- renowned guest conductor.

The purposes of membership in All-State Choir are:

1. To assist in raising the level of choral music in Colorado high schools.
2. To provide an opportunity for fellowship with other outstanding high school students of vocal music.

3. To provide an opportunity for high school students to experience the very special musical inspiration which results from participation in a massed choral group under the direction of a master musician or conductor.

HONOR BAND/HONOR CHOIR/HONOR ORCHESTRA

Other colleges and universities in the state sponsor Honor Bands/Honor Choirs/Honor Orchestras for high school musicians. They also are selected on the basis of audition and perform under nationally-known conductors. In order that more students may have the opportunity to participate in these valuable musical experiences, it is recommended that no student may attend more than one college-sponsored Honor Band/Honor Choir/Honor Orchestra, regardless of where this student resides. Schools/students must comply with rules set forth by the sponsoring college or university.

MANDATORY NUMBER OF SCORES

For all Large Group Performances, schools are required to provide an original score for each piece it is performing for each judge.

MARCHING BANDS

Member schools of the CHSAA are permitted to participate in no more than four in state marching band contests or exhibition festival dates and two out of state marching band contest dates during the school year, exclusive of CHSAA-recognized state qualifying and state level competition. NOTE: Should additional out of state travel be needed, the school administrator may petition the CHSAA Music Commissioner.

SUNDAY PRACTICE

No high school interscholastic festivals, contests or practices for interscholastic festivals and contests shall be scheduled on Sunday at any time during the school year. The Commissioner may, when deemed advisable, allow postponed state-level events to be conducted on Sunday.

Q: May a high school music group practice for a performance or perform on a Sunday?

A: Yes. However, the group may not practice on a Sunday for an upcoming competitive event. No individual may audition for upcoming honor and all-state events.

OUT OF STATE TRAVEL

1. A vocal group, band, drill team, jazz ensemble or orchestra may travel out of state and participate in competitive events, provided it has the approval of the local school board and administration. Approval of the Commissioner is not necessary.
2. **NON-COMPETITION OUT OF STATE:** A school group or individual representing a school organization or group may travel out of state, not for competitive purposes, upon the approval of the local school board and/or approved administration.
3. **SUPERVISION OF STUDENTS:** Students must be adequately supervised at all music festivals and statewide musical activities. Extra faculty members, district employees or certified individuals should be used if the size of the group warrants extra supervision. All directors are responsible for the supervision of their own students, this includes any all-state music event.

MUSIC SELECTION

1. It is considered unethical for a performer or ensemble to repeat a selection that has been performed during the previous three years.
2. Please visit the CHSAA Music website for a list of appropriate music: www.chsaa.org
3. **COPYRIGHT LAW:** Directors must be cognizant of copyright laws and understand that unauthorized reprinting of scores or music can subject the director and/or school to heavy federal penalties. Directors and/or students violating the copyright laws will be reported to the school administration on

the first violation and removed from participation. Subsequent violations will be reported to the CHSAA legal counsel for advisement.

COPYRIGHT INFORMATION

Editor's Note: Ken Anderson (Flesher Hinton Music) has provided the following expansion on Copyrights and what is legal. This is a service that the CHSAA Music Committee requested so that our directors do not run into problems with copyright issues.

Copying music is where a number of directors get into trouble. There is an assumption that when you buy a piece of music you get the rights to make copies. Nothing could be further from the truth. There are only a very few exceptions to the copyright law that allow you to make copies: 1) an extremely difficult page turn, in a solo or accompaniment (you can copy only one page); 2) emergency clause, you lost the particular part just before the performance (you can copy but must replace the copy with an original as soon as possible); 3) impaired vision, you can enlarge the music for visually impaired performers, but must own the original; 4) you have the music on order and need copies immediately (the copies must be destroyed upon receipt of the original).

Any other time music is copied you are breaking the copyright law. Some directors buy a set of band or orchestra music, make copies to give to the students for rehearsal or practice. **This is illegal, you cannot do it!** Arrangements of copyrighted titles are another area when people have misconceptions, especially marching band arrangements. You cannot take a title and arrange it unless you have the copyright owner's permission. You can take a band or orchestra title and write an easy or difficult part for one instrument (like easy violin or flute, if you have a beginner in your ensemble of more advanced students) This is legal as long as you don't change the original intent of the selection.

If you have a copyright question, give us a call and chances are we can answer it. If we cannot, we will find the answer for you. Flesher-Hinton Music, Denver, 303-433-8891 or 800-225-8742 or log on to www.mpa.org.

VENDOR POLICY

No commercialization will be allowed during Large Group Festivals and Solo & Ensemble contests. Photography sessions are not permitted, unless specifically approved by the CHSAA.

Judges

Judges for the state music festivals are employed by the CHSAA Executive Committee and assigned to festivals. Judges are employed and assigned based on recommendations from the CHSAA Music Advisory Committee and Colorado Music Educators' Association.

2011-2012 SOLO & ENSEMBLE MUSIC FESTIVALS

IMPORTANT REMINDERS

1. Register your students and groups for festivals online at www.festivalmanager.com/chsaa . **The access code for new users is bethany2012.**
2. Check deadline dates for registering your school on the festival manager website.
3. Arrange for transportation of students and instruments to the festival site
4. Make sure to provide the necessary adult supervision of students during the festival
5. Provide original scores of music, with measures numbered, to adjudicators for all entries –
Copyright violations will be reported to the CHSAA office.

ENTRY PROCEDURES

- All entries for Solo & Ensemble must be made through the CHSAA on-line entry program (Festival Manager) at www.festivalmanager.com/chsaa.
- Fee Information:
 - **Solo** - \$10.00 per entry
 - **Ensemble** – Minimum \$10.00 per entry or \$1.00 per member if ensemble has 10-16 members
 - A late fee of **\$25.00 per entry** will apply for entries submitted after the deadline of the festival
 - Send fees and entry forms to the director of the festival you plan to attend
 - Fees must be paid by single school/school district check (made out to CHSAA) and should accompany entries.
 - Each school director should collect individual checks and write one check for all entries for his/her school. **If this is not possible, directors should gather all checks and mail them together with entries.** Do not send individual checks or cash.
- Site Directors will be responsible for scheduling and notifying the schools of performance times and other information.

CANCELLATIONS

ALL ENTRY FEES ARE NON-REFUNDABLE AFTER THE DEADLINE. This includes cancellations due to weather or other unforeseen circumstances that may occur.

LIMITATIONS ON ENTRIES

1. Private teachers must enter students through the school's music teacher and principal.
2. Solo: **A maximum of 16 vocal soloists** regardless of voice classification and **a maximum of 16 instrumental soloists** regardless of instrumentation may be entered per director. The festival director may limit or expand festival entries at his/her discretion based upon facilities and judges.
3. Ensembles: a school may enter any number of small ensembles. **The membership of each ensemble is limited to 16 students.** Individuals may participate in no more than two instrumental and/or vocal ensembles.
4. Students participating in the instrumental and vocal festivals must be members of either a vocal or instrumental major school musical organization if such a group is available. The musical organization must be part of the curricular day; a small group meeting after school is considered a parallel music organization.
5. A piano soloist must be a member of a major music organization or a school accompanist.

FESTIVAL MANGER WEBSITE PROCEDURES: SOLO & ENSEMBLE

REGISTRATION FOR FIRST TIME USERS:

1. Go to the website www.festivalmanager.com/chsaa
2. Click on “register” to begin the registration process
3. Next you will be asked to enter an **access code (bethany2012), your last name, and your first name**. Select continue when you have completed filling out this information.
4. Next you will be asked to fill out a form containing your name, address, and contact information. **All information in red is required and must be filled out to register**. Select “continue” when this form is completed.
5. Once you select “continue,” **a link to your password will be sent to the e-mail address** you entered (Please note: all login and passwords are case sensitive).
6. An e-mail will be sent to your account from the CHSAA Music Contest Manager. The e-mail will contain a link to set your password.
7. After clicking on the link you will be allowed to set your password.

RETURNING DIRECTORS:

1. Go to the website www.festivalmanager.com/chsaa
2. Click on “log in” to enter the website
3. Enter your e-mail address and password (**you must use the e-mail address you registered with when you first created your account**)
4. To change your e-mail address please contact Michele Sobczyk at msobczyk@chsaa.org
5. To change your password select the “click here” option located under the “log in” button. **Enter your e-mail address and a link will be sent to you with a new password**. For further assistance contact Michele Sobczyk at msobczyk@chsaa.org

UPDATING PROFILE INFORMATION: NEW AND RETURNING DIRECTORS

All directors new or returning should review their profile and update any information that has changed. Use the following steps to do this:

1. Select “Profile” the tool bar
2. **Next select “Edit your user profile”** to update name, address, and contact information they may have changed.
 - a. After entering in changes select “Update”.
 - b. After selecting “Update” select back to return to the main Profile page.
3. To update the schools you are associated with select **“Add schools to your profile”**.
 - a. Search for your school under the appropriate letter.

- b. Place a check-mark next to your school and select “Add checked schools”.
 - c. Select “Back” to return to the main Profile page.
4. To remove schools from your profile check the schools you would like to remove from the main profile page. Then select “**Remove checked schools**”.

