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PURPOSE AND PHILOSOPHY

- A. **PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- B. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- C. **PURPOSE OF DISTRICT AND STATE FESTIVALS:** Evaluative state music events have several purposes, but there are two primary purposes that justify and cause them to be desirable. They are: (1) to provide opportunities to demonstrate before the public the best knowledge, skills, and musical repertoire taught through a particular activity, and (2) to evaluate the best that is taught in a school system in comparison with accepted standard of excellence. Unless these purposes are primary, district and state events cannot be completely justified.

Many of our member schools that do not enter the district festival have music programs in their schools. No pressure or influence is used by the Board of Directors to encourage these schools to enter the district festivals. This is a local matter to be determined by the local school administration. It is the opinion of the Board of Directors that when programs in these schools are sufficiently developed and there is a desire to evaluate them in comparison with other schools, these schools will enter the district and state festivals.

- D. **PURPOSE OF SIGHT READING:** The interscholastic evaluative music program, of which sight reading is an integral part, shall serve as a supplement to the secondary curricular music program. Aside from concert performance, sight reading provides additional criteria to evaluate and opportunities for students to exhibit an understanding of the basic fundamentals of music. The importance of teaching the fundamentals of music, the skills of accuracy in reading music, and overall musicality shall be reinforced by sight reading at the evaluative music festival.

- E. **PURPOSE OF GRADED MUSIC:** The prescribed, graded list of solo and small ensemble literature for the MSHSAA Evaluative Music Festival shall serve to aid Missouri music educators in finding and choosing quality literature, to expand and upgrade the literature in the Missouri Evaluative Music Festival, and to increase the musicianship and sense of the aesthetic of Missouri high school students. The list shall create the opportunity for assisting with future development of curriculum for solo and small ensembles and provide a basis for consistent and meaningful adjudication at the music festivals.

NOTE: The duration of some works included on the list may be less than the desired length. In cases when a selected solo or ensemble is less than three minutes, it may be necessary to perform an additional selection from the MSHSAA Prescribed Graded Music List to allow ample performance time for adjudication.

- F. **USING THIS MANUAL:** All music educators are urged to read the instructions in this manual carefully. Please make note of the deadline dates listed on the MSHSAA Festival Manager Program for submitting entries to your district music festival manager.

NOTE: Beginning this year, new wording has been underlined and areas of emphasis appear in bold text.

SECTION 1: ETHICS

The Missouri State High School Activities Association Evaluative Music Festivals are conducted to develop and maintain the highest possible performance standards among music students. The music festival system is designed to encourage not only exceptional musicianship, but also a respect for the arts and the discipline necessary to excel. In order for this to occur, students, directors, and all participants and observers must continually maintain the highest standards of ethical conduct, integrity, and courtesy. Directors must read and abide by the regulations contained in this manual. It is also the responsibility of the director to communicate this information to the students and expect that they will abide by these rules as well.

The learning experience that is possible through participation in music is boundless. A student, through instruction and modeling, has the potential to develop in many other ways than just musically. A music program, properly conceived, can teach philosophical ideals that will last a lifetime.

SECTION 2: ORGANIZATION OF FESTIVALS

- A. **DISTRICT FESTIVALS:** Evaluative festivals in band, orchestra and vocal music shall be organized for solos and ensembles as approved by the MSHSAA Board of Directors.

1. The state will be divided into district festival centers.
2. Each district center will hold an evaluative festival under the regulations adopted by the Board of Directors to serve as a qualifying event for solos and small ensembles of eight students or less for the state festival and as a terminating state festival for all ensembles of nine or more students.
3. A school may enter only the district festival to which it is assigned (see MSHSAA web site for assignments).
4. The district music festival shall have preference over local events in scheduling.

B. FESTIVAL MANAGEMENT

1. A festival manager will be appointed by the MSHSAA Office to assume responsibility for administering the district festival under provisions included in this manual.
2. The festival manager may appoint a committee of music directors from participating schools to assist in the planning and management of the festival.

C. CLASSIFICATION OF SCHOOLS

1. Member schools shall be classified, for a two-year period (2006-07 and 2007-08), for participation in ensemble events of more than 8 performers in the evaluative festivals on the basis of enrollment in grades 9, 10, 11, and 12 (as reported on the current annual school membership form on file in the MSHSAA Office - See February, 2006 Journal as follows:

Class 5 – 1189 & above

Class 2 – 131-249

Class 4 – 573-1188

Class 1 – 1-130

Class 3 – 250-572

NOTE: A school's classification shall be the same as that for basketball except that enrollments for all-boys and all-girls schools will not be doubled in determining the classification for music.

2. **School classification shall not be considered by adjudicators in giving ratings for solos and small ensemble performances but should be a consideration for large conducted ensembles.**
3. All schools shall participate in the evaluative festivals ONLY as class size assigned by MSHSAA. A school may NOT participate as a class size higher or lower than that assigned.

SECTION 3: SCHOOL REGULATIONS FOR INTERSCHOLASTIC MUSIC

- A. COMPETITION WITH ONLY MEMBER SCHOOLS:** No member school of this Association may compete in any interscholastic activities with any other school, or against any other team, that is not a member

of this Association or like association, or with a school that is suspended from the Association, or with a junior college team on which there are contestants above high school rank. However, a member school of this association which is a special education school organized and administered exclusively for the handicapped may compete with a team representing any nonmember school or institution by securing permission from the Board of Directors. **(By-Law 101)**

- B. ACTIVITIES INCLUDED:** Music activities as used in this Section shall include those interscholastic music activities that are outgrowths of the member schools' regular music programs and included in the festival manual. The term "evaluative festival" shall mean that the performance of an individual and/or group shall be rated according to achievement standards. **(By-Law 401)**
- C. RULES INTERPRETATION MEETINGS:** Each school shall be responsible for requiring its music directors (instrumental, vocal, and orchestral) to attend an MSHSAA rules meeting sponsored by the Board of Directors every other year. When a music director does not attend, the school administration shall give reason in writing to the MSHSAA office for the director being unable to attend. **(By-Law 430)**
- D. MUSIC EVENT SANCTION REGULATIONS:** Any interscholastic competitive/evaluative music event or other interscholastic competitive/evaluative function involving music abilities in which member school music organizations or individual students participate during the school year (from the opening day of classes to the official closing day at the end of the academic year) shall meet the following standards:
- a. **Only** symbolic awards and a **merchandise award with a manufacturer's suggested retail value not to exceed \$25.00** are permitted. No cash awards shall be offered (See By-Law 231.2a & c for definition of allowable awards.) **Editor's Note:** *This standard does not prohibit a school from accepting expenses for actual transportation, meals for students and other similar expenses.*
 - b. Any music event which involves students from more than one school sponsored by a non-school organization or a college or university shall have the approval of the Board of Directors and any interstate event shall have the approval of the Board of Directors and the state associations of all states invited. Application for approval shall be submitted no later than 30 days prior to the first event. An interschool music event sponsored by a member school shall have the approval of the high school administrator and, for interstate events approval of the MSHSAA Board of Directors.
 - c. Events involving music organizations or individual music students from more than two schools approved for commercial or promotional purposes and which cause a loss of class time shall not be approved for schools outside their respective local communities.
 - d. This section shall not be interpreted to prohibit a local board of

- education from adopting any higher standards than it considers appropriate for its school community.
- e. A school that violates any of these standards shall be suspended from participation in any interscholastic music activity for a period not to exceed 365 days. It shall further be considered a violation for member schools to participate in an interscholastic music event with a member school so suspended. (By-Law 450)

SECTION 4: ELIGIBILITY STANDARDS FOR INTERSCHOLASTIC MUSIC

- A. **STUDENT ELIGIBILITY**: Any student who represents his/her school in interscholastic competitive and/or evaluative music activities shall be enrolled as an undergraduate student of the school and shall meet the standards of eligibility which are included in MSHSAA By-Laws 210-219, 250 and 400 of the MSHSAA Official Handbook.
- B. **STUDENT ELIGIBILITY REQUIREMENTS FOR MUSIC**
 - 1. Any student who represents his/her school in interscholastic competitive and/or evaluative music activities shall meet the standards contained in this section in addition to those in By-Laws 210-219. **(By-Law 250.1)**
 - 2. **Eligibility for Ensemble and Solo Events**
 - a. Students enrolled in grades seven through twelve are eligible for participation in ensemble events, provided they are enrolled in a member junior or senior high school. If the junior high school in which they are enrolled is not a member of the MSHSAA, they shall not be eligible to represent the senior high school in district, state, or invitational music festivals, contests, or clinics. Students enrolled below the seventh grade are not eligible for interscholastic activities.
NOTE: Ensembles must be senior high school groups, but, if necessary, junior high students could be used to augment the high school group provided the junior high school is an MSHSAA member school.
 - b. A soloist must be a member of a school music performing organization except in the case of any instrument listed under those accepted for solos in the MSHSAA Evaluative Music Festival Manual that is not represented in the school's musical organizations, such student may be entered when certified by the school administration. **(By-Law 251.0)**
NOTE: A piano soloist must be a member of a school performing group. (See Section 6-E-1-a)
 - 3. **Certification on the MSHSAA Online Membership System**:
 - a. Each student, prior to participating in an interscholastic contest, must be certified as eligible through the MSHSAA Online

Membership System by an administrator of the junior or senior high school the student attends. Changes in eligibility at the beginning of second semester shall be made on the system by an administrator.