UPDATING SCHOOL ROSTER INFORMATION:

Before you are able to register students you need to update the school roster. **You only need to enter each student one time. Please note: This is a school roster, not an individual director’s roster.**

1. Select “School Roster” from the toolbar.
2. Next to “School Roster” select your school from the drop-down box. **(If your school does not appear you need to add it to your profile before you can enter in roster information)**
3. **To add a student to your current roster select “Add a new student”.**
 - a. Fill out the form that comes up with the appropriate information
 - b. Select “Create” after the form is completely filled out
 - c. Continue this process until all students are added
4. To remove a student from your current roster check the student you would like to remove. Then select “Remove checked schools”

ADDING AN ACCOMPANIST:

Once the school roster is set you can add accompanists: **Please Note: the more students your accompanists supports, the less flexibility the site director has in scheduling your students.**

1. Select “Accompanist” from the toolbar
2. Select “Create a new accompanist”
 - a. Fill out the form that comes up with the appropriate information
 - b. Select “Create” once the form is filled out
 - c. Select “Back” to return to the main Accompanist page
3. Repeat this process for each accompanist that needs to be added

REGISTERING FOR A SOLO & ENSEMBLE FESTIVAL

After updating your school roster and accompanist information you can register your school for the appropriate festival. You may add entries up to the entry deadline date. **Please note: Each soloist needs to be entered as a separate group on the school’s entry form.**

1. Select “Festival Registration” from the toolbar
2. Next select the festival you would **like to enter by clicking on its name**
3. Next you will select “**Create a New Entry Form.**” **Fill out the necessary information:**
 - a. Enter a Purchase Order Number if applicable (**you do not have to fill it out to register**)

- b. Select “Solo” or “Ensemble” for the type of group your entering
 - c. Select your school from the drop-down box
 - d. If you have scheduling requests, please note them in the “special requests box”
 - e. Select “**Create**”
- 4. To add soloists to your entry form follow these steps (to add ensembles go to step #5):**
- a. Select the “Add soloist” link to add your participants (at the bottom of the form)
 - b. Next, select your student’s name from the drop-down box.
 - c. Fill out any other necessary information on the form
 - d. Select “Create”
 - e. Select “Back” to return to your school’s entry form
 - f. Repeat these steps to add additional soloists to your entry form (Please note: you can enter all soloists on one entry form.)
- 5. To add ensemble information to your entry form follow these steps (Please note: soloists and ensembles must be on separate entry forms. To create a new entry form, follow steps 1-3).**
- a. Select the “Add Ensemble” link to add your participants(at the bottom of the form)
 - b. First, enter the name of your group and any other necessary information
 - c. Select “Create”
 - d. Next, under “Member Name” select one of your students’ names from the drop-down box.
 - e. Select “Add Member” to continue to add students to your ensemble.
 - f. Select “Update” to save the information
 - g. Select “Back” to return to the entry form
 - h. Repeat these steps to **enter additional ensembles** (Please note: you can enter all ensembles on one entry form)
- 6.** After you have added all of the necessary soloists and ensembles, select “**Submit**” to register your students. **Your school will not be registered until you have selected “Submit” (Please note: pop-up blockers must be off to submit all entry forms)**
- 7.** Next, a Submit Entry Form box will pop-up. **Enter the appropriate school administrator’s email address to alert them that your entry form has been submitted and payment is due.** Select “Continue” to submit the e-mail address and to be taken back to the main entry form.
- 8. To print your invoice select “Print Invoice” located at the top of the main entry form.**
- 9.** Repeat the above steps for all festivals you wish to enter.

Please send all invoices and payments to the site director. You must include a copy of your entry form with your payment.

GENERAL SOLO & ENSEMBLE GUIDELINES

MEMORIZATION FOR SOLO AND ENSEMBLE FESTIVALS

Memorization will be required of all vocal soloists, vocal ensembles, and piano soloists. Vocal and piano soloists and ensembles that do not memorize their solos will be graded down one division. Memorization is not required of other instrumental participants.

MUSIC

Adjudicators for solo and small ensemble events must be furnished with original scores. Students will not be allowed to perform without an original score for the judge. Measures in the scores must be numbered. Appropriate dress is required.

The CHSAA Music Committee strongly encourages student to prepare appropriate literature for festival performances (show tunes, pop music and similar type literature is not appropriate!) If you are unsure of the appropriateness of the music your student wishes to perform, please contact a member of the CHSAA Music Committee or CHSAA Assistant Commissioner Bethany Schott for clarification. Please visit the CHSAA website for a list of appropriate music: www.chsaa.org

COPYRIGHT LAW

Directors must be cognizant of copyright laws and understand that unauthorized reprinting of scores or music can subject the director and/or school to heavy federal penalties. Directors and/or students violating the copyright laws will be reported to the school administration on the first violation and removed from participation. Subsequent violations will be reported to the CHSAA legal counsel for advisement. Adjudicators are responsible for notifying the solo & ensemble managers of violations that occur.

ACCOMPANISTS

Accompanists are an integral part of the solo; however, accompanists are not part of the judging process.

ADJUDICATORS FOR SOLO AND ENSEMBLE FESTIVALS

Adjudicators for Solo and Ensemble Festivals will be selected and employed by the local site director with help from the Colorado Music Educators Association. Music competition on a league basis may be organized and conducted in accordance with league rules, provided these rules do not conflict with the provisions of the Constitution or Bylaws of the CHSAA.

STATE MUSIC FESTIVAL REGULATIONS

All state music festivals will be organized in a manner similar to that used for other CHSAA activities. The state will be divided into districts and the CHSAA office will designate some community in each district as host school for each festival. The CHSAA office will also designate a school official in each district, usually the administrator of the host school, as the director of the festival in that district.

It is recommended that each director name a committee of representative persons, including vocal and instrumental directors, from his/her district to assist him in planning and conducting the festival. In accepting the directorship of a festival the director agrees to be responsible for the planning that is necessary at the local level, to arrange for facilities for the festival, to accept registrations and fees on behalf of the CHSAA and to submit a general and financial report on the festival to the CHSAA within seven days after the event.

SOLO & ENSEMBLE SITE MANAGER INFORMATION

The Site Manager's Responsibility:

- Know and uphold all rules for music activities as stated in the CHSAA Bylaws and Constitution and CHSAA Music Handbook.
- Instill by word and example the respect for all invitational and CHSAA festival regulations and the graceful acceptance of adjudication.
- Foster a spirit artistic involvement and aesthetic achievement for students and schools participating in invitational and CHSAA music festivals.
- Recognize the importance of the total educational process and remain sensitive to each student's needs in terms of his/her academic pursuits, family life and co-curricular activities.
- Maintain a reasonable and proper balance of pre-school and out-of-school rehearsal schedules.
- Maintain a proper balance between all areas of instruction: marching band, concert band, concert choir, show choir, jazz ensemble, orchestra, sight-reading, small ensembles, solos, etc.
- Work with, and provide assistance to, those directors whose turn it is to host a festival in the rotation. Your help will be rewarded when it's your turn to host.
- Report Copyright violations to the CHSAA office.

Scheduling:

- Inform schools of all accurate times, sites, and deadlines.
- Enforce the late fee policy.
- Directors may not substitute new entries for no-shows or cancellations.
- **All schedules must be posted online two weeks in advance to the festival.**
- Post the playing order of festival so that the students will know when they are to perform. Plan on eight minutes playing time for solos and ensembles.

Supplies and Equipment:

- Verify that you have all forms and other materials necessary for festival registrations, management and adjudication (this information is sent by the CHSAA office)
- Make sure needed physical facilities and equipment are available
- Be certain that all pianos are properly tuned. The CHSAA will pay for the round trip moving and tuning (one time) for the Solo and Ensemble Festivals only, with prior approval, you may have the tuning company invoice the CHSAA. You may wish to explore the use of electric pianos for accompanists.

Results:

- POST ALL RATINGS AS SOON AS POSSIBLE (onsite and online). Remember participants stay to see the results.
- All student rating sheets should be collected and given to the Manager at the conclusion of the festival.
- Post copies of the final rating sheets on the bulletin board. It is also suggested that an explanation of rating be posted. Ratings are given on the following basis:
 - I: Best conceivable performance (superior)
 - II: Good performance but not worthy of highest rating (excellent)
 - III: Good performance but lacking in essentials, balance, tone, intonation, precision,
 - IV: Fair performance, lacking in many essentials, balance, tone, intonation, precision,
 - V: Unprepared
- Submit festival results, financial reporting form, and entry fees to the CHSAA within 7 days of the event.

Fees:

- All participant fees for festival participants are to be sent to the Festival Manager named by the CHSAA.
- At the completion of the festival, managers should forward participant fees to the state office to be used to pay judges fees and expenses. The check(s) should be mailed to and made out to the CHSAA.
- Festival managers may deduct necessary committee expenses from festival fee receipts before such receipts are sent to the CHSAA. Do not forget to fill out and return the corresponding expense form.

Adjudicator Information:

- Solo and Ensemble site managers are urged to use local adjudicators or at least keep travel and meal expenses at a minimum.
- Extremely tight adjudicator's schedules make it imperative that host managers observe the schedules carefully. Allowing groups more than actual time needed is extremely costly to the overall schedule and makes it very difficult on the adjudicators.
- Adjudicator's comment sheets and rating sheets are to be given the judges of the events. At the end of the events the judges are to return the comment and rating sheets to the festival headquarters. Comment sheets must be given to participants.
- Managers of Solo and Ensemble Festivals should have adjudicators complete the expense vouchers and mail immediately to the CHSAA office so prompt payment to these people may be made. It is not necessary to hold these vouchers pending completion of the total report.
- Solo & Ensemble Managers should do everything possible to avoid large travel costs and are urged to insist that adjudicators traveling from the same locality arrange to travel together. Managers should specify which individuals will drive. Individual travel and overnight lodging should not be approved. Judges should be hired within the city if possible.
- Managers should provide varied meals of quality for the judges during the scheduled festival. Receipts for the meal should be submitted to CHSAA as a festival expense.

Adjudication Fees:

- Solo & Ensemble:** \$20/hour (CMAA members) and \$15.00 (non-CMAA members)
- Site Manager Fee:** The host Manager will receive \$150 from the CHSAA. Solo & ensemble managers can apply for funds to help defray secretarial assistance to schedule the festival. The amount of secretarial pay cannot exceed 50 cents per entry. **Please contact Bethany Schott immediately to discuss Site Manager fees.**
- Meal Allowance:** If the host Manager does not provide lunch, the meal allowance for lunch is \$6.00 and should be included on the judges' voucher.
- Travel Allowance:** Forty cents (\$.40) per mile will be paid to the designated driver from a given area

MEMO

To: CHSAA Solo & Ensemble Music Festival Hosts

From: Bethany Schott, Assistant Commissioner
CHSAA Music Liaison
Members, CHSAA Music Advisory Committee

Please read the following at your adjudicators' pre-festival meeting.

The Colorado High School Activities Association has asked me to read this statement to you as an adjudicator:

1. Thank you for your time in adjudicating this festival. Your expertise and experience will benefit the students you are about to hear.
2. Rate the performance you hear today on its merits, not on potential.
3. Justify your ratings with at least three written comments for improvement regardless of the rating assigned.
4. This should also be an opportunity for you to reinforce the positive things you hear.
5. A final reminder: You are here to rate the performance and help the director and students become better musicians..

Thank you for your assistance in enhancing the music education of Colorado students.