- b. New additions shall be certified as eligible as described above prior to allowing the student to participate in an interscholastic contest.
- c. If a participant is omitted from the eligibility certification process in error and is certified in writing by the principal to have been eligible at the time of the participation, the Board of Directors shall have discretionary authority to determine whether a penalty is appropriate and the nature and duration of such penalty. The principal shall submit a report to the executive director explaining the circumstances of the omission error. (By-Law 254.1)

SECTION 5 : TERMS AND CONDITIONS

- A. **DISTRICT AND STATE FESTIVALS:** The state music festival shall consist of only those solos and small ensemble entries of not more than eight students qualified at an MSHSAA District Music Festival: however, there shall be a terminating state festival held in each district for large choral and instrumental ensembles. The Board of Directors shall have the authority to determine the music festival centers and the schools to be assigned to these festivals.
 - a. There shall be an upgrading of adjudicating at both the district and state levels. **(By-Law 440.0)**

- B. **ENTRY REGULATIONS FOR DISTRICT AND STATE FESTIVALS:** Only those schools that meet the requirements of this Article and pay the necessary fees are eligible for district and state evaluative festivals. Only those schools qualifying at a district festival shall be eligible to enter students in the state festival.
 - a. Individual schools shall carefully screen entries for the district festivals.
 - b. No school may participate in more than one district festival, which shall be the festival held at the center set for its district, to qualify for the state festival.
 - c. No school which received the highest division rating in a district shall be compelled to enter the state festival.
 - d. Only soloists and small ensembles earning a highest rating in one of the district evaluative festivals may be entered in the state evaluative festival.
 - e. All entries must be certified by the principal or superintendent of the school they represent. **Entries submitted by a private teacher will not be accepted. (By-Law 441.0)**

- C. **ADJUDICATORS:** The Board of Directors shall approve judges for the district and state festivals. The judges shall be selected from the MSHSAA approved list and reported to the Executive Director as soon as contracted. The Board of Directors, by its own action or upon the recommendation of the Music Advisory Committee, may remove any judge's name from the approved list for what it may consider "just cause." (By-Law 444.0)

SECTION 6 : ENTRY PROCEDURE

- A. **ENTRIES:** Entries for district festivals shall be submitted online through the MSHSAA Festival Manager Program.
1. Entries must be submitted to the district festival manager by the specified entry deadline. Instructions on how to submit entries will be emailed to all music directors registered with the MSHSAA Festival Manager Program. Once entries have been submitted to the festival manager, an invoice of each entry form shall be printed (solo, small ensemble and large group). The invoice serves as a verification of entries; and it will be used to begin the payment process. A copy of each invoice (solo, small ensemble and large group) must be submitted via mail with payment directly to the MSHSAA Office, P.O. Box 1328, Columbia, MO 65205-1328.
 2. Events that qualify for state (solos and ensembles of 3 to 8 performers that receive a I rating) may be entered in the state music festival.
 3. Anyone attending the district music festival who requires auxiliary aids or services should request such services by contacting the festival manager no later than 48 hours prior to the festival.
 4. **Entries submitted by private teachers will not be accepted.** In addition, a school faculty member or school administrator from each participating school must accompany participants at the district music festivals. Entries that participate in the district music festival without a faculty member or administrator in attendance at the festival shall be disqualified. (See Section 3-C)
 5. Entries shall be limited to those solos and ensembles listed under Section 7 of this manual.
 6. All schools entering students in the music festivals must meet the requirements as set forth in the MSHSAA By-Laws for Music Activities.
 7. All selections for solos and small ensembles must be published works and must appear on the MSHSAA Prescribed Graded Music List. Vocal entries shall include at least one selection from the MSHSAA Prescribed Graded Music List with the second selection to be at the discretion of the performer(s) and does not necessarily need to come from the list. All vocal selections must be published works.

- B. **POLICY FOR SUBMISSION OF MUSIC ENTRIES:**
The MSHSAA makes every effort to publish errorless schedules/programs for district and state music festivals. Since all participants names are submitted electronically by the music directors from each school, it is essential that our festival managers receive correctly spelled names, in the proper format.
Beginning in 2005-06, the MSHSAA Board of Directors has approved a \$25.00 penalty be assessed to any school that submits participant names, in all caps or lower case lettering.
- C. **LATE SUBMISSION OF SCHOOL ENTRY FORMS:** If the school has completely missed the entry deadline, and has not yet submitted any online entries, and the scheduling of performances has not yet been completed by the manager, the manager may accept the school's entries if the school agrees to pay a penalty by doubling the entry fee up to a maximum of \$50.00. **The MSHSAA office must be notified before any late entries may be accepted. After the manager has completed the scheduling of events, no late entries shall be accepted.**
- D. **ENTRY CHANGES AND ADDITIONS TO PREVIOUSLY SUBMITTED ENTRY FORMS:** Entry changes and additions to previously submitted computer entries can be made prior to the stated district entry deadline. Once the district entry deadline has passed, entries not included on the previously submitted entries **shall not** be accepted. It is strongly suggested that a listing of events be printed and posted **prior** to submission so that students can confirm their event is listed.
1. After the district entry deadline date has passed, changes to previously submitted entries shall be permitted as follows:
 - a. Selection changes for entries (manager must be notified in writing by mail, e-mail or fax).
 - b. Cancellations (manager must be notified in writing by mail, e-mail or fax).
 - c. Substitution of participant(s) in small ensembles (see Section 6-D-3). (Manager must be notified in writing by mail, e-mail or fax.)
 2. After the district entry deadline date has passed, changes to previously submitted computer entries shall **NOT** be permitted as follows:
 - a. Adding entries. Entries not listed on the previously submitted computer entries, cannot be accepted after the entry deadline.
 - b. Substituting an entry for a cancelled entry.
 - c. Verbal notification of substitution in a small ensemble (see Section 6-D-3).
 - d. Verbal notification of selection changes.
 - e. Verbal notification of cancelled entries.
 3. A substitution may be made in an ensemble at the district festival for participants who are ill or are unable to perform on the date of

the festival provided a written statement of verification is signed by the school director and is provided to the festival manager prior to the performance. Confirmation of eligibility of the substitution must be submitted following the festival signed by the school principal. The substitute must adhere to the limitations on entries as listed in Section 6-E. If a substitution is made at the district level and the entry qualifies for the state festival, the entry would be required to perform at the state festival with the students that performed at district unless an emergency substitution is needed at state (See 11-D-4).

4. **District schedules may not be altered without consent of the festival manager.** Penalty for the violation shall be disqualification of the entry/entries involved.

E. **LIMITATIONS ON ENTRIES:**

1. Only those students who meet the eligibility standards referred to in Section 4-A of this manual may participate in the district and state music festivals.
 - a. A soloist must be a member of a school music performing organization except in the case of any solo event listed in Sections 7-B or 7-C that is not represented in the school's musical organizations.

NOTE: For a piano soloist to be eligible to participate, he/she must be a member of or an accompanist for an additional high school performing group or soloist.
 - b. No student enrolled in any grade below the ninth may participate in solo events.
 - c. Junior high schools are not eligible to submit entries in district or state music festivals; however, students of grades 7 and 8 enrolled in a member junior high school of the same school system may participate in the senior high school band, orchestra, chorus, and ensembles without their eligibility being affected when they reach senior high school. **(Students enrolled in a non-member junior high school are not eligible to perform with high school ensembles.)** The adjudicator shall report to the festival manager any instance in which he/she thinks this section is being violated.
2. A student may enter only one vocal solo event and may enter only one instrumental solo in any event listed in Section 7 or with the same type instrument. (i.e. He/she shall not play a flute and piccolo solo, etc., a marimba solo and a vibraphone solo, etc.; nor shall he/she play a B flat clarinet solo and an alto clarinet solo etc. A clarinet solo and a saxophone solo, etc., would be permissible. A violin solo and a viola solo would not be allowed but a violin and cello/bass solo would be allowed.)
3. An individual student shall enter no more than two small vocal ensembles and no more than two instrumental small ensembles, and no student shall enter two identical ensembles (i.e. ensembles with

the same instrumentation or voicing). It is permissible for a student to enter, for example, a girls sextet and a girls trio provided the student sings a different part (soprano, second soprano, or alto) in both ensembles but could not sing in two girls sextets regardless of the part performed. A student may enter two percussion ensembles, provided he/she plays a different instrument in both ensembles. A student may enter two string quartets provided one is a mixed string quartet (2 violins, 1 viola and 1 cello) and the other is all like instruments. A student may also perform in two miscellaneous ensembles provided he/she plays a different instrument or sings a different part.

4. Small Ensembles must perform using the instrumentation indicated on the score. For example, a woodwind quintet could not substitute a bass clarinet for the bassoon part unless that option is indicated in the score. Failure to comply will result in the lowering of the rating by 1 rank.
5. A senior high school may enter conducted ensemble of each type listed: Men's Choir, Chamber Choir, Women's Choir, Mixed Choir, Band, Orchestra, String Orchestra, Brass Choir, and Woodwind Choir. (Refer to 7-B, 7-C for specific regulations.)
 - a. Second band, choir and second orchestra entries will be permitted. See Section 7-B-1 for specific regulations for second choir entries and Section 7-C-2 and 7-C-3 for specific regulations for second band and orchestra entries.
 - b. Women's Choir and Men's Choir may not include performers of the opposite sex i.e. Women's Choir may not include boys and Men's Choir may not include girls. Likewise, a small ensemble written for one sex may not include performers of the opposite sex (i.e. a girls sextet may not include boys and a boys quartet may not include girls).
6. The maximum number of solos and small ensembles a school may enter from the events listed under Section 7 shall not exceed the following:

<u>Category</u>	<u>Class:</u>				
	1	2	3	4	5
*Wind/Percussion Solos	20	30	40	50	60
String Solo Entries	5	8	10	13	15
Piano Solo Entries	5	8	10	13	15
Small Instrumental Ensembles	20	30	40	50	50
Small Vocal Ensembles	7	9	14	22	27
Vocal Solos	12	15	22	29	36

NOTE: Individual students are limited by provisions in items 2 and 3 above.

*This category could also include piano and string solo entries - for example a Class 5 school could enter 50 (60 minus 10) wind/percussion solos, 20 (15 plus 5) string solo entries and 20 (15 plus 5) piano solos.

A. class 5 school could **not** enter 70 wind/percussion solos (60 plus 10), 10 string solos (15 minus 5) and 10 piano solos (15 minus 5).

F. **ENTRY FEES**

1. Entry fees for the district and state festivals shall be as follows:
 - a. All large and small conducted ensembles; all classes—\$55.00
 - b. Solos and Small Ensembles - \$9.00
2. There will be no refunds of entry fees for any cancellations which are reported after the entry deadline.
3. A copy of each invoice must be submitted via mail with payment directly to the MSHSAA office.
Checks for entry fees shall be made payable to the MSHSAA.

SECTION 7: EVENTS

A. A school may enter only the events listed in this section.

1. Local managers shall not accept for appearance or for adjudication any solo or ensemble not found or provided for in the list of approved events. **NOTE:** All solos and small ensembles shall be required to perform selections from the MSHSAA Prescribed Graded Music List. Vocal entries need only perform one (1) selection from the list with the second selection left to the performer(s) discretion.
2. No ensemble of more than eight performers at the district festival shall be eligible to qualify for the state festival.
3. A group which fails to perform with the designated number of participants as required for the ensemble will result in the ensemble being disqualified from receiving a rating.

B. **VOCAL EVENTS**

1. **LARGE VOCAL ENSEMBLE EVENTS**-Each large vocal ensemble may be conducted and, except in emergency situations, the director must be the person who regularly teaches that ensemble. Sight reading is required for each group. For the first reading of the sight reading music the choir or chorus may sing syllables or numbers, but must sing the text the second time. Judging will occur for both readings. Vocal sight reading must be completed in two readings and within the performance time allotted. Failure to meet these requirements shall result in the ensemble rating to be lowered one rank.

<u>Event No.</u>	<u>Event</u>
1	Womens Choir (sight reading will be SSA)
2	Mens Choir (sight reading will be TBB)
3	Mixed Choir Class 1, 2, and 3 (Mixed choirs may

perform either SAB or SATB music. During sight reading, the director of a chorus which used SAB music will sight read an SAB arrangement of the Class 1, 2, and 3 SATB sight reading selection.

2. **A MAXIMUM OF 4 CONDUCTED CHORAL EVENTS**-A maximum of four conducted choral ensemble entries per school may be entered at the state large group festival with no more than two entries per category (mixed, men's, and women's). In second choir entries, there may be no duplication of personnel and sight reading will be one level lower (i.e. Class 5 second choirs would read Class 1, 2, 3 selections). To enter a chamber choir, the school must have entered a corresponding large choir of the same voicing. Please refer to Section 7-B-5 for additional information regarding chamber choirs. The entry fee for second choirs shall be the same as for the first choir.
3. **SMALL VOCAL ENSEMBLE EVENTS**-See Sections 6-E-3 and 6-E-6.

<u>Event No.</u>	<u>Event</u>
88	Girls Trio
89	Girls Quartet
90	Girls Sextet
91	Girls Double Quartet
92	Boys Quartet
93	Boys Double Quartet
94	Mixed Quartet
95	Mixed Double Quartet
96 *	Miscellaneous Vocal Ensemble (Shall have a minimum of three and a maximum of nine performers; accompanied duet not acceptable; shall not be identical to any ensemble listed herein; music having at least three parts must be performed.)
97	Madrigal (Mixed group of voices of not more than eight singers, selections performed must be madrigal music.)

***NOTE:** Only ensembles of eight or fewer performers at the district shall be eligible to qualify for the state festival.

4. **VOCAL SOLO EVENTS**-See Sections 6-E-2 and 6-E-6.

<u>Event No.</u>	<u>Event</u>
47	Girls Vocal
48	Boys Vocal

5. **CHAMBER CHOIR**

<u>Event No.</u>	<u>Event</u>
4	Chamber Choir

- a. Chamber choir shall include at least nine but not more than thirty members.
- b. Only two entries permitted per school and sight reading is not required. Three judges shall judge chamber choirs.
- c. This entry may be used only if members are from a similar-voiced larger ensemble (i.e. If chamber choir is mixed voices, the school must have entered a mixed chorus; if chamber choir is of like voices, the school must have entered a corresponding choir of like voices.)
- d. Adequate performance time is considered to be four minutes. A penalty of "one rating lower" shall be imposed for a performance that is less than four minutes.

C. **INSTRUMENTAL EVENTS**

1. **LARGE ENSEMBLE EVENTS**-only one entry permitted per school in each event, except, where practical, (as decided by the festival manager) a second band may be entered (see Section 6-E-5-a and Section 7-C-2 and 7-C-3). Each large ensemble may be conducted, and, except in emergency situations, the director must be the person who regularly teaches that ensemble. Sight reading is required. Instrumental sight reading must be completed in one reading and within the performance time allotted. Failure to meet the requirements shall result in the ensembles rating to be lowered one rank.

<u>Event No.</u>	<u>Event</u>
5	Band
6	Band 2
7	Orchestra (Full orchestra or string orchestra)
8	Orchestra 2
9	String Orchestra (<u>This entry may be used only if members are from a full orchestra (with winds and percussion.)</u>)

NOTE: If a school enters a string orchestra only and is not also represented by a full orchestra, the string orchestra must be entered as Event No. 7, Orchestra and pay the \$55.00 fee. In this case, three judges will be used and a time limit of 25 minutes will be observed. All entries (string orchestras and full orchestras) in this event are required to sight read with the instrumentation used in performance.

If a school enters both a full orchestra and a string orchestra, which has duplication of personnel, the string orchestra must be entered

as Event Number 9, String Orchestra and pay the \$55.00 fee. In this case, three judges will be used, a time limit of 12 minutes will be observed, and no sight reading will be required. If a school enters a full orchestra and a string orchestra that has no duplication of personnel, both entries shall be event #7, have 3 judges; require sight reading and pay the \$55.00 fee.

2. **REGULATIONS FOR SECOND BANDS** - Second band entries will be permitted at select district sites as facilities and schedules will permit. Listed below are the "Regulations for Second Bands."
 - a. Only students enrolled in grades 9 through 12 are eligible to be participants of a school's second band.
 - b. Required sight reading material shall be one classification lower than the school's actual classification. (Class 1 schools must read Class 1 literature.)
 - c. No individual student may play from the same instrument family in both bands.
Exception—Percussion: For percussion if the student plays the snare drum in the first band the student may not play snare drum in the second band but could play other instruments in the percussion family.
3. **REGULATIONS FOR SECOND ORCHESTRAS** - Second orchestras will be permitted at select district sites as facilities will permit. Listed below are the "Regulations for Second Orchestras."

- a. Only students enrolled in grades 9 through 12 are eligible to be participants of a school's second orchestra.
- b. Required sight reading material shall be the same as the material for the second orchestra entry.
- c. No individual student may play the same instrument in both orchestras. For example if the student plays the violin in the first orchestra the student may not play the violin or viola in the second orchestra. However, the student may play the cello or string bass. **Exception—Percussion:** For percussion if the student plays the snare drum in the first orchestra the student may not play snare drum in the second orchestra but could play other instruments in the percussion family.

NOTE: A second orchestra must be of the same entry type as the first orchestra (i.e. two string orchestras or two full orchestras). If one entry is a full orchestra and the other is a string orchestra, the provisions in Section 7-C-1-Note would apply. If a school enters two full orchestras as Event No. 7 and 8, a string orchestra (Event No. 9) could also be entered provided all provisions included in the regulations for second orchestras are followed.

Two entry options--

Event 7

Orchestra

Event 8

Orchestra 2

No duplication of personnel playing the same instrument is allowed. Both groups must complete sight reading.

Event 7

Orchestra

Event 8

Orchestra 2 (all strings)

No duplication of personnel playing the same instrument is allowed. Both groups must complete sight reading.

Event 7

Orchestra

Event 9

String Orchestra

Duplication of personnel playing the same instrument is allowed. Full orchestra must complete sight reading.