SUGGESTED CHECK-LIST FOR HOSTING A SOLO & ENSEMBLE FESTIVAL

- Send information to each school concerning the exact **time** and **place** for events, and rules concerning **student conduct** (in a timely manner). Also include information on **meal** arrangements; such as a list of local eating establishments or campus food service.
- Arrange to provide the following necessities:
 - Storage rooms for instruments - when possible.
 - Warm-up rooms for participants.
 - Practice pianos.
 - Sufficient music stands for all rooms, auditoriums, etc.
 - A schedule for the door of each solo room, giving exact performance times.
 - "Information Center" for those attending your festival.
 - A central room for tabulating and posting results, with a responsible adult in charge.
- Arrange for the following personnel:
 - A general "Trouble Shooter" besides yourself.
 - Personal assistants to maintain communications.
 - Responsible adult to be in charge of tabulation room and posting results.
 - Secretaries and/or assistants for adjudicators, if desired.
 - A room manager for each performance room who will follow the time schedule, keep events moving, and stop the presentation when the allotted time limit has expired.
 - Student ushers for halls and auditoriums.
 - Student hosts to provide refreshments for adjudicators.
- Setting up the schedule:
 - Schedule via the festival manager website (see page 9-11)
 - **Email all the participating schools and adjudicators to let them know that the schedule has been posted.**
 - Arrange for food and breaks for adjudicators.
 - Check all entries and fees for accuracy
 - Separate entries from the same school in each event.
 - Arrange the schedule to avoid conflicts, such as clarinet solos scheduled to avoid conflict with woodwind ensembles.
 - Schedule high voice solos in the afternoon.
 - Separate adjudication blanks into proper groups in the order of appearance.
 - Have a meeting with your festival personnel. Advise your room managers of procedures in following time schedules. Review the rating system and Code of Ethics with your adjudicators.
- Results:
 - Devise a system to return scores and rating sheets to proper owners.

**COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION
14855 E. Second Avenue
Aurora, Colorado 80011**

SOLO AND SMALL ENSEMBLE FESTIVAL REPORTING FORM #1

Solo and Ensemble Festival at _____ on _____

NOTE: This form will print from the Festival Manager Program and will be the form CHSAA uses to check entries.

Participating Schools	No. of Solos Entered	Solo Fees	No. of Ensembles Entered	Ensemble Fees	TOTAL FEES

PLEASE SEND COPY OF SCHEDULE TO CHSAA ALONG WITH THIS FORM

REMINDER: All forms are on the Festival Manager Site (except where noted)

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION
14855 E. Second Avenue
Aurora, Colorado 80011

SOLO AND SMALL ENSEMBLE FESTIVAL REPORTING FORM #2

Note: This form is NOT available on Festival Manager and must be submitted by the manager.

Festival at _____ on

Solo Fees (from S&E Reporting Form #1) \$ _____

Ensemble Fees (from S&E Reporting Form #1) \$ _____

Total Fees (from S&E Reporting Form #1) \$ _____

Other Income _____ \$ _____

TOTAL \$ _____

Host Site Expense (please itemize)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Other Approved Expenses (please itemize)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

BALANCE TO BE SENT TO CHSAA OFFICE \$ _____

Signed _____ Date _____

Festival Manager

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION

14855 E. Second Avenue
Aurora, Colorado 80011

**SOLO AND SMALL ENSEMBLE FESTIVAL REPORTING FORM #3
ADJUDICATOR REPORT**

Festival at _____ on _____

Judge's Name	Approximate Number of Ratings					Approx. No. Hrs. Assigned		
	I's	II's	III's	IV's	V's	No Shows	Total Entries	Total Hours

Comments concerning adjudicators*

Comments on this year's festival and suggestions for next year *

Signed _____

Festival Manager

*use back if necessary

REMINDER: All forms are on the Festival Manager Site (expect where noted)

2011-2012 LARGE GROUP MUSIC FESTIVALS

IMPORTANT REMINDERS

1. Register your students and groups for festivals online at www.festivalmanager.com/chsaa
2. Check deadline dates for registering your school on the festival manager website.
3. Arrange for transportation of students and instruments to the festival site
4. Make sure to provide the necessary adult supervision of students during the festival
5. Provide original scores of music, with measures numbered, to adjudicators for all entries – Copyright violations will be reported to the CHSAA office.

ENTRY PROCEDURES

- **2012 Large Group registration will begin on December 1, 2011 and close on March 9, 2012**
- All entries for Large Group must be made through the CHSAA on-line entry program (Festival Manager) at <http://festivalmanager.com/chsaa/src/top.htm> .
- All scheduling changes must go through the CHSAA office, and the site manager.
- Large Group Festivals will limit the number of groups in each festival. Member high schools will be given first priority.
- Fee Information:
 - \$150 per entry (CHSAA member schools)
 - \$160 per entry (non-CHSAA member schools)
 - Please be advised that most middle schools are NOT members of the CHSAA
 - **Mail fees and entry invoice from online to:** CHSAA, 14855 E. Second Avenue, Aurora, CO 80011. Do **not** send checks to site managers

CANCELLATIONS

ALL ENTRY FEES ARE NON-REFUNDABLE AFTER THE DEADLINE. This includes cancellations due to weather or other unforeseen circumstances that may occur.

LATE ENTRIES

All music directors should understand the tremendous workload and organization required to host a music festival. This work is definitely compounded when late entries are received. Late entries may be accepted by the site, but that determination will be made after consultation between the CHSAA office and site managers. Further, if allowed to enter, a \$25.00 late fee (per group) will be assessed.

FESTIVAL MANGER WEBSITE PROCEDURES: LARGE GROUP

REGISTRATION FOR FIRST TIME USERS:

1. Go to the website www.festivalmanager.com/chsaa
2. Click on “register” to begin the registration process
3. Next you will be asked to enter an access code (bethany2012), your last name, and your first name. Select continue when you have completed filling out this information.
4. Next you will be asked to fill out a form containing your name, address, and contact information. All information in red is required and must be filled out to register. Select continue when this form is completed.
5. Once you select continue a link to your password will be sent to the e-mail address you entered (Please note: all login and passwords are case sensitive).
6. An e-mail will be sent to your account from the CHSAA Music Contest Manager. The e-mail will contain a link to set your password.
7. After clicking on the link you will be allowed to set your password.

RETURNING DIRECTORS:

1. Go to the website www.festivalmanager.com/chsaa
2. Click on “log in” to enter the website
3. Enter your e-mail address and password (you must use the e-mail address you registered with when you first created your account)
4. To change your e-mail address please contact Michele Sobczyk at msobczyk@chsaa.org
5. To change your password select the “click here” option located under the “log in” button. Enter your e-mail address and a link will be sent to you with a new password. For further assistance contact Michele Sobczyk at msobczyk@chsaa.org

UPDATING PROFILE INFORMATION: NEW AND RETURNING DIRECTORS

Use the following steps to review and update any profile information:

1. Select “Profile” the tool bar
2. Next select “Edit your user profile” to update name, address, and contact information they may have changed.
 - a. After entering in changes select “Update”.
 - b. After selecting “Update” select back to return to the main Profile page.
3. To update the schools you are associated with select “Add schools to your profile”.
 - a. Search for your school under the appropriate letter.
 - b. Place a check-mark next to your school and select “Add checked schools”.
 - c. Select “Back” to return to the main Profile page.

4. To remove schools from your profile check the schools you would like to remove from the main profile page. Then select "Remove checked schools"

UPDATING SCHOOL ROSTER INFORMATION:

Before you are able to register students you need to update the school roster. You only need to enter each student one time. Please note: This is a school roster, not an individual director's roster.

1. Select "School Roster" from the toolbar.
2. Next to "School Roster" select your school from the drop-down box. (If your school does not appear you need to add it to your profile before you can enter in roster information.

REGISTERING FOR A LARGE GROUP MUSIC FESTIVAL:

Before you can register your group for a large group music festival you must update the school information portion of your profile. You may add entries up to the entry deadline date. Please follow these steps to register your groups:

1. Select "Festival Registration" from the toolbar
2. Next select the festival you would **like to enter by clicking on its name**
3. Next you will select **"Create a New Entry Form."** **Fill out the necessary information:**
 - a. Enter a Purchase Order Number if applicable (**you do not have to fill it out to register**)
 - b. Select your school from the drop-down box
 - c. Select **"Create"**
4. After you select "Create" **group information will be added to the bottom of the form.** To enter you group follow these steps:
 - a. From the group portion of the form select "Add Group"
 - b. Enter **the name of your group** and any other necessary information
 - c. Select "Create"
 - d. Select "Back" to return to the entry form
 - e. Repeat these steps to **enter additional groups** (Please note: you can enter multiple groups on one entry form)
5. After you have added all of the necessary groups select **"Submit"** to register your students. **Your school will not be registered until you have selected "Submit" (Please note: pop-up blockers must be off to submit all entry forms)**
6. Next, a Submit Entry Form box will pop-up. **Enter the appropriate school administrator's email address to alert them that your entry form has been submitted and payment is due.** Select "Continue" to submit the e-mail address and to be taken back to the entry form.
7. **To print your invoice select "Print Invoice" located at the top of the main entry form.**
8. Repeat the above steps for all festivals you wish to enter.

Please send all invoices and payments to the CHSAA office 14855 East 2nd Ave., Aurora, CO

LARGE GROUP VOCAL FESTIVALS

ALLOTTED TIME

- Each chorus will be allowed **twenty-five minutes** on stage. The entire performance, including entering and leaving the performing area, must not exceed the twenty-five minutes allotted. Choirs are to perform from memory or the rating will be lowered by one (rating).
- Any group which exceeds its maximum allotted time will have its final rating lowered one rating.
- Following the prepared performance, each choir performing at the Large Group Festival in each series will have **fifteen minutes** of sight-reading and **ten minutes** of clinic. **THIS IS A REQUIREMENT.** You may choose whether you may have sight read for rating or comments only. The rating will not be averaged in with the performance score. Three of the four judges shall rotate from the performance hall to the sight-reading or clinic room and return.

GUIDELINES FOR VOCAL SIGHT READING MUSIC

- The voicing of the music must be the same as at least one of the pieces performed on stage.
- All members of the ensemble who participated on stage are required to participate.
- Vocal Directors **should prepare a minimum of 3 pieces** so that they fill the 25 minute time slot. You may perform more pieces in order to fill up the allotted time.
- All sight-reading music will be supplied by the CHSAA Music Committee.
- Neither directors nor students are allowed to write on the sight-reading music.
- No visitors are permitted in the sight-reading room. An assistant director and/or accompanist may be present, but only one director may instruct or direct.
- A metronome is not to be used by the director or judge(s).
- The key will be established by one of the following methods:
 - The I, IV, V, V7, I progression or a scale in the key of the material may be played on the piano.
 - The ensemble may arpeggiate the I, IV, V, V7, I chords using syllable, number or neutral syllables.
- The ensemble is at liberty to break into smaller groups to study the music. Groups, if utilized, are for all to actively participate and may chant or sing words, syllables, or numbers rhythmically or melodically. The use of a few strong singers to "teach" the voice parts to other members of the ensemble is discouraged. Should this practice be abused, it may result in a lowered rating.
- Ratings will be based on two performances: the first time it is strongly recommended that the performance be sung using numbers, solfeggio, or neutral syllables. The second performance will be sung with words.
- All sight-reading performances are to be without accompaniment.
- The director may assist and call out any instructions while the ensemble is studying or singing. The director may refer to melodic intervals or patterns by letter name, interval name, number, or syllables, but may not sing any of the intervals. The director has the option of reducing the study period.
- Violations of any regulations may result in the ensemble being penalized one rating.
- In sight reading, if there are one or more of the same type groups from the school entered, the second group may sight read one classification lower, provided there is no duplication or personnel on the same instrument.

VOCAL SIGHT READING PROCEDURES

Hand out the music face down instructing the students and director not to look at the music until instructed to do so. After the music has been distributed, say to the students and director, "Does everyone have music?" If yes, then proceed with the following statement. "Please listen so that we may review the sight-reading procedures. There are five steps:

- Step One: The director is given a one-minute study period with the music before the ensemble is allowed to open their music. The director may not communicate with the vocal ensemble in any way.
- Step Two: A six-minute study period (Timed by Judge) for the ensemble and director (see #A above).
- Step Three: First reading.
- Step Four: A three minute study period. (Timed by Judge)
- Step Five: A final reading.

Sight-Reading Performance:

- Following the director's one-minute study period, the sight-reading judge will say:
 - "When time is called, you will have 6 minutes to lead the students through the example before performing the 1st reading for the judge.
 - Numbers or solfeggio is strongly recommended, but you may use neutral syllables or words.
 - Key or starting pitch may be established at your discretion during the six -minute study period.
 - After the 1st reading, the director will have an additional 3 minutes to work with the ensemble on the example before performing the final reading for the judge.
- "Ensemble, open your music to the song entitled....Ready? Time! (start stop watch)
- When the six-minute period has elapsed, the sight-reading judge will say: "Time!"
- Establish pitch one last time with either chord progression or scale, then give starting pitches.
- Ensemble reads through music using their preferred method.
- When the ensemble is finished, the sight-reading judge will say: "You now have an additional three-minute period to study the music again. When time is called, you will perform your complete reading. Ready? "Time!" (start stop watch)
- When the three-minute period has elapsed, the sight-reading judge will say: "Time!"
- Provide starting pitches.
- Ensemble will then sing completed performance, utilizing the text.
- Collect all copies of the music before the ensemble leaves the area.

VOCAL MUSIC SIGHT READING

The teacher should check this list below and choose the sample that fits his/her choir which will be sight reading.

LEVEL ONE

Page 2 - Exercise 1- Unison – intervals of 1st, 2nd, 3rds. Quarter and half notes.

Page 3 – Exercise 1a – Two part (SA or TB treble) same intervals as 1

Page 4 – Exercise 1b – Three part (SAB) same intervals, add 4th and 5th in Baritone.

Page 5 – Exercise 1c – Four part (SATB) same

LEVEL TWO

Page 6 – Exercise 2 – Unison – Intervals of 1st, 2nd, 3rds. Quarter, eighth, half notes.

Page 7 – Exercise 2a – Two or Three Part – SS2 or SSA – Add 4ths in Alto

Page 8 – Exercise 2b – Three Part – SAB – add 4ths in Baritone

Page 9 – Exercise 2c – Four Part – (SATB) – same as above

LEVEL THREE

Page 10 – Exercise 3 – Unison – Intervals of 1st, 2nd, 3rd, 4th, Quarter, eighth, half, dotted quarter

Page 11 – Exercise 3a – Two part – SA or TB (treble) – same

Page 12 – Exercise 3b – Three part – SSA or TTB (treble) – same

Page 13 – Exercise 3c – SATB or SAB (omit Tenor) – same

LEVEL FOUR

Page 14 – Exercise 4 – Unison – all of above, triplets, dotted eighth, sixteenth, eighth rest

Page 15 – Exercise 4a – Two parts – SA or TB (treble) – same

Page 16 – Exercise 4b – Three parts – SSA – same

Page 17 – Exercise 4c – Four parts – SATB or SAB (omit tenor) – same

LARGE GROUP INSTRUMENTAL FESTIVALS

ALLOTTED TIME

- Each band and orchestra will be allowed **thirty minutes** on the stage.
- **If a group doesn't perform for their entire thirty minutes, the remaining time will be filled with a clinic from one of the judges. If you would prefer a longer clinic, please plan your performance accordingly. Site managers will still allow for set-up/tear-down time in order to remain on schedule.**
- Maximum allotted time (all classes) – 30 minutes. Any group which exceeds its maximum allotted time (as noted in the above schedule) will have its final rating lowered one rating.
- It is suggested that no group attempt more than two numbers, however, if the pieces are short you are encouraged to perform an additional piece. It is unnecessary for groups to play "warm-up" marches. Festival directors have been instructed to inform groups when time limits are exceeded and to stop performance.
- Following the prepared performance, each band and orchestra shall have these options:
 - **Option A:** perform sight reading for rating
 - **Option B:** perform sight reading for comments only.
 - Those ensembles choosing option "A" will remain separate from the ratings given the prepared performance and will have no bearing on the composite rating. The composite rating will come from the ratings of the three adjudicators who critique the prepared performance. All participating ensembles will be required to select one of the two options at the time of entry and appear as scheduled.

INSTRUMENTAL SIGHT-READING GUIDELINES

- The sight reading music has been selected so that each group will read the level that corresponds with the level played in their performance. If your group performed a level 3 piece, you should sight read a level 3 piece.
- Every group entering large group festival must sight-read. You have the option of sight-reading for a rating or for comments only. Any group choosing not to sight-read will have their final performance rating lowered by one score.
- In sight reading, if there are one or more of the same type groups from the school entered, the second group may sight read one classification lower, provided there is no duplication or personnel on the same instrument.
- The rating for sight-reading will be based on accuracy of reading, following the director, adherence to style, interpretation and musicianship, but some consideration will be given to group discipline and students' attention to the director's remarks. Groups who enter the sight-reading area in an unruly manner or who do not respond quickly to the judge's instructions shall affect the final rating.
- The sight-reading judge will provide comments in addition to the comments made to the group during the sight reading exercise.
- All sight-reading ratings will be a separate rating from the festival performance rating.
- Style and Forms of Sight-Reading Music: Music is selected which represents a variety of styles, tempo, dynamics, and key signatures.
- Length of Compositions to Be Read: This factor varies with each classification. Performance time ranges from four to eight minutes.
- Conductor's Scores: Full conductor's scores are provided.
- String orchestras read string orchestra arrangements. Full orchestras read standard orchestra scores.

INSTRUMENTAL SIGHT-READING PROCEDURES

1. The timpani may be tuned while folders are being passed out. The pitches for each classification will be written on the chalkboard prior to the first group.
2. The following instructions will be read aloud at the beginning of the sight-reading session:
 - "DOES EVERYONE HAVE A FOLDER?"
 - "PLEASE LISTEN SO WE MAY REVIEW THE SIGHT READING PROCEDURES. THERE ARE TWO PARTS TO THIS SIGHT-READING SESSION. THE FIRST PART IS THE STUDY OR PREPARATION TIME THAT IS 6 MINUTES. THE SECOND PART IS THE ACTUAL PERFORMANCE OF THE MUSIC. DURING THE STUDY TIME THE STUDENTS OR THE CONDUCTOR MAY SING THROUGH THE PIECE, COUNT ALOUD, TAP OR CLAP THE RHYTHMS. YOU ARE ENCOURAGED TO FINGER THE NOTES OR DO ANY OTHER TYPE OF STUDY THAT WILL AID IN YOUR PERFORMANCE. THE ONLY RESTRICTION IS THAT NO PLAYING IS ALLOWED. A ONE-MINUTE WARNING WILL BE ANNOUNCED BY THE SIGHT-READING JUDGE. WHEN THE FINAL MINUTE OF PREPARATION TIME HAS EXPIRED, THE MUSICAL ENSEMBLE MAY SOUND A TUNING NOTE OR WARM-UP NOTE/SCALE PRIOR TO THE PERFORMANCE OF THE PIECE. AFTER THE NOTE IS SOUNDED, PERFORMANCE OF

THE PIECE SHOULD BEGIN IMMEDIATELY. THE DIRECTOR MAY USE A VERBAL DIRECTION TO BEGIN THE SELECTION. HOWEVER, THEY MAY NOT OFFER ANY OTHER FORM OF VERBAL ASSISTANCE DURING THE PERFORMANCE."

- At this point the folders may be opened and checked to make sure that everyone has a part. If all have their parts say:
 - "YOU MAY BEGIN".
3. Music should be returned to the folders and the folder should be closed.
 4. If time permits, oral comments about the performance may be given by the adjudicator while the music is still on the stands. This would seem to make more sense than giving specific written comments only, since the group will not have the number at home in their library to refer to when reading such written specific comments.
 5. Tapes will be provided by the CHSAA for each large group music festival site. The host school should provide back-up recorders for judges' use.
 6. In order to "keep things on schedule", the adjudicator may ask section leaders to collect the sight-reading folios (after the group has finished performing), and return the folios to a designated location.