Three entry options--

Event 7

Orchestra

Event 8

Orchestra 2

Event 9

String Orchestra

No duplication of personnel playing the same instrument in the two full orchestras is allowed. First two entries must complete sight reading.

Event 7

Orchestra

Event 8

Orchestra 2
(all strings)

Event 9

String Orchestra

No duplication of personnel playing the same instrument in first two entries is allowed. First two entries must complete sight reading

4. **SMALL CONDUCTED ENSEMBLE EVENTS**-Nine or more diversified instruments. Only one entry permitted per school in each event. Three judges shall be used, with no sight reading required. Ensemble may include timpani. Adequate total performance time for small conducted ensembles is considered to be 4 minutes. A penalty of "one rating lower" shall be imposed for small conducted ensemble entries that perform less than 4 minutes.

Event No. **Event**

- | | |
|----|--|
| 9 | String Orchestra (To be entered only if also entering a full orchestra as Event Number 7.) |
| 10 | Woodwind Choir (Can be a clarinet choir or flute choir as these groups would include diversified instruments.) Cannot enter unless also entering a band. |

- 11 Brass Choir – Cannot enter unless also entering a band.

NOTE: If a school enters a string orchestra only and is not also represented by a full orchestra, the string orchestra must be entered as Event No. 7, Orchestra and pay the \$55.00 fee. In this case, three judges shall be used and a time limit of 25 minutes will be observed. All entries (string orchestras and full orchestras) in this event are required to sight read with the instrumentation used in performance.

If a school enters both a full orchestra and a string orchestra, which has duplication of personnel, the string orchestra must be entered as Event Number 9, String Orchestra. In this case, three judges will still be used, a time limit of 12 minutes will be observed, and no sight reading will be required. If a school enters a full orchestra and a string orchestra that has no duplication of personnel, one entry shall be Event #7 and the other shall be Event #8. Both shall have 3 judges, require sight reading, and pay the \$55.00 fee.

5. **SMALL ENSEMBLE EVENTS**-Three to eight performers-See Section 6-E-3, 6-E-4, and 6-E-6.

a. **BRASS ENSEMBLES**

<u>Event No.</u>	<u>Event</u>
63	Trumpet Trio
64	Trumpet Quartet
65	French Horn Trio
66	French Horn Quartet
67	Trombone Trio
68	Trombone Quartet
69	Mixed Brass Quartet
70	Mixed Brass Quintet
71	Mixed Brass Sextet
72	Miscellaneous Brass Ensemble: Miscellaneous ensembles are limited to musical instruments included in the list of allowable solos. (Each ensemble shall include at least three, but not more than eight performers and shall not be identical to any ensemble listed above.) An accompanied duet is <u>not</u> acceptable.

b. **WOODWIND ENSEMBLES**

<u>Event No.</u>	<u>Event</u>
50	Flute Trio
51	Flute Quartet
52	Clarinet Trio
53	B Flat Clarinet Quartet
54	Mixed Clarinet Quartet

- 55 Saxophone Trio
- 56 Saxophone Quartet
- 57 Mixed Woodwind Trio
- 58 Mixed Woodwind Quartet
- 59 Mixed Woodwind Quintet
- 60 Miscellaneous Woodwind Ensemble: Miscellaneous ensembles are limited to musical instruments included in the list of allowable solos. (Each ensemble shall include at least three, but not more than eight performers and shall not be identical to any ensemble listed above.) An accompanied duet is not acceptable.

c. **STRING ENSEMBLES**

<u>Event No.</u>	<u>Event</u>
77	Cello Quartet
78	String Duet (any combination violin, viola, cello, bass)
79	String Trio (any combination violin, viola, cello, bass)
80	String Quartet (any combination violin, viola, cello, bass)
81	String Quintet (any combination violin, viola, cello, bass and/or piano)
82	String Sextet (any combination violin, viola, cello, bass and/or piano)
83	Piano Trio (any combination of violin, cello, piano)
84	Piano Quartet (violin, viola, cello, piano)

d. **PERCUSSION ENSEMBLE**

<u>Event No.</u>	<u>Event</u>
72	Percussion Ensemble (any combination of percussion instruments, see Section 6-E-3 and 6-E-4.) Shall include at least three, but not more than eight performers. Duets are not considered an ensemble. <ol style="list-style-type: none"> 1) Small percussion ensembles, performing advanced literature, may be conducted. In order to be allowed to be conducted, they shall use only Grade Level A music as listed on the MSHSAA Prescribed Graded Music List. 2) Percussion ensembles may only perform works from the percussion ensemble section of the MSHSAA Prescribed, Graded Music List.

6. **SOLO EVENTS**-See Sections 6-E-2 and 6-E-6.

a. **BRASS SOLOS**

<u>Event No.</u>	<u>Event</u>
29	Cornet/Trumpet
30	French Horn
31	Trombone
32	Baritone
33	Tuba

b. **WOODWIND SOLOS**

<u>Event No.</u>	<u>Event</u>
14	Piccolo
15	Flute
16	Oboe
17	English Horn
18	E Flat Clarinet
19	B Flat Clarinet
20	Alto Clarinet
21	Bass Clarinet
22	Contra Bass Clarinet/Contra Alto Clarinet
23	Bassoon
24	Soprano Saxophone
25	Alto Saxophone
26	Tenor Saxophone
27	Baritone Saxophone

c. **STRING SOLOS**

<u>Event No.</u>	<u>Event</u>
41	Violin
42	Viola
43	Cello
44	String Bass
45	Harp

d. **PERCUSSION SOLOS**

<u>Event No.</u>	<u>Event</u>
35	Keyboard Mallet (Marimba, Xylophone, Vibraphone, Bells)
36	Snare Drum
37	Multiple Percussion (Drum set solos not accepted)
38	Timpani

e. **PIANO SOLOS**

<u>Event No.</u>	<u>Event</u>
40	Piano

SECTION 8: EVENT REGULATIONS

A. SELECTIONS

1. Solo and ensemble selections must meet the prescribed criteria listed in this section.
 - a. All selections for solos and small ensembles must be published works and must appear on the MSHSAA Prescribed Graded Music List. Vocal entries shall include at least one selection from the graded music list with the second selection to be at the discretion of the performer(s) and does not necessarily need to come from the list. (See Section 7-A-1)
 - b. Small ensembles must perform using the instrumentation indicated on the score. For example, a woodwind quintet could not substitute a bass clarinet for the bassoon part unless that option is indicated in the score. Percussion ensembles must perform using the specified instruments. No substitution of instruments will be allowed.

NOTE: The duration of some works included on the list may be less than the desired length. In cases when a selected solo or ensemble is less than three minutes, it may be necessary to perform an additional selection from the MSHSAA Prescribed Graded Music List to allow ample performance time for adjudication.

2. **Repetition:**
 - a. **Solo Events:** A soloist shall not replay a selection he/she has used at any evaluative festival in any previous year. A selection shall be defined as an entire work from which an excerpt may be performed. For example, a student may not perform movements 1 and 3 of a work one year and movements 2 and 4 in another year.
 - b. **Ensemble Events:**
 - 1) An ensemble (large or small) may not sing or play a selection that was used as an evaluative festival selection from the same school in the previous year if an individual student, or students, performed in that ensemble.
 - 2) A school shall not perform music for small ensembles which is also being used by a large ensemble or another small ensemble of the same voicing (SSA, SATB, etc.) or instrumentation in the same festival. (Selections in a different key are considered to be the same selection.) Thus, multiple small ensembles of the same instrumentation/voicing (SSA, SATB, clarinet trio, etc.) shall not perform the same selection in the same school year.
3. A small ensemble shall not perform a selection which is also being used by a large ensemble from the same school in the same festi-

val.

- a. It is recommended that the same selection by an individual school's solo entries shall not be performed by more than 2 entries in Classes 1 and 2 and not more than 3 times in Classes 3, 4 and 5.

4. **VOCAL ENTRIES:**

- a. All vocal soloists and small ensembles will be required to perform at least two published selections of contrasting style. One selection shall be a selection chosen from the MSHSAA Prescribed Graded Music List and the second selection shall be at the discretion of the performer(s).

- b. Any work that appears on the Prescribed Graded Music List meets accepted criteria for performances at MSHSAA Evaluative Festivals. When using multi movement works, however, the soloist or small ensemble must perform an adequate amount to maintain the integrity of the composition and allow the adjudicator ample time to analyze and critique the performance. Adequate total performance time for any solo and small ensemble is considered to be three to four minutes. A penalty of "one rating lower" shall be imposed for solo/small ensemble entries that perform less than three minutes.

NOTE: The duration of some works included on the list may be less than the desired length. In cases when a selected solo or ensemble is less than three minutes, it may be necessary to perform an additional selection from the MSHSAA Prescribed Graded Music List to allow ample performance time for adjudication.

- c. Number of parts required: Trios, sextets, and Women's Choirs - SSA; Quartets and double quartets, SATB, TTBB or SSAA; Men's Choir - TTB, TBB, or TTBB; Chamber Choirs and Mixed Choruses - SAB or SATB; Madrigals - SATB. These are minimum parts restrictions. Works with more parts divisions would be allowed.