LARGE GROUP SITE MANAGER'S INFORMATION

The Site Manager's Responsibility:

1. Know and uphold all rules for music activities as stated in the CHSAA Bylaws and Constitution and CHSAA Music Handbook.
2. Instill by word and example the respect for all invitational and CHSAA festival regulations and the graceful acceptance of adjudication.
3. Foster a spirit artistic involvement and aesthetic achievement for students and schools participating in invitational and CHSAA music festivals.
4. Recognize the importance of the total educational process and remain sensitive to each student's needs in terms of his/her academic pursuits, family life and co-curricular activities.
5. Maintain a reasonable and proper balance of pre-school and out-of-school rehearsal schedules.
6. Maintain a proper balance between all areas of instruction: marching band, concert band, concert choir, show choir, jazz ensemble, orchestra, sight-reading, small ensembles, solos, etc.
7. Work with, and provide assistance to, those directors whose turn it is to host a festival in the rotation. Your help will be rewarded when it's your turn to host.

Scheduling:

- Inform schools of all accurate times, sites, and deadlines
- Enforce the late fee policy
- Directors may not substitute new entries for no-shows or cancellations
- **All schedules must be posted online two weeks in advance to the festival**
- Remember you cannot schedule the same school back-to-back; it is best to have at least two groups between groups from the same school, and in addition, if a Large Group site has instrumental and vocal groups at their site, they must not schedule the bands and choirs at the same time.
- For schools with multiple groups avoid scheduling one group first thing in the morning and one group late in the afternoon causing difficulty with bus transportation.
- The Site Managers should honor requests for time of the day and day of participation, if possible, and try to keep the length of the day to an eight-hour day.
- Vocal groups should be scheduled 25 minutes apart. Instrumental groups should be scheduled 30 minutes apart.
- Extremely tight adjudicators' schedules make it imperative that host directors observe the foregoing schedules carefully. Allowing groups more than actual time needed is extremely costly to the overall schedule and makes it very difficult on the adjudicators.

Supplies and Equipment:

- Verify that you have all forms and other materials necessary for festival registrations, management and adjudication (this information is sent by the CHSAA office)
- Make sure needed physical facilities and equipment are available

Results:

- Develop a set procedure for the Large Group Music Festival announcer. The announcer should, as a minimum, name the group, school, director and the music selections. (See page 33 of this book for sample)
- Post rating results of all groups as soon as possible after each performance. Results should be posted within one hour of the performance.
- Have a festival headquarters for the posting of information. Post copies of the final rating sheets on the bulletin board. It is also suggested that an explanation of the ratings be posted. Ratings are given on the following basis:
 - I: Best conceivable performance (superior)
 - II: Good performance but not worthy of highest rating (excellent)
 - III: Good performance but lacking in essentials, balance, tone, intonation, precision, etc.
 - IV: Fair performance, lacking in many essentials, balance, tone, intonation, precision
 - V: Unprepared
- **Musical groups should be encouraged to stay and listen to other groups.** Peer evaluation is a strong motivator for youth. Whatever encouragement you can provide to have groups observe each other would better serve your festival. Plan space for waiting areas, warm-up, storage areas, etc. Do not make students stay outdoors or on buses.
- Final rating sheets and fees should be returned to the CHSAA office within seven (7) days after the completion of the festival. **Please post all results online.**

Fees:

- All fees for festival participants are to be paid to the CHSAA. These fees are to be used to pay judges' fees and expenses.
- The music festival results and financial reporting forms are to be returned to the CHSAA within seven (7) school days of the event.
- Local expenses of large group festivals, such as printing, piano tuning, janitorial services, pay for guards and other officials should be paid by the host school, unless other arrangements have been made.
- If there are two of the same type groups from the school entered, the second group may be entered in one classification lower, provided there is no duplication of personnel on the same instrument. If the second group enters in its regular classification, there may be duplication of personnel. The entry fee for the "second group" is the same as the first group.

Admissions:

- The CHSAA has no regulations regarding admissions to festival sessions
- Each local festival committee may choose to open the sessions to the public free of charge or to charge an admission fee.

- If a fee is to be charged, the festival committee should decide before the festival what is to be done with the money that is received. It could be retained in a local festival fund or divided on some equitable basis among participating schools.

Adjudicator Information:

- **Contact the adjudicator’s prior to the festival to let them know the schedule.**
- The CHSAA will provide adjudication recording devices for all Large Group festivals. The microSD cards will be sent to the site manager prior to the festival.
- Adjudicator comment sheets and rating sheets are to be given to the judges of the events. At the end of the events, the judges are to return the comment and rating sheets to the festival headquarters. Comment sheets must be given to participants.
- Fill in adjudicator comment sheets and rating sheets before the festival starts. Post the playing order of festival so that the students will know when they are to perform. Plan on 30 minutes for bands and orchestras (depends on size of group – small groups take less time) and 25 minutes for large vocal groups (or combination of groups).
- Special confidential comment sheets for directors of large instrumental groups will be made available and should accompany the regular comment sheets given to the judges. Envelopes and paper should be provided for judges for private comments. Judges should seal any confidential comments regarding direction and performance in the envelopes which accompany the sheets.
- **Distribute and collect the adjudication expense vouchers**

Adjudication/Site Manager Fees

	Full Day (Member)	Full Day (Non-Member)
Adjudication	\$175.00	\$150.00
Site manager	The host director will receive \$150/day from the CHSAA	
Meals	Breakfast - \$6.00; Lunch - \$6.00; Dinner - \$18.00	
Travel	Forty cents (\$.40) per mile round-trip will be paid to the designated driver from a given area.	

MEMO

To: CHSAA Large Group Music Festival Hosts
From: Bethany Schott, Assistant Commissioner
CHSAA Music Liaison
Members, CHSAA Music Advisory Committee

Please read the following at your adjudicators' pre-festival meeting.

The Colorado High School Activities Association has asked me to read this statement to you as an adjudicator:

1. Thank you for your time in adjudicating this festival. Your expertise and experience will benefit the students you are about to hear.
2. Rate the performance you hear today on its merits, not on potential.
3. Justify your ratings with at least three written comments for improvement regardless of the rating assigned.
4. This should also be an opportunity for you to reinforce the positive things you hear.
5. A final reminder: You are here to rate the performance and help the director and students become better musicians.

Thank you for your assistance in enhancing the music education of Colorado students.

SUGGESTED CHECK-LIST FOR HOSTING A LARGE GROUP FESTIVAL

There are many things you must take into account when hosting a CHSAA Large Group Music Festival. It is a big undertaking, which requires months of preparation.

FESTIVAL ROOM SET-UP

- **Band/Orchestras**
 - Performance Area: Must be large area (stage), big enough to accommodate about 90+ band/orchestra members and a piano, plus an area for the audience and judges. You will need chairs and music stands.
 - Warm-Up Room: With chairs and stands to accommodate the largest group. Needs to be close to performing area.
 - Sight Reading Room: Big enough so that the largest group can sight-read with no space problems. Need chairs and music stands. Host sites should provide the following percussion for sight reading: 2-3 tympanis, bells, xylophone, and a bass drum. All additional percussion equipment will be the responsibility of the performing group.
- **Choirs**
 - Performance Area: Large enough to accommodate five choral risers and piano, plus chairs for an audience and the three judges.
 - Warm-Up Room: Most classrooms are adequate for this. Risers are preferable but not necessary. This room needs a piano.
 - Sight Reading Room: A room large enough for risers or you can use chairs for the choirs. School libraries are good for site reading. No piano is needed, but you should have a pitch pipe.
- All instrumental rooms should be in one building
- Determine where each school will store its equipment and belongings. If each school has a classroom for its homeroom, there will be fewer problems. These rooms should not interfere with performing areas.
- Reserve any outside facilities that may be needed
- Don't have bands going outside between performing areas. Tuning becomes a big problem.

PERSONNEL NEEDED

Inform all volunteers to dress Neatly – Slacks or Dress/Skirt, No T-Shirts and to report thirty (30) minutes before the first event/performance.

- **Moderator-Announcer** (adult with a good speaking voice):
 - announces each band and choir
 - checks with directors to make sure they are still playing/singing the same music selection
 - keeps performance on schedule
 - makes sure the stage runner has collected the judges' scores and seating chart for the next band in the warm-up room
 - gives the judges the scores before the band is announced
 - **Suggested Announcement Introducing Each Large Group:**

“At this time, would the judges direct your attention to the music selections for Smith High School, Class IV, directed by Bob Jones.

The following literature will be performed:

Our next performance in the CHSAA Large Group Instrumental/Vocal Festival is Smith High School, Class IV, directed by Bob Jones.

- **Door keepers:**
 - Keep doors closed during the performance
 - Open doors when the band or choir has completed their performance
 - Keep an eye out for problems in the audience
 - Keep lobby quiet during the performance

- **Monitor:**
 - Makes sure that the next band or choir is ready to move into warm-up area
 - Checks to see that the visiting music group has needs met

- **Helpers** (at least three adults and one student for choir)
 - Help band/orchestra/choir set up
 - Pass out music
 - Collect music when the band/orchestra/choir has completed performance
 - Help the adjudicator in any way

- **Stage Helpers** (one adult and six to eight students)
 - Obtain seating chart from the announcer
 - Make sure that the correct number of stands and chairs are on the risers
 - Pull curtains, if necessary
 - Help director in whatever way is necessary
 - Help announcer keep performance on schedule

- **Rating Collectors** (two to three adults)
 - Collect ratings and post times;
 - Create lost and found
 - Provide general information

- **Hall Monitors** (number varies depending of the facility)
 - Have a master key and keep all rooms locked when not in use
 - When a band/orchestra/choir goes to perform, make sure their room is locked
 - Keep an eye out for any kind of trouble or problems
 - Watch for a director needing help

PRIOR TO THE FESTIVAL

Notifying Participating Schools and Adjudicators:

- **E-mail** at least at least one informational notice about the festival to all participating schools and adjudicators.