For vocal ensembles, all vocal parts must be performed, except at cadence points, where additional chord tones could be omitted as necessary, while maintaining the integrity of the selection. Thus a vocal quartet could not perform a work for SSATB, but could perform a work for SATB with additional chord tones at cadence points.

- d. Maximum scheduled time for all solos and small ensembles shall be 7 minutes.
- e. Each large conducted choral ensemble shall prepare and perform selection as follows (approximately 4 minutes minimum):
 - 1) At least two numbers of contrasting style; or
 - 2) A multi-movement work containing movements of contrasting style; or
 - 3) A single work of longer duration (approximately four minutes minimum) consisting of segments of contrasting style.

5. **INSTRUMENTAL ENTRIES:**

- a. Instrumental soloists and small instrumental ensembles will be required to perform one composition selected from the MSHSAA Prescribed Graded Music List.
- b. Any work that appears on the Prescribed Graded Music List meets accepted criteria for performances at MSHSAA Evaluative Festivals. **The duration of some works included on the list may be less than the desired length. In cases when a selected solo or ensemble is less than three minutes, it may be necessary to perform an additional selection from the MSHSAA Prescribed Graded Music List to allow ample performance time for adjudication.**
 When using multi movement works, if the soloist chooses to perform selected movement(s), an adequate amount must be performed to maintain the integrity of the composition and allow the adjudicator ample time to analyze and critique the performance. Likewise, a small ensemble must perform an adequate amount to maintain the integrity of the composition and allow the adjudicator ample time to analyze and critique the performance. Adequate performance time for any solo and small ensemble is considered to be three minutes. A penalty of "one rating lower" shall be imposed for a solo or small ensemble entry that performs less than 3 minutes.
- c. Maximum scheduled time for solos and small ensembles shall be 7 minutes. This includes tuning and preparing to perform as well as actual performance. Time shall be called and the performance stopped at the end of 7 minutes. **(Exception:** Because of problems with equipment, set-up, etc. percussion ensembles will be allowed a maximum scheduled time of 9 minutes.)
- d. Instrumental selections which are longer than the allotted time may be cut, but when such cuts are made they should be done in such a manner as to preserve the integrity of the selection.
- e. Each band and orchestra shall prepare and perform selections as follows (approximately 7 minutes minimum):
 - 1) At least two numbers of contrasting style; or
 - 2) A multi-movement work containing movements of contrasting style; or
 - 3) A single work of longer duration (approximately 7 minutes minimum) consisting of segments of contrasting style.
6. Duplicated copyrighted music and music scores shall not be used without written permission from the music publisher. Music scores that are downloaded from the Internet or CD copied music must include written documentation indicating that all copyright laws have been satisfied for use at the MSHSAA District and/or State Music Festivals. A copy of this statement shall be provided to the adjudicator and festival manager prior to the scheduled performance time.

- B. **SCHEDULE:** The order of performances shall be established by the local festival manager.
1. A program and time schedule for the festival shall be prepared and distributed to participating schools prior to the date of the festival. All performances are open to the public except sight reading. Requests by any party to clear the performance room can not be honored.
 2. District events shall have preference over local events. Managers shall not be requested to schedule performances around local events scheduled on the same date.
- C. **TIME LIMITS:** Band and choral directors are to note that these times will be enforced and shall arrange their numbers accordingly.
1. Maximum scheduled time for solos and small ensembles shall be 7 minutes. This includes tuning and preparing to perform as well as the actual performance. Time shall be called and the performance stopped at the end of seven minutes. (Exception: Because of problems with equipment set-up, etc., percussion ensembles will be allowed a maximum scheduled time of 9 minutes.) Performances should be a minimum of 3 minutes. A penalty of "one rating lower" shall be imposed for solo/small ensemble entries that perform less than three minutes. (See Section 8-A-4-b and Section 8-A-5-b.)
 2. For mixed choirs, men's choirs and women's choirs of all classes maximum scheduled time shall be 12 minutes to include setting up and clearing stage but not including sight reading time.
 3. For band and orchestra the maximum scheduled time for Class 1 and 2 is 20 minutes and for Class 3, 4, and 5 is 25 minutes. This time will include setting up and clearing the stage but not include time for sight reading.
 4. Small conducted ensembles, with the exception of conducted percussion ensembles, shall be given a maximum scheduled time of 12 minutes including setting up and clearing the stage.
 5. Managers shall instruct the room chairperson to time events and time should be called when the maximum time allowed for the performance has elapsed. There is no penalty for performances that go longer than 7 minutes.
- D. **ACCOMPANIMENT**
1. It is strongly recommended that students be used as accompanists in all events for which accompaniment is provided. However, non-students, including directors, may serve as accompanist for any of the festival events.
 2. An individual may be entered as an accompanist for no more than 20 entries per day at the district and/or state music festivals.
NOTE: Large ensembles and small conducted ensembles count as one entry even though they take longer to perform.
 3. When a selection includes an accompaniment, the accompaniment

shall be required and must be performed as indicated on the score.

Exception:

- 1) If the accompaniment is written for instruments other than piano (e.g. string orchestra, string quartet, woodwind quintet, organ, etc.) a piano reduction could be used instead of the original accompaniment if one is provided by the publisher or if written permission is given by the publisher to create one.
- 2) For small and large choral ensembles any second or subsequent accompaniment instruments, may be considered optional as long as the piano accompaniment is used, even if the selection does not list the accompaniment other than piano as optional.

NOTE: A tape recording of accompaniment may not be used, however, if a score calls for computerized programmed accompaniment performed on a synthesizer, it would be allowed, provided the time limit is observed in setting up and taking down equipment.

At sites where it is feasible, "Vivace/Smart Music" accompaniments will be allowed for solo performances with specific details to be worked out by the district festival manager. It is strongly suggested that schools bring their own equipment to be used at the festivals in the interest of familiarity with the equipment. The "Vivace/Smart Music" unit must be set on the interactive mode for all performances and the intelligent accompaniment must follow the performer. It must be used as piano accompaniment only and is not to be used in orchestral or any other accompaniment modes.

4. When an unaccompanied selection is to be performed, an accompaniment shall not be used.
 5. An accompanist should only appear on the entry form in events where an accompanist will actually be used. (**NOTE:** Do not list an accompanist for unaccompanied selections.)
 6. Directors may not perform with their groups except as accompanists.
- E. **POSTING OF RATINGS:** Ratings shall be posted in a central location as the festival progresses.
1. Managers are requested to post ratings as soon as possible following performances.
 2. Adjudication Forms should be picked up by the music director on the day of the festival.
- F. **SIGNAGE:** Managers shall post signs at each performance center stating cell phones, and other electronic devices, must be turned off before entering a performance center.
- G. **SCORES:** Each soloist must supply the judge with one original copy of the selection with each measure numbered.

1. For vocal solos, the score supplied to the adjudicator must be the same as the soloist/accompanist's copy (same arrangement, etc.) however it is not a requirement that it be in the same key. The score must also be written for solo voice.
2. For instrumental solos, soloists must supply the adjudicator with an original copy of the soloist's part, not the piano score or smart music, if one is published. See note in 8-G-3 below if score is not published.
3. For small ensemble entries, the adjudicator must be supplied an original score of the work with each measure numbered. **NOTE:** If no score of the work selected is published, contact the publisher to request permission to make a score of the work showing all of the parts of the work to supply to the adjudicator. If the publisher will not give permission select a different work to perform and notify the MSHSAA to have the work reviewed by the Graded Music Committee. Separate parts or an incomplete score will not be allowed and will result in disqualification of the entry. Exception: For string duets only, if no score of the work is available and the music publisher will not grant permission to create a score, individual parts may be provided to an adjudicator.
4. Band, orchestra, brass choir, woodwind choir, string orchestra, mixed choir, men's choir, women's choir, and chamber choir directors must furnish three scores for each selection for the adjudicators with each measure numbered.
5. It is strongly recommended that all scores used in the festivals, including those provided for adjudicators, be labeled with the name of the school.

H. **MEMORIZATION:**

1. Each soloist shall perform from memory. For failure to meet this standard, the rating shall be automatically lowered one step on the adjudicator's form, with a note on the form indicating why the rating was lowered. Exception: Beginning in 2006-2007, memorization has been suspended for all wind, percussion and string solo entries for two years with the Music Advisory Committee to review again in the spring of 2008. Piano and vocal solos are required to perform from memory or a penalty of one rating lower will be assessed.
2. Vocal Ensembles (large and small) shall perform their selections from memory, except for multi-movement works (See Section 8-H-3). However instrumental ensembles may use music.
3. Due to the suspension of memorization for all wind, percussion and string solo entries through 2008 the multi-movement option is currently not available. A soloist may select a multi-movement work and prepare any or all of the movements provided the three minute minimum time requirement is met. The adjudicator will no longer select the movement or movements to be performed. Piano soloists shall perform multi-movement works from memory provided

the three minute time requirement is met.

- I. **DIRECTOR:**
 - 1. Soloists and small ensembles shall perform without direction of any kind by any party.
 - 2. Small percussion ensembles, performing advanced literature, are allowed to be conducted at the district and state festivals. (See Section 7-C-5-d-1.)

- J. **SNARE DRUM SOLOS:** A snare drum soloist may use a marching snare drum or a concert drum for this event.