Notice should be e-mailed two weeks prior to the festival. Include the following:

- Schedule of all events (band and choir)
- Time allotments for each performing group
- Equipment available in each room (band warm-up, performance and sight reading; choir warm-up, performance and sight reading)
- Stage seating chart for bands
- Judges' scores pick-up information
- Parking/location/travel clarifications
- Concession stand area
- Necessary contact information

- Keep the school administrators informed on all of the details of the festival operation. This is particularly necessary for the administrators of the host school.
- Be available to answer questions, direct help and present a good image for your school, your program and the CHSAA
- Make cafeteria and/or café arrangements
- Make sure that all necessary physical equipment is or will be available when needed
- Properly communicate needs and schedules with custodial staff
- Programs for the festival should be ordered and printed as soon as the schedule is finalized. Below is a program example:

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION	
2009 [INSTRUMENTAL/VOCAL] LARGE GROUP FESTIVAL	
Smith High School	[address]
April 22, 2009	
8:00 a.m.	Smith High School – Bob Jones, Director – Class IV Overture in B Flat – Giovannini Emperata Overture - Smith

- All printed programs for the CHSAA state music festivals should indicate on the program cover that the festival is an activity of the Colorado High School Activities Association. Please use either of the following logos on all publications:



AFTER THE FESTIVAL

- Return adjudication forms and conductor scores to the schools
- Return any borrowed equipment
- Pay bills, financial report and results to CHSAA
- Send letters of appreciation

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION
14855 E. Second Avenue
Aurora, Colorado 80011

LARGE GROUP MUSIC ADJUDICATOR VOUCHER

I have accepted the invitation to adjudicate the Colorado High School Activities Association's Large Group Music Festivals with the understanding that I am not an employee of the CHSAA, but a self-employed private contractor.

JUDGE'S SIGNATURE _____

JUDGE'S NAME (please print) _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE (HOME) _____ PHONE (CELL) _____

PHONE (WORK) _____ E-MAIL ADDRESS _____

FESTIVAL SITE _____ DATE: _____

TRANSPORTATION FROM _____ TO _____

_____ *MILES @ \$.40 PER MILE – ROUND TRIP AMOUNT _____

_____ NUMBER OF MEALS AMOUNT _____

_____ NO. OF BREAKFASTS @ \$6.00

_____ NO. OF LUNCHESES @ \$6.00

_____ NO. OF DINNERS @ \$18.00

TOTAL _____

APPROVED _____

Festival Chairperson

*Metro areas will not pay mileage. Metro area shall be defined for purposes of school travel reimbursement as a 60-mile radius (road miles one way) from the location of the festival site.

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION
14855 E. Second Avenue
Aurora, Colorado 80011

LARGE GROUP REPORTING FORM #1

Large Group Festival at _____ Date: _____

Host Site Expense (please itemize)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Other Approved Expenses (please itemize)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Date Submitted: _____

APPROVED _____
Festival Chairperson

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION
 14855 E. Second Avenue
 Aurora, Colorado 80011

LARGE GROUP REPORTING FORM #2

ADJUDICATOR REPORT: INSTRUMENTAL

Large Group Festival at _____ Date: _____

Judge's Name	Approximate Number of Ratings					Approximate Number of Hours Assigned		
	I's	II's	III's	IV's	V's	No Shows	Total Entries	Total Hours

Comments concerning adjudicators _____

Comments on this year's festival and suggestions for next year* _____

Signed _____

Festival Director

*use back if necessary

REMINDER: All forms are on the Festival Manager Program

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION
 14855 E. Second Avenue
 Aurora, Colorado 80011

LARGE GROUP REPORTING FORM #2

ADJUDICATOR REPORT: VOCAL

Large Group Festival at _____ Date: _____

Judge's Name	Approximate Number of Ratings					Approximate Number of Hours Assigned		
	I's	II's	III's	IV's	V's	No Shows	Total Entries	Total Hours

Comments concerning adjudicators* _____

Comments on this year's festival and suggestions for next year* _____

Signed _____
 Festival Director

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION
14855 E. Second Avenue
Aurora, Colorado 80011

LARGE GROUP REPORTING FORM #3

LARGE GROUP FESTIVAL – FINAL RATING SHEET: VOCAL

Large Group Festival at _____ Date: _____

(CO = Comments only)

(* = judge also served as sight reading judge for this group)

School	Class	Judge No. 1	Judge No. 2	Judge No. 3	Sight Reading Judge	Final Rating
EXAMPLE: Smith High School	3A	I	I*	II	I	I
	2A	II	III	II*	II	II

LIST FINAL RATINGS AS: I, II, III, IV, V

Festival Director Signature: _____

REMINDER: All forms are on the Festival Manager Program

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION
 14855 E. Second Avenue
 Aurora, Colorado 80011

LARGE GROUP REPORTING FORM #3

LARGE GROUP FESTIVAL – FINAL RATING SHEET: INSTRUMENTAL

Large Group Festival at _____ Date: _____

School	Class	Judge No. 1	Judge No. 2	Judge No. 3	Sight Read Judge	Final Rating

LIST FINAL RATINGS AS: I, II, III, IV, V

Festival Director Signature: _____

REMINDER: All forms are on the Festival Manager Program

LARGE GROUP FESTIVAL EVALUATION FORM: INSTRUMENTAL

Large Group Festival at _____ Date: _____

The sight-reading ratings are NOT part of the concert rating; directors have two options for the sight-reading portion of the festival.

WHICH OPTION DID YOU CHOOSE?

_____ Sight-reading for a rating

_____ Sight-reading for comments only

WERE YOU SATISFIED WITH THE FORMAT OF THIS PORTION OF THE FESTIVAL?

_____ I was very satisfied

_____ I was somewhat satisfied. I have these concerns:

_____ I was not satisfied. I have these major concerns:

OTHER COMMENTS ABOUT THE FESTIVAL:

PLEASE RETURN THIS FORM TO THE CHSAA AT THE ABOVE ADDRESS

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION
14855 E. Second Avenue
Aurora, Colorado 80011

LARGE GROUP EVALUATION FORM: VOCAL

Large Group Festival at _____ Date: _____

The sight-reading ratings are NOT part of the concert rating; directors have two options for the sight-reading portion of the festival.

WHICH OPTION DID YOU CHOOSE?

_____ Sight-reading for a rating

_____ Sight-reading for comments only

WERE YOU SATISFIED WITH THE FORMAT OF THIS PORTION OF THE FESTIVAL?

_____ I was very satisfied

_____ I was somewhat satisfied. I have these concerns:

_____ I was not satisfied. I have these major concerns:

OTHER COMMENTS ABOUT THE FESTIVAL: _____

PLEASE RETURN THIS FORM TO THE CHSAA AT THE ABOVE ADDRESS

COLORADO MUSIC ADJUDICATION ASSOCIATION (CMAA)

PURPOSE

The purpose of the CMAA is to foster a high standard of music education through the encouragement and evaluation of performing groups and individual performances. The CMAA is critical in maintaining and improving the standards of music adjudication within Colorado by the maintenance of a membership consisting of dedicated, capable and experienced judges and through the development of promising new judges.

PHILOSOPHY

The adjudication organization for the state of Colorado is an integral part of the festival system. The adjudication organization is designed to help and encourage all music teachers in the state to adhere to the guidelines and policies. The primary objective is: 1.) For all adjudicators to listen to a performance and evaluate it based upon the adjudication forms in a positive and educational manner. 2.) Promote the welfare of music, performances and adjudicators. 3.) Develop cooperation with all organization connected with music education in furthering its interest and ideals.

ADJUDICATORS

The Colorado Music Adjudication Association is comprised of 8 Districts. Within these areas, CMAA serves and assists more than 1800 music educators and their students. Our festivals provide student performance opportunities at local and district solo and ensemble festivals, as well as Large Group Festivals throughout the state.

The adjudicator organization must work with trust and open communication. It is essential for everyone to trust that his or her colleagues will adjudicate responsibly and provide the performer(s) with valuable information for improvements. Every group or performer that attends a festival should go away with something positive from that performance as well as suggestions for improvement.

ORGANIZATION

The CMAA is comprised of the following:

1. **TREASURER:** Dues collection, accounts payable and receivable
2. **ADJUDICATOR REPRESENTATIVE:** Organizational record keeper, including tracking. Judging assignments, workshop attendance, evaluate reviews and evaluation of adjudication workshops.
3. **REPRESENTATIVE ACCREDITATION:** Educators seeking desiring to become an adjudicator in the state of Colorado will attend a training workshop on adjudication. For the years 2003-2004 teachers who attend CMEA and CHSAA sponsored workshops sponsored by CMEA and CHSAA will not be required to work in the Apprentice Trainee Program. For teachers not attending mandatory involvement in the Training and Apprentice Program is required.

TRAINING

1. Assist qualified teachers to become skilled adjudicators through an organized apprentice trainee and workshop program.
2. Assist active adjudicators to upgrade their adjudication skills through workshops and special adjudication sessions.

APPLICATION

For those seeking to adjudicate CHSAA festivals, you must be a CMAA member. CMAA applications can be found on the CHSAA music website (www.chsaa.org)

ADJUDICATION

Apprentice Requirements for Large Group:

1. All adjudicators are strongly encouraged to be a current member of CMEA and CMAA.
2. Recommendation by a CMEA member who has been a member for 5 years and is familiar with the applicant's music program and/or background.
3. Attend the trainee program. Be assigned to three adjudicators to train at two or more festival events for one half day in solo/ensemble, sight reading and performance adjudication.

SUPERVISION BY A MENTOR ADJUDICATOR WHO

1. Assists the trainee with strategies to communicate in Proficiencies.
2. Provides examples regarding performance standards appropriate for level and background of students.

ADJUDICATORS FOR SOLO AND ENSEMBLE

1. 80% of the members of their studio that attend a solo and ensemble contest or music ensemble have received excellent or superior ratings at a local festival over the past three years. This will be determined through letters of recommendation.

ADJUDICATORS FOR LARGE GROUP

1. Achieve three Superior Ratings in five years at large group festivals and letter of recommendation.
2. All active adjudicators must attend an adjudication workshop every five years. The time frame will correspond to each director's license or teaching certificate.

EVALUATION REVIEW

1. Reporting An Incident/Concern With Adjudication

- i. Detail concerns, stating the facts and identifying any specific comment or scoring mistake.
- ii. Attach a copy of the original score sheet.
- iii. Send to Bethany Schott Assistant Commissioner, CHSAA, 14855 East 2nd Ave., Aurora, CO 80011

2. The Evaluation Process

- i. All evaluations are read by the CHSAA Liaison and Adjudication Representative.
- ii. A written response to all concerns will be sent to all parties concerned.
- iii. The adjudicator responsible for the evaluation will be notified of the review.

3. Music Advisory Committee Review: If the finding from the CHSAA Music Liaison and the Adjudication representative is unfavorable to the adjudicator, the complaint is then forwarded to the CHSAA Music Advisory Committee for action. The committee may:

- i. Place the adjudicator on probation for up to two years

- ii. Determine a remediation program for the adjudicator, including but not limited to, mentoring and workshop attendance.
- iii. The adjudicator will be removed from the judges' list for a period of time and allowed to reapply following a retraining process.