- K. **ON STAGE TUNING:** Music directors may assist students in tuning instruments at festivals.

- L. **SUPERVISION OF STUDENTS:** Each school shall be responsible for supervising its students at festivals. (See MSHSAA By-Law 103).
 - 1. The school shall have a supervisor responsible for any homeroom assigned to it. Directors shall be expected to see that homerooms are left clean, neat and that no damage is done to furniture or equipment in the rooms.
 - 2. All students shall be properly informed of standards of conduct to be met, respect toward school property, etc., while attending district and state festivals. Students engaging in any type of vandalism will be considered ineligible.
 - 3. All directors are requested to assist in keeping the noise down in the halls outside the performance rooms to avoid any interference with the performances. Please inform your students of this concern and ask that they show respect for other performers by complying with this request.

- M. **DETERMINING FINAL RATINGS FOR LARGE ENSEMBLES:** The evaluation of each of the three judges of large ensembles and the evaluation of the sight reading judge shall each count one-fourth in determining the final rating.
 - 1. Ratings shall be given by each judge as follows: Rating 1, Rating 2, Rating 3, Rating 4, and Rating 5. (Rating 1 is the highest performance rating.)
 - 2. The following points shall be given each rating to determine the final rating for the large ensembles: Rating 1-1 point, Rating 2-2 points, Rating 3-3 points, Rating 4-4 points, and Rating 5-5 points.
 - 3. The following scale shall determine the final rating for large ensembles from ratings given by judges of large ensembles and the sight reading judge:
 - Rating 1 4 through 6 points
 - Rating 2 7 through 10 points
 - Rating 3 11 through 14 points

Rating 4..... 15 through 18 points

Rating 5..... 19 and above

The following scale shall determine the final rating for small conducted ensembles: Rating 1-1 point, Rating 2-2 points, Rating 3-3 points, Rating 4-4 points, and Rating 5-5 points.

Rating 1..... 3 through 4 points

Rating 2..... 5 through 7 points

Rating 3..... 8 through 10 points

Rating 4..... 11 through 13 points

Rating 5..... 14 points and above

NOTE: Pluses and minuses shall not be considered in the averaging of ratings.

4. Large group performances shall be tape recorded at the district festival for adjudication purposes and are to serve only as a supplement to the written evaluation. Adjudicators' comments on the tape recordings are to be in conjunction with the actual performance and not a separate comment portion. Tapes will automatically be provided by the district festival manager for large group performances. The cost of the tapes will be included in the fee for the individual school.

N. **AWARDS:**

1. Awards for district festivals consist of certificates for Division I rating for solos and small ensembles and state certificates for both Division I and II ratings for large conducted ensembles.
2. State festival awards consist of certificates for both Division I and II ratings for solos and small ensembles.
3. Music scholarships offered by colleges and universities are not awards made for performance in district and state festivals and are independent of the MSHSAA program.
4. Individual medals for Division I and II Ratings at the district and state festivals may be purchased by individual schools. Order forms will be provided to all school directors.
5. Plaques recognizing Division I Ratings for all large or small conducted groups may be purchased. These awards may be back dated i.e. 1985 Band.

SECTION 9: SIGHT READING

- A. All large ensembles i.e. bands, orchestras, and all choirs participating in state music festivals, regardless of classification, shall be required to perform a sight reading number. Sight reading literature will be selected under the direction of the Music Advisory Committee. Mixed choir entries will sight read SATB if the prepared works performed were 4 part and SAB if the prepared works performed were 3 parts. Women's choir will sight read SSA literature and men's choir will sight

read TBB literature. NOTE: If a school enters only a string orchestra and is not also represented by a full orchestra, the string orchestra will be required to sight read as a large conducted ensemble.

- B. The following general instruction shall be followed in performing sight reading.
1. Sight reading shall immediately follow the performance and is not open to the public.
 2. The music shall be passed out in envelopes and directions will be given by the sight reading adjudicator.
- C. Instrumental: After the sight reading instructions have been read and all performers have the appropriate part to be played, instrumental groups will be given a six minute instructional preparation period to examine and discuss the music prior to the sight reading performance. The director will instruct the time keeper as to the time warnings to be given (example a warning at three minutes remaining). ALL directors will be given a one minute remaining warning.
1. The director prior to the sight reading performance, during the instruction preparation period may do anything but play their instruments. It is allowable to "air play" during this time as long as no sound is produced. It is recommended the director use an established counting system (1 e and ah or 1 tee tay tah).
 2. Once the instructional preparation time period has expired the ensemble may re-establish pitch center by playing "one" tuning note or "one" tuning chord (the entire process is not to exceed 30 seconds).
 3. During the sight reading performance the director may not provide any verbal instructions. If the ensemble must stop during the sight reading performance the director with the approval of the adjudicator may provide verbal instructions to establish a regrouping measure only, (i.e. rehearsal letter or number).
 4. Violation of this rule shall result in the overall rating being lowered by one rating level. A regrouping will not be considered a violation but will be a consideration in the overall rating.
 5. Instrumental sight reading must be completed in one reading and within the performance time allotted. Failure to meet the requirement shall result in the ensembles rating to be lowered by one rank.
- D. Vocal: After the sight reading instructions have been read and all performers have the appropriate music to be sung, vocal groups will be given four minutes to examine and discuss the music prior to the sight reading performance. The director will instruct the time keeper as to how the four minutes will be divided for the first and second reading. The possible divisions are as follows: 4-0, 0-4, 3-1, 1-3, or 2-2. Once this division has been established there can be no change. During the sight reading performance the director may not provide any verbal in-

instructions.

1. The director and performers, during the 4-minute instructional preparation period, prior to the first and second sight reading performance, may do anything but sing their parts. It is recommended the director use an established counting system (1 e and ah or 1 tee tay tah). The director may use Kodaly hand signals or numbers in preparation time and the group is encouraged to use solfege or numbers. It is **not** allowable for the director or accompanist to play the parts on the piano or sing/hum parts to the group.
2. Once the instructional preparation time period to the first reading has expired the ensemble may establish pitch center. It is permissible to establish pitch by hearing on the piano and singing the tonic scale and hearing the I, IV, V7 chords (the entire process is not to exceed 30 seconds). The singing shall follow immediately. The same process to establish pitch center will be followed prior to the second performance.
3. During the first and second sight reading performance the director may not provide any verbal instructions. NOTE: It is the director's choice to use syllables, numbers or word (lyrics) during the first reading of the music. The words (lyrics) shall be required for the second reading with judging to occur for both readings.
4. Violations of any of the above regulations shall result in the overall rating for the group being lowered one rating level.
5. Vocal sight reading must be completed in two readings and within the performance time allotted. Failure to meet these requirements shall result in the ensemble rating to be lowered by one rank.

SECTION 10: ADJUDICATORS

A. **ADJUDICATORS**

1. **Selection**-Adjudicators shall be selected for the district and state music festival by the festival manager, and 75% of those judges should have completed the Music Adjudicator Training program conducted by MSHSAA. The remaining percentage of judges will be selected from a list of interested adjudicators. This list will be supplied to the festival managers by MSHSAA.
 - a. The festival manager shall arrange for the services of the adjudicator and notify him/her of the time, place and date of the evaluative festival.
 - b. As soon as adjudicators are contracted by festival manager, their names should be reported to the Executive Director of the MSHSAA.
 - c. An adjudicator shall not be used for more than two consecutive years at the same district festival in the same events.
 - d. Managers shall hire adjudicators from outside the district music festival boundaries. Exceptions due to emergency situations must be approved by the MSHSAA.

2. **Number**-Three adjudicators shall be used for large conducted ensembles, and one adjudicator shall be used for sight reading. Three adjudicators shall be used for small conducted ensembles with no sight reading required. One adjudicator shall be used for solo and small ensemble performances.
3. When adjudicating solo and ensemble performances, no consideration is to be given to school size. MSHSAA festivals are unclassified for solo and small ensemble adjudication. A soloist and small ensemble entry is to be held to the same standard regardless of school size and classification. In the area of large conducted ensemble adjudication however, consideration is given to school size for the level of difficulty of the literature performed and the size of the group. For example, a select group consisting of juniors and seniors from a Class 5 school is expected to perform more difficult literature with greater maturity than a group of the same size from a Class 1 or 2 school which may include junior high school students. The adjudicator must focus on the group's ability to perform the fundamentals accurately and musically regardless of school size.

- B. **EVALUATION OF ADJUDICATORS:** Music directors are to evaluate district and state festival adjudicators.
1. An evaluation is to be completed for each adjudicator hearing performances for a school through the MSHSAA Festival Manager Program.
 2. In addition, special carb-out report forms for directors to use to file complaints or compliments will be available from festival managers. Directors, students, and/or other interested parties may not approach adjudicators personally to express concerns or ask for a reconsideration of a rating (see Section 12-A-13).

SECTION 11: STATE MUSIC FESTIVAL

- A. The state festival will be open only to those solos and small ensembles of eight or fewer performers earning a Division I rating in one of the district festivals.
- B. **STATE FESTIVAL**
1. The state music festival will be conducted in Columbia on April 24-26, 2008, at the University of Missouri-Columbia. Selected schools located in the Northeast, Central, South Central and Kansas City MSHSAA Board Districts are scheduled for Thursday, April 24. All schools located in the Northwest and selected schools located in the Kansas City, Northeast and South Central MSHSAA Board Districts will attend the festival on Friday, April 25. All schools located in the St. Louis, Southwest, and Southeast MSHSAA Board Districts will attend the festival on Saturday, April 26.