FEES

Membership dues for the Colorado Music Adjudicators Association are \$30 for five years. Fees assist in mailing, clinician, office supplies, etc. Make the check payable to CMAA/CHSAA and mail to the CHSAA office.

ASSIGNMENTS

If an adjudicator is selected to judge, every attempt will be made to assign that judge in his/her area of expertise at least once every three years. Circumstances may exist that would prevent this from occurring, but the target is to assign each judge a minimum of once every three years.

ADJUDICATION STIPEND

Solo & Ensemble:	\$20.00 per hour (CMAA member)	\$15.00 per hour (non-member)
Large Group:	\$175 per day (CMAA member)	\$125 per day (non-member)

GENERAL INSTRUCTIONS FOR ADJUDICATORS

- Participation in a CHSAA music festival should be a positive educational experience for all performers and directors and adjudicators are a key component of this experience.
- It is the responsibility of the adjudicator to provide equal performance opportunities for all performing ensembles. Judges should refrain from delaying or rushing a performance for any reason.
- Comments (spoken or written) should be phrased in a positive, constructive manner, and should not attack the director or students.
- Criticisms should be given with suggested remedies for improvement or success.
- Recording devices will be provided by the CHSAA for large group festivals.
- Judges should avoid the appearance that they are conferring among themselves about a performance, ensemble, or director during the performance.
- Judges will determine, prior to the start of judging, the rotation for the clinic/sight reading judge unless that position is already assigned by the CHSAA. As found on adjudicator's forms, the clinic/sight reading judge must be aware, prior to the performance, whether they are to provide clinic, comments only, rating, or no sight reading.
- The performance environment should reflect the judge as an educator first, an adjudicator second.
- It is important that the clinic/sight-reading judge adhere to the allotted time schedule.
- The clinic/sight reading judge should begin and end with positive comments, and should confine criticism to one or two items demonstrating some possible remedies which will improve the overall quality of the ensemble.
- Prior to the start of the day, the site director shall inform all judges of the procedures regarding the collection of judging sheets.

REMINDERS TO ADJUDICATORS

- Make trip plans
- Check in with the CHSAA representative as soon as you arrive in town/at hotel
- Arrive one-half hour early
- There will be a meeting to review festival procedure prior to the festival starting time with site directors.
- Be prepared to judge high school and middle school
- No smoking
- Dress professionally
- Observe prepared breaks for food, etc.
- **Justify** the rating given with concrete examples and suggestions.
- Adjudicate performance but don't make suggestions to the director or students after the performance unless they requested a clinic
- Do not withhold assignment of ratings except to hear the first two or three in order to establish a standard. Ratings need to be posted as soon as possible.
- Vocal soloists, ensembles and piano soloists not memorizing their music will be lowered one rating.
- Make yourself known to the CHSAA administrator and school administrator
- Meet with school host prior to performance
- Make both written and audio comments
- Do not use plus or minus on ratings
- Do not talk with other adjudicators during performances
- Identify on the recording device the performing group
- Help keep the groups on their time schedule
- Take the responsibility of informing conductors when to begin performance of second selection in large ensembles.
- Avoid long distance calls billed to CHSAA
- Notify CHSAA of any changes in travel, lodging, etc. This includes cancellations.
- Turn in voucher to CHSAA

FINAL RATINGS

Here are the final ratings as computed by three judges. Schedule A is the playing rating.

(A)

I	II	III	IV	V
111	122	133	144	155
112	123	134	145	255
113	124	135	244	355
114	125	233	245	455
115	222	234	344	555
	223	235	345	
	224	333	444	
	225	334	445	
		335		

Adjudication & Criticisms

All events will be given ratings on the following basis:

I Superior: Consistently demonstrates proper musical skills.

II Excellent: Frequently demonstrates proper musical skills.

III Good/Average: Sometimes demonstrates proper musical skills.

IV Fair: Rarely demonstrates proper musical skills.

V Unprepared: Fully unprepared in demonstration of proper musical skills.

Adjudicator's Responsibility

- Rate the performance you hear today on its merits, not on potential.
- Justify your ratings with at least three written comments for improvement regardless of the rating assigned.
- Use the CHSAA numeric rating system to establish the rating after hearing the complete performance.
- Share your knowledge and insight through specific instruction, examples and meaningful comments.
- As an adjudicator, you have agreed to take on the responsibilities of a teacher and music director.
- **Please remember that final ratings are not based on a mathematical average. If there are large discrepancies between the three judges, the site manager should confer with the judges to determine the final rating.

MUSIC FESTIVAL BENEFITS

Music directors often develop “tunnel vision” during various points in the school year due to MUSIC FESTIVALS. As Spring music activities approach, music educators need to reflect upon the importance of music festivals and discuss the philosophy, benefits, risks, and responsibilities with their administration, parents and students. Many of the following ideas were expressed at a Texas UIL sponsored symposium on the risks and benefits of music festivals. Determining real goals for music festivals can help to achieve real musical growth.

Values of Music Festivals:

1. Are festivals our primary reason for performing or simply one of the many ways to test musical skills to develop musicianship?
2. Are we teaching young people to perform or using performance to teach musical insights and appreciation that will accompany our students throughout their lifetime?
3. Is our goal for festival performance perfection of the objective elements of music that “rate well” in festivals or the motivation of students to achieve real musical growth?
4. Do we participate in festivals only when we feel we can “rate well” or do we participate for the growth and evaluation we and the group can receive?
5. Is the festival with the MUSIC, OURSELVES OR OTHER GROUPS?

Benefits of Music Festivals:

1. Develops positive concepts about life and self; human values, self worth, desire to challenge oneself, self discipline.
2. Motivates toward achievement of musical excellence.
3. Provides performance standards and a process for evaluation against those standards.
4. Helps create a background for the lifelong appreciation of music.
5. Allows for opportunities to cope with success and failure.
6. Motivates for achievement in academics.
7. Brings forth interplay between young people and adults.
8. Produces teamwork and allegiance necessary to work in a group toward a worthy goal.

Risks of Music Festivals

1. First Division ratings at festivals may receive more emphasis than learning about music. In other words, the end may become more important than the process.
2. Pressured for First Division ratings, directors may resort to negative motivation and rote teaching; these methods will not foster the self-control and musical understanding that can come from better teaching methods.

3. Directors, students, schools and communities may develop resentment toward others who receive First Division ratings.
4. Peers may look for negative qualities in their counterparts.
5. Students may develop “tunnel vision” for the music program if they lose sight of the need to also learn in other areas.
6. Directors and students may lose a sense of self-worth if they do not learn how to ACCEPT ADJUDICATION.
7. A community’s evaluation of the music education program may be solely based on festival results, although there are more important factors to be recognized.
8. Too often, the greater the success the higher the expectations, so that peers and adults may fail to recognize students for strides that they have made unless their ratings are equal to or better than previous years.

How to Increase the Benefits and Reduce the Risks of Music Festivals

1. In word and action, emphasize the importance of the music, not the importance of the festival.
2. Establish goals that stress progress toward musical goals rather than First Division ratings, medals and plaques.
3. Constantly take steps to enlighten students and patrons regarding the fact that success is an outgrowth of learning and not an end in itself.
4. Prepare students, administrators and patrons for the SUBJECTIVE ADJUDICATION of music festivals. Although Colorado uses a process that stresses objectivity, traces of subjectivity will always be a part of music adjudication.
5. Allow time after all festivals to reflect upon the achievement of musical goals rather than the results of the festivals.

Music Activities and Proper Behavior Standards

Activities are an important aspect of the total education process in Colorado’s schools. They provide an avenue for participants to grow, to excel, to understand and to value the concepts of proper behavioral standards. They are an opportunity for directors and administrators to teach and model proper behavioral standards, to build school pride and to increase student/community involvement, ultimately translating into improved academic performance.

As professional music educators, desirable and unacceptable behavior should be demonstrated and discussed in and out of the classroom. The following five “desirable” and “unacceptable” behavior illustrations are encouraged and recommended by the Colorado High School Activities Association’s Music Advisory Committee.

1. Be courteous to all:

- *Desirable Behavior* – As we participate in music activities, we should be constantly applauding the efforts of other schools and students. Applause is always a positive show of appreciation; students meeting with other students after an event in a congratulatory manner; and appropriate behavior during the performance.

- *Unacceptable Behavior* – Disrespectful actions, noises, or gestures show disrespect for the efforts of others (students or teachers); disturbing or entering a performance room in progress. No sounds of any kind should be heard during a performance.

2. **Know the rules, abide by and respect decisions**

- *Desirable Behavior* – Utilize every opportunity to promote understanding of the rules of the festival within the school and community; accept the decisions of the adjudicators; respond in a positive manner; utilize proper avenues for complaints; cooperate with the site host and aides in interpretation and clarification of the rules.
- *Unacceptable Behavior* – Disrespectful display concerning a decision; criticizing the merits of the adjudicators; displays of temper and arguing with adjudicators and site hosts; derogatory remarks toward the adjudicators, site host and aides.

3. **Display appreciation for good performances regardless of the school**

- *Desirable Behavior* – Teachers, students, parents searching our participants to recognize them for outstanding performances; recognizing an outstanding performance with appropriate response; discussing outstanding performances of schools and students with others in attendance.
- *Unacceptable Behavior* – Laughing, gesturing or other types of movements in an attempt to distract; to degrade and excellent performance by other students or schools.

4. **Exercise self-control and reflect positively upon yourself, students and school**

- *Desirable Behavior* – Support other schools and students by a display of total unity; respect the efforts and facilities of the host school.
- *Unacceptable Behavior* – Display of anger, boasting, use of profanity, antics that draw attention to you. Trashing, vandalizing, or showing disrespect for the host school's facilities or personnel.

5. **Permit only positive appropriate behavior to reflect on your school and its activities**

- *Desirable Behavior* – Positively encourage those around you to display only appropriate conduct; report poor behavior to school, administration or site hosts; member schools insist that appropriate behavior by a priority; administrators help teachers to teach, model and reinforce positive behavior; recognize teachers for exemplary conduct; teachers need to acknowledge students who display appropriate behavior; teachers and administrators must take appropriate action to insure positive behavior.
- *Unacceptable Behavior* – Teachers, students or other school supporters unwilling to get involved and take a stand to defend one of the basic tenets students activities – teaching and promotion of appropriate behavior.

Music educators need to be leaders in the development of positive appropriate behavior. The attitudes developed in the classroom reflect what students display at activities. Music educators must read and abide by the rules and regulations set forth by each activity. Breaking rules through loopholes is not a way to justify improper actions or conduct.

Site hosts give of their time and facilities for music activities. Directors that verbally abuse hosts or adjudicators and talk negatively to the students and parents cannot expect students or parents to display respect or positive attitudes at music activities. Directors' actions set the tone for others in attendance. It is important to keep the education value of the activity at a high level. The continued growth of music requires the need for ethical conduct to become as much a teaching tool in the classroom as the development of musical fundamentals.

THE RATINGS SHEET

Many times each year, a music educator new to the CHSAA music festivals asks what each rating means. Everyone, it seems, knows what a “I” is, but what does it signify, or what does a “III” mean? The information below, while certainly not telling a complete story, at least lets directors and adjudicators alike know what is expected within the confines of the 5-step rating system. Criticism in the past has many times focused on the fact that there are far too many “I” ratings given when the paradigm should shift to lower ratings to more adequately reward the better performances.

Rating I

An outstanding, or consistent, performance, with few technical errors exemplifying a truly musical expression. This rating should be reserved for the truly exceptional performance.

Rating II

An excellent performance in many respects, but not worthy of the highest rating due to minor defects in performance techniques, interpretation or ineffective use of existing instrumentation. The CHSAA lexicon says that performances in this rating frequently, but not consistently meet the highest standards.

Rating III

An average, or “good” in CHSAA parlance, performance showing accomplished and marked promise. The performance lacks one or more essential musical qualities, has musical weakness, and ineffectively uses existing instrumentation. In truth, most performances generally belong within the parameters of a “III” rating. It could be viewed as the base from which each group is judged.

Rating IV

A fair performance with many technical errors, poor musical conception, lack of musical interpretation, ineffective use of existing instrumentation, and musically-essential qualities are seldom evident.

Rating V

An ineffective, or unprepared, performance indicating major deficiencies in tone quality, intonation, balance, blend, musical expression and effective use of existing instrumentation. The fundamentals of good performance need careful attention. This rating is used sparingly, citing specific ways to improve major problems.

MARCHING BAND & PEP BAND ADMISSION INFORMATION

Only 35 pep band members, including director, will be admitted at no charge to the state playoffs, providing each member of said groups complies with the following conditions:

1. The site director is notified in advance and the group appears at the entrance designated by the site director.
2. Band members must have an instrument in possession and be accompanied by the director.
3. All performing groups (i.e., dance groups, pom poms, flag teams, drill teams, etc.) must make previous arrangements with the site director. The site director will arrange for admission either by passes, gate list, or other means.
4. Marching band members in official uniform who are scheduled to perform at half time will be admitted at the discretion of the site director and are not limited to the 35 member maximum for pep bands.
5. The CHSAA defines a pep band as a musical group from the school's music program and designed to perform before games, at time outs and halftime (sharing time with opposing school's pep band). The number of members allowed is 35, must have typical pep band instrumentation (50% wind instruments is minimum). The pep band must be under the direction of the school band director or his/her designee.
6. Marching Bands/Pep Bands are asked to observe the following:
 - i. Play only at pre-game, time-outs and intermissions during games;
 - ii. To give consideration to other bands in attendance. Every school should have the opportunity to complete a cheer and to have its band play. (A meeting of the band directors prior to the start of the contest always helps to ensure good sportsmanship).
 - iii. Do not allow band instruments, drums, etc., to be used as noise makers. No amplifiers or power packs are allowed.

SOLO & ENSEMBLE ROTATIONS

Please take note of these rotations and plan accordingly. Planning should be the responsibility of the music director, activities director, principal and perhaps the district office. The committee would support off-site locations such as community colleges, recreation centers, and other performing arts facilities in order to better accommodate your school's schedule and needs. If your school is unable to host a festival within the parameters set forth in this report, it is your school's responsibility to find a replacement. If you would like to be taken off of the rotation completely, please contact the CHSAA Music Committee.

Host schools determine dates and locations

NORTHWESTERN (Host schools determine dates)

NORTHWESTERN I (Southern)

2012	Aspen High School
2013	Coal Ridge High School (Rifle)
2014	Eagle Valley High School
2015	Rifle High School
2016	Battle Mountain High School
2017	Aspen High School
2018	Coal Ridge High School (Rifle)
2019	Eagle Valley High School
2020	Rifle High School

NORTHWESTERN II (Northern)

2012	North Park High School
2013	Soroco High School
2014	Hayden High School
2015	Rangely High School
2016	West Grand High School
2017	North Park High School
2018	Soroco High School
2019	Hayden High School
2020	Rangely High School

DENVER SUBURBAN I

2012-2020 – Lakewood High School/Creighton Middle School

DENVER SUBURBAN II

2012	Adams County S.D. #50
2013	Adams County S.D. #12
2014	Adams County S.D. #12
2015	Boulder School District
2016	Boulder School District
2017	Brighton School District
2018	Brighton School District
2019	Adams County S.D. #50
2020	Adams County S.D. #50

DENVER SUBURBAN III

2012	Aurora Public Schools
2013	Aurora Public Schools
2014	Aurora Public Schools
2015	Denver Public Schools
2016	Denver Public Schools
2017	Denver Public Schools
2018	Cherry Creek School District
2019	Cherry Creek School District
2020	Cherry Creek School District

EASTERN

2011-2020 – Limon High School

PIKES PEAKS

Elementary/Jr. High/M.S.

2012	Wasson High School
2013	Wasson High School
2014	Wasson High School
2015	Wasson High School
2016	Wasson High School
2017	Wasson High School
2018	Wasson High School
2019	Wasson High School
2020	Wasson High School

High School

2012	TBA
2013	TBA
2014	TBA
2015	TBA
2016	TBA
2017	TBA
2018	TBA
2019	TBA
2020	TBA

NORTH CENTRAL

2012 Weld County S.D. 6 (Greeley)
2013 St. Vrain School District (Longmont)
2014 Poudre School District (Fort Collins)
2015 Thompson School District (Loveland)
2016 Weld County S.D. 6 (Greeley)
2017 St. Vrain School District (Longmont)
2018 Poudre School District (Fort Collins)
2019 Thompson School District (Loveland)
2020 Weld County S.D. 6 (Greeley)
2021 St. Vrain School District (Longmont)
2022 Poudre School District (Fort Collins)
2023 Weld County S.D. 6 (Greeley)

SOUTHERN

2012 Pueblo School District #60
2013 Pueblo County (District #70)
2014 Pueblo County (District #70)
2015 Pueblo School District #60
2016 Pueblo School District #60
2017 Pueblo School District #60
2018 Pueblo School District #60
2019 Pueblo School District #60
2020 Pueblo School District #70

NORTHEASTERN

2012-2020 – Fort Morgan High School

ARKANSAS VALLEY

2012-2020 – Crowley County High School

LARGE GROUP ROTATIONS

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Host schools determine dates and locations

WESTERN REGION

Northwestern	Central
2012 Meeker High School	2012 Summit High School
2013 Moffat County High School	2013 Lake County High School
2014 Grand Valley High School	2014 Battle Mountain
2015 Glenwood Springs H.S.	2015 Middle Park High School
2016 Steamboat Springs H.S.	2016 Summit High School
2017 Meeker High School	2017 Lake County High School
2018 Moffat County High School	2018 Battle Mountain High School
2019 Grand Valley High School	2019 Middle Park High School
2020 Glenwood Springs H.S.	2020 Summit High School

NORTHERN REGION

North Central/Northern	Northeastern
2012 Poudre School District (V-Rocky Mtn; I-Ft.Collins)	2012 Sterling High School
2013 Thompson School District (Loveland)	2013 Sterling High School
2014 Weld County School District 6 (Greeley)	2014 Sterling High School
2015 St. Vrain School District (Longmont)	2015 Sterling High School
2016 Poudre School District (V-Rocky Mtn; I-Ft.Collins)	2016 Sterling High School
2017 Thompson School District (Loveland)	2017 Sterling High School
2018 Weld County School District 6 (Greeley)	2018 Sterling High School
2019 St. Vrain School District (Longmont)	2019 Sterling High School
2020 Poudre School District (V-Rocky Mtn; I-Ft.Collins)	2020 Sterling High School
2021 Thompson School District (Loveland)	2021 Sterling High School
2022 Weld County School District 6 (Greeley)	2022 Sterling High School

EASTERN REGION

2012-2020 – Limon High School

METROPOLITAN REGION

DENVER I (HS orch)	DENVER SUBURBAN II (HS band)
2012 Denver School of the Arts	2012 Douglas County School Dist.
2013 Denver School of the Arts	2013 Douglas County School Dist.
2014 Denver School of the Arts	2014 Douglas County School Dist.
2015 Denver School of the Arts	2015 Douglas County School Dist.
2016 Denver School of the Arts	2016 Douglas County School Dist.
2017 Denver School of the Arts	2017 Douglas County School Dist.
2018 Denver School of the Arts	2018 Douglas County School Dist.
2019 Denver School of the Arts	2019 Douglas County School Dist.
2020 Denver School of the Arts	2020 Douglas County School Dist.

DENVER III (vocal)

2012 Douglas County School Dist.
2013 Douglas County School Dist.
2014 Douglas County School Dist.
2015 Douglas County School Dist.
2016 Douglas County School Dist.
2017 Douglas County School Dist.
2018 Douglas County School Dist.
2019 Douglas County School Dist.
2020 Douglas County School Dist.

DENVER V (JH & HS orch)

2012 Littleton School District
2013 Cherry Creek School District
2014 Cherry Creek School District
2015 Westminster (Adams County Dist 50)
2016 Westminster (Adams County Dist 50)
2017 Littleton School District
2018 Littleton School District
2019 Cherry Creek School District
2020 Cherry Creek School District

DENVER SUBURBAN IV (JH/HS band)

2012 Englewood School District
2013 Jefferson County School District
2014 Jefferson County School District
2015 Denver Public Schools
2016 Denver Public Schools
2017 Adams County School District #12
2018 Adams County School District #12
2019 Boulder School District
2020 Boulder School District