2. Only solos and small ensembles of eight students or less earning a division 1 rating in one of the district festivals may enter the state festival. Ensembles of nine or more students may not qualify to enter the state festival.
 3. No school receiving a Division I rating in a district event shall be compelled to enter the state event. There shall be no substitutions from another school if the first school decides not to enter the state festival.
 4. State events shall have preference over local events. Requests to schedule performances around local events **will not** be honored.
- C. **FESTIVAL HEADQUARTERS:** The headquarters for the festival will be located in the Memorial Union and will be located on the third floor.
1. Teachers should report to the information desk in the front of the Fine Arts - Music Center to obtain directions for locating the performance rooms.
 2. Warm-up rooms are available on the second floor of the Music Center. Check at the information desk for directions.
 3. Teachers may pick up the adjudicator forms and certificates at the information desk after ratings are posted. (They will not be given to students, parents or private instructors) Adjudication forms and certificates that are not picked up on the date of the festival will be mailed to schools the following week. **NOTE: PLEASE CHECK ADJUDICATION FORMS PRIOR TO LEAVING THE SITE TO MAKE SURE YOU HAVE NOT RECEIVED A FORM FOR ANOTHER SCHOOL.**
- D. **ENTRIES**
1. Schools should plan to perform according to the schedule listed in Section 11-B and Appendix C of the Music Manual.
 2. Any cancellation of a scheduled performance must be reported by phone, fax or e-mail, to the MSHSAA Office. Any cancellation the day of the festival must be reported prior to the scheduled performance time in the Festival Headquarters.
 3. Entries must be submitted to the MSHSAA office by the specified entry deadline. Instructions on how to submit entries will be emailed to all music directors registered with the MSHSAA Festival Manager Program. Once entries have been submitted to the MSHSAA office; an invoice of each entry form shall be printed (solo and small ensemble). The invoice serves as a verification of entries; and it will be used to begin the payment process. A copy of each invoice (solo and small ensemble) must be submitted via mail with payment directly to the MSHSAA office, P.O. Box 1328, Columbia, MO 65205-1328.
 - a. Students qualifying for state are not considered entered for the state festival until their schools have submitted their entries through the proper format.
 4. A substitution may be made in an ensemble at the state festival

for participants who are ill or are unable to perform on the date of the festival provided a written statement of verification is signed by the school director and is provided to the festival manager prior to the performance. Confirmation of eligibility of the substitute must be submitted following the festival signed by the school principal. The substitute must adhere to the limitations on entries as listed in Section 6-E and must have been eligible for this entry beginning at the district level.

- E. Accompaniment: An individual may be entered as an accompanist for no more than 20 entries per day at the state music festival. (Section 8-D)

- F. **SCHEDULE:** You will receive an e-mail from the MSHSAA Office once the state music schedule has been completed. No mailings will be sent. You will have 48 hours to contact the MSHSAA concerning music schedule conflicts (573) 875-4880). After this, all schedule concerns shall be directed to Music Festival Headquarters the day of the festival. **Changes in the state schedule shall not be made unless a direct schedule conflict exists.**
 - 1. The State Music Festival shall have preference over local events in scheduling. (i.e. prom, banquets, athletic events, etc.)
 - 2. **State schedules may not be altered without consent of the MSHSAA office.** Penalty for the violation shall be disqualification of the entry/entries involved.

- G. **EQUIPMENT AT FESTIVAL CENTERS:** The following equipment will be available at the state festival. If you need anything not listed, bring your own or make your own arrangements to borrow from other groups. We do not supply instruments for solos, except piano solos and percussion solos and ensembles using the instruments listed below.
 - 1. Music stands will be available in all instrumental ensemble performance rooms.
 - 2. A piano will be available in all performance rooms.
 - 3. A set of four timpani (pedal), one bass drum, one set of chimes, one marimba, and one xylophone (no mallets or beaters will be furnished).

- H. Anyone attending the state festival who requires auxiliary aids or services should request such services by contacting the festival manager no later than 48 hours prior to the festival.

- I. Special instructions for unloading and parking buses and cars may be obtained through the MSHSAA Festival Manager Music Program. Please follow instructions carefully.

SECTION 12: VIOLATIONS AND PENALTIES

- A. For violation of the following rules and regulations the penalty shall be **disqualification** from the festival:
1. Failure to perform on the day assigned.
 2. Any organization, ensemble, or solo participating in the wrong classification or failure to perform the required two selections. (Section 2-C and 8-A).
 3. An ineligible student performing in a festival (Section 4A and 4B), and the case shall be referred to the Board of Directors for consideration of action against the school.
 4. Soloist, ensemble, or organization repeating a number in violation of Section 8-A-2. (Repetition)
 5. Small ensembles performing in violation of Section 8-I. (Conducting/directing)
 6. Failure of an organization to perform a sight reading number. (Section 9)
 7. Using duplicated, hand copied or music downloaded from the Internet without verified permission from the music publisher. If noted by an adjudicator, a rating shall be given and a note attached to the manager who shall withhold the critic form and rating unless the school provides to the festival manager written verification of permission. Verification shall be in written form from the music publisher acknowledging that requirements of the copyright law have been met. Verification will also be accepted from the school administration that the school owns an adequate number of original scores and that the copies made were emergency copies for eminent performance.
 8. Failure to supply the adjudicator with a score showing all of the parts of the work or an incomplete score. (Section 8-G)
 9. Performing in violation of Section 7 by performing in any event not listed.
 10. Madrigal entries failing to perform madrigal music in violation of Section 7-B-3.
 11. Performing in violation of Section 6-E-2 and 6-E-3.
 12. Failure of a group to perform with the designated number of participants as required for the ensemble. (Section 7-A-3).
 13. Disrespect toward an adjudicator by student or school representative.
- B. For violation of the following rules and regulations the penalty shall be the **automatic lowering of the rating** by one step:
1. A soloist reading from a score. (Section 8-H-1)
 2. Vocal ensemble reading from a score. (Section 8-H-2)
 3. Failure to use a piano accompaniment when such is included in

- the arrangement. (Section 8-D-3)
4. Use of accompaniment with an unaccompanied selection. (Section 8-D-4)
NOTE: This would also apply to an accompanist playing during an unaccompanied section of an accompanied selection.
 5. Failure to submit numbered scores to adjudicators in violation of (Section 8-G)
 6. Violation of sight reading rules—lower overall rating by 1 rating level. (Section 9)
 7. Failure of the small ensemble to perform using instrumentation indicated in the score. Please refer to Section 6-E-4 for the correct interpretation.
 8. Solo and small ensemble performances that are less than three minutes. (Section 8-A-4-b and 8-A-5-b) **NOTE:** Events will be consistently timed at the State Music Festival.
 9. Small conducted ensembles that perform less than 4 minutes. (Section 7-C-4) **NOTE:** Events will be consistently timed at the State Music Festival.
- C. The adjudicator's form shall denote any such violation and why the rating was lowered.

SECTION 13: POINTS OF EMPHASIS

- A. Music directors should complete the adjudicator evaluation form via the MSHSAA Festival Manager Program. (Section 10-B)
- B. All cancellations and substitutions must be reported in writing to the festival manager prior to the date of the festival. Emergency cancellations and substitutions the day of the festival, must be reported in writing to the festival manager prior to the scheduled performance time. (Section 6-D-3, Section 11-D-2 and 11-D-4 for the substitution and cancellation policy.)
- C. All selections for instrumental solo and small ensembles must be chosen from the MSHSAA Prescribed Graded Music List. One of the two selections for vocal solos and small ensembles must be chosen from the MSHSAA Prescribed Graded Music List, with the second selection made at the directors discretion. (Section 8-A-1-a)
- D. Mixed choruses may sing 3 or 4 part music. (Section 7-B)
- E. Small ensembles with more than 8 participants may not qualify for State Music Festival. (Section 11-A)
- F. For a piano soloist to be eligible to participate, he/she must be a member of or an accompanist for an additional high school performing group or soloist. (Section 4-B-2-b)
- G. Should a school enter only a string orchestra and not a full orchestra also, the string orchestra will be required to sight read. (Section 7-C-1)
- H. Kodaly hand signs and numbers are allowed during the sight reading performance. (Section 9-D-1)
- I. A penalty of "one rating lower" shall be imposed for a solo/small en-

semble entry that performs less than three minutes. (Section 8-A-4-b and 8-A-5-b). Events will be consistently timed at the State Music Festival.

- J. An individual may be entered as an accompanist for no more than 20 entries per day at the district and state music festivals.
- K. For the 2008 festivals 75% of the adjudicators should have completed the Music Adjudicator Training Program.
- L. Smart music may be used as accompaniment for solos at districts where it is feasible and the state festival.
- M. Multiple small ensembles from the same school may not perform the same selection. (Section 8-A-2)
- N. Small conducted ensembles and large conducted choral ensembles must perform approximately four minutes minimum. Bands and orchestras must perform approximately seven minutes minimum. (Section 7-B-5-d, Section 7-C-4, and Section 8-A-4-e)
- O. For vocal solo entries, the score supplied to the adjudicator must be the same arrangement as the soloist/accompanists' copy. It is not required that the adjudicator's score be in the same key. (Section 8-G-1)
- P. Choral groups have 4 minutes preparation time for sight reading. (Section 9-D)
- Q. Three adjudicators will be used for all small conducted ensembles, and, as a result, three scores will be needed.
- R. Schools that enter a brass or woodwind choir must also enter a band entry.
- S. Madrigal entries may not include more than 8 singers.
- T. Second choir entries are allowed up to a maximum of 4 entries. (Section 7-B-2).
- U. The penalty for not numbering measures is "one rating lower". (Section 12-B-13)
- V. Instrumental ensembles shall not be permitted to perform a selection without a score for the judge. (Section 8-G-3)
- W. The penalty for violation of sight reading rules shall be a lowering of the overall rating by one rating. (Section 9)
- X. Failure to supply to the adjudicator a score showing all of the parts of the work or an incomplete score will result in disqualification. (Section 8-G-3)

APPENDIX A

Adjudicators shall be guided by the following standards for ratings:

1. **Superior**
This rating is awarded for a clearly superior performance. The performance is worthy of the distinction of being recognized as among the very best for the event and the class of participants being judged.
2. **Excellent**
This rating is awarded for an excellent performance. It is a performance of distinctive quality, reflecting more secure fundamental

- techniques, and a stronger musical effect than the III. rating.
3. **Good**
This rating is awarded for a good performance. The player or group in this division shows the result of sound, fundamental training. The performance shows accomplishment and marked promise, but may be lacking in consistency of execution or in convincing musical effect.
 4. **Fair**
This rating describes a fair performance. It is a performance that is lacking in one or more fundamental techniques or in musical effect. This rating indicates room for improvement in preparation.
 5. **Weak**
This rating describes a performance with obvious weaknesses and much room for improvement. The rating may indicate a performance with numerous errors in fundamental techniques or a lack of preparation.

APPENDIX B

Use of duplicated or hand-copied music shall result in disqualification unless the school provides written verification of permission from the publisher. Verification from the school administrator confirming that the school owns an adequate number of original scores and that the copies made were emergency copies for eminent performance. (Section 12-A-7)

* * * * *

All school officials are reminded that MSHSAA By-law 103.0 provides that no individual student, team, or activities group shall be permitted to participate in interscholastic events (including all music events) without being accompanied and supervised by a member of the school faculty or administrative staff.

* * * * *

Music directors are strongly urged not to enter students at the district level who are not yet ready for such performances. Allowing a maximum number of total entries instead of a limited number for each event has allowed schools more flexibility in their entries but has also resulted in many students being entered whose performances are below average. The district and state music festival, according to the purpose and philosophy section, is for the best music students and groups in each member school. Your cooperation is needed to maintain the integrity and credibility of the festivals.

* * * * *

It is important that all adults involved in the interscholastic activities program set the proper example for our participants with regards to the use of tobacco products and alcoholic beverages. We cannot let actions teach a philosophy of double standards. Therefore, the Board of Directors has adopted the following policy statement to apply to all interscholastic athletic, music, and speech events.

* * * * *

Coaches, directors, sponsors and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director, and official. Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA.

* * * * *

Due to the complex scheduling process and the large number of events scheduled, it will not be possible to schedule so that all events from a school may be heard by the director. It will probably be necessary to schedule some events at the same time as other events from a given school.

APPENDIX C

Scheduling Process For The State Music Festival

Due to the increasing number of participants at the state festival the MSHSAA staff regrets they no longer are able to honor specific performance time requests. In an effort to assist the school administrators and music directors in making appropriate plans for the state music festival as far in advance as possible a brief summary of the scheduling process has been prepared.

Schools should plan to have their schedule encompass the amount of time indicated in the table below. These performance times are the average amount of time necessary to schedule the number of entries listed.

- 40 or more entries allow 8 hours
- 30 to 39 entries allow 7 hours
- 20 to 29 entries allow 6 hours
- 10 to 19 entries allow 5 hours
- 6 to 9 entries allow 4 hours
- 5 or fewer entries allow 3 hours

Schools spending the night prior to their performance day should plan on beginning early in the morning. Schools spending the night the day of performance should plan on performing through the end of the day. Those schools with six or fewer entries located approximately 75 miles or less from the site should plan on possibly performing at the extremes of the schedule either early or late. In addition, those schools with 6 or more entries located approximately 75 miles or less from the site should plan to perform beginning early or ending late due to their proximity to the festival site. Those schools with large numbers of entries will be scheduled to occupy the mid-morning through afternoon slots.

Schools which have large entries are scheduled first. As the number of entries decrease, an individual school will be located farther down on the priority list of scheduling.

When listing accompanists, it is very important that only a true accompanist is listed. If directors list themselves and are not accompanying, a conflict for that school could be created by assuming the real accompanist is able to perform at an identical time in another event. This also causes problems within the master schedule. We urge your cooperation in this matter.

APPENDIX D

GUIDELINES FOR BANDS PERFORMING AT BASKETBALL CONTESTS--Part of the excitement at many of our interscholastic basketball contests involves the spirited music supplied by a pep or jazz band. The performances of the musical group are enjoyed by all attending the game. To ensure full appreciation of the group's performances certain guidelines indicating when to play should be followed. Band directors are reminded that as a courtesy to the teams and cheerleaders of both schools the performance numbers by the band should be limited to a certain schedule. The guidelines listed below indicate an appropriate playing schedule for the band.

1. The band should play before the game begins. The director should coordinate the schedule so that team members may be announced if desired by the host school.
2. The band should play at halftime of the contest.
3. The band should play in between contests, again, coordinating this schedule so that team members may be announced.
4. The band may play at the end of the contest if desired.
5. The band should not play during time outs or the break between quarters in order to allow cheerleaders the opportunity to lead cheers.
6. Musical instruments may not be used as noise makers during the contests.

The band director and his/her performing group will display courtesy and respect to the players and cheerleaders by playing at specific times. Players and coaches need to be able to communicate clearly with each other during time outs. Cheerleaders need to be able to lead cheers during the break between quarters.

With good planning and cooperation the school pep band will be an integral part of the excitement and spirit of the contests.

GUIDELINES FOR BANDS PERFORMING AT FOOTBALL CONTESTS--The participation of bands at a school football contest is an exciting aspect of the event. The band contributes to the event by increasing the level of excitement and adding a "touch of class" to the festivities. In order to maintain a proper perspective and to insure equity in competition for the participating teams, a few guidelines must be followed.

1. During the contest, bands are to play only during pre-game, half-time, post-game, the time between quarters, time-outs (except injury time-outs) and between plays (stopping prior to the referee's whistle for

- “ready for play”).
2. Bands that are seated near the end zone should not play if the line of scrimmage is inside the 10-yard line on the end close to the band. After a touchdown, field goal, extra point, or safety, the band may play the school fight song, etc., however, the director must be sure to stop playing when the official blows the ready for play whistle to start the next play.
 3. When bands want to warm-up prior to half-time, directors should arrange this so that it is done in an area that is not a distraction to the contest. **Note:** No whistles may be used while the game is in progress.
 4. Because the band acts as a spirit group, members should always act in a positive manner and must not do anything to distract or negatively affect the opposing team. It is the director’s responsibility to prevent his/her band from playing at inappropriate times, playing inappropriate music, or taunting the opposing team.

The band must display courtesy and respect toward the players, cheerleaders, and fans. To do anything else is not only a distraction from the contest but also reflects negatively on the band, the director, and the school. Support your school and team in a positive manner!

Guidelines for Bands Performing at MSHSAA Football Playoff Contests—Each band performance shall be limited to a maximum of six minutes at half-time including marching onto the field, performing, and marching off the field. The band director shall consult the game manager concerning arrangements for half-time and pre-game activities. A school’s dance squad or pom squad may perform during the six minutes allotted each school. If either school chooses not to play, the other school will be given 12 minutes for its performance.

Note: Contact should be made with the host school if a pep band is coming to perform at any MSHSAA playoff game. This will avoid confusion and performance issues at the site.

APPENDIX E

PROCEDURE TO FOLLOW IN CASE OF INCLEMENT WEATHER

1. Check correspondence from your District Music Manager for Radio and/or TV stations to listen to for announcements regarding the status of the festival.
2. Directors should keep in contact with the weather service and Highway Patrol for updates on weather and road conditions.
3. If weather is a problem early, but appears that it might improve later in the morning, the District Manager may decide to hold the festival, but start it late. Again, listen to the designated Radio and/or TV station for announcements.
4. The District Music Manager will make the final decision to postpone the

festival.

RECORDING SOLO AND SMALL ENSEMBLE PERFORMANCE

Audio and video recording of solo and small ensemble performance is permissible with the following guidelines:

1. Use of the recorder must not block the view of other audience members or the adjudicator.
2. Prior approval of the school director and performer(s) is obtained.
3. Tapes are to be for personal use only.

APPENDIX F

Hazing: Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

Harassment: Unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

It is the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors, sponsors and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 212.

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