

DELAWARE MUSIC EDUCATORS ASSOCIATION

ALL-STATE OPERATIONS MANUAL

I. Objectives

To provide for young musicians in Delaware public, private and parochial school music programs:

- A. Opportunities to rehearse and perform under the direction of guest conductors.
- B. Opportunities to perform challenging literature.

II. Organization

- A. The primary responsibility for All-State events lies with the DMEA Executive Board.
- B. The All-State Coordinator is the supervisor of all All-State events, and is assisted by three Committees and/or individuals:
 - 1. The All-State Cohort, which is comprised of the Chairs for the All-State performing groups.
 - 2. The Editor of the DMEA Notes, who produces the program for the All-State Concerts.
 - 3. The Executive Director, who handles all financial transactions.
- C. All-State Event Chairs are appointed by the President of the DMEA with the consent of a majority of the Executive Board. The Event Chairs should be selected from within the committee that oversees its respective All-State event. Event Chairs are appointed for two-year terms and may continue in that position indefinitely with the approval of the Executive Board and All-State Coordinator.

III. Procedures

A. All-State Coordinator

- 1. Convenes the All-State Cohort prior to May 1st annually to review and revise procedures.
- 2. Makes recommendations to the Executive Board as needed.
- 3. Acts as arbitrator in all situations which fall outside of established practices.
- 4. Supervises and/or approves all public communications regarding All-State events.

B. Event Chair

- 1. Is responsible for the organization and procedures of an event; follows all rules, regulations, and guidelines that have been established for the All-State events. All situations that fall outside the established parameters must be directed to the All-State Coordinator for final disposition.
- 2. Is required to select an Event Committee with statewide representation that advises and assists the Chair with the following:
 - a. Select the guest conductor (preferably a member of NAFME- formerly MENC) and coordinate with the guest conductor to select appropriate literature for the program.
 - b. Receive, review, and organize application and registration materials and monies.
 - c. Organize an Audition Panel.
 - d. Help in the selection of the performing group through auditions and seating.
 - e. Organize, distribute, and collect music for the event; ensure that music is forwarded to the All-State Music Library.
 - f. Assist the All-State Chair when major decisions are made relating to the event.

3. Selects and arranges for event site(s) and advises the Event Host of duties.
4. Coordinates with other persons involved in the procedures for events scheduled on the same night (e.g. Junior Band and Senior Band).
5. Verifies that all persons serving as hosts, committee members or members of the audition panel are currently members of NAFME/DMEA or have been approved by the All-State Coordinator to fill vacancies which cannot be filled due to specific situations.

IV. Auditions

A. Audition Information

1. By September 1, each Event Chair will provide the following information to the All-State Coordinator publication on the DMEA website:
 - a. Audition requirements (scale and solo selections)
 - b. Date(s) and time(s) of auditions
 - c. Location of Auditions (if known)
 - d. Date(s) of rehearsals and performance.
 - e. Location of rehearsals and performance (if known)
 - f. Host Chair of the Event.
 - g. Guest conductor.
 - h. Copy of Audition Application and date due.
 - i. Cost of non-refundable audition and registration fees.
 - j. Concert attire.

B. Application process

1. *NOTE: The following clauses may be amended, superseded, or used in conjunction with other procedures in the event that the Executive Board adopts alternative methods of student application, such as online registration.*
2. Each student is required to complete an application form in order to audition.
3. Prior to applying, all applicants must be carefully screened by their school directors to determine their musical competencies and abilities that meet the standards of All-State performing groups.
4. The music teacher signing the application must be a member of NAFME/ DMEA, stating his/her NAFME member number on the application. The Event Committee will verify NAFME membership. Directors who are not members of NAFME/DMEA are not eligible to sign All-State application forms, nor are their students eligible to participate in All-State events. Applications submitted and signed by someone not currently a member in NAFME/ DMEA will be subject to the sanctions listed under section B. Eligibility.
5. An application fee of \$12.00 is charged each applicant. The fee must accompany the application. Applications are due to the chairperson or designee and must be postmarked by the designated due date with the \$12.00 fee per application. Applications postmarked after that date will be accepted as long as they are postmarked by the designated late due date, provided that an additional \$50.00 late fee accompanies EACH late application along with the \$12.00 application fee (total of \$62.00 per application). **NO APPLICATIONS WILL BE ACCEPTED THAT ARE POSTMARKED AFTER THE LATE DUE DATE.** Application fee payment remittances should be made through ONE check per school in the amount of the aggregate fees for the school's applicants. Checks are payable to DMEA.
6. Each participating DMEA member is responsible for the collection of forms and funds for their respective school(s). Each form should be verified for accuracy and relevant signatures. One

check is to be issued by the school, booster organization, or DMEA member to cover the aggregate amount of the school's application fees. Single checks, cash, and individual forms will not be accepted and will be returned to the member for correction. Students without proper forms and payment in place will not be allowed to audition.

C. Eligibility

1. Grade levels eligible for All-State ensembles are as follows:

- a. All-State Junior Band: Grades 7-9
- b. All-State Senior Band: Grades 10-12
- c. All-State Junior Chorus: Grades 7-8
- d. All-State Senior Choirs (Women's and Mixed): Grades 9-12
- e. All-State Jazz Ensemble: Grades 7-12
- f. All-State Orchestra:
 1. Winds and Percussion: Grades 10-12
 2. Strings: Grades 7-12

2. DMEA All-State Eligibility Criteria

- a. Each All-State student applicant is required to be enrolled in and a participating member in good standing of his/her school's, sister school's or school district's music ensemble for the entire current school year, corresponding with the All-State ensemble for which he/she is applying. An applicant for an All-State choral group must be in his/her schools' choral ensembles and an instrumental applicant must audition on the instrument that he/she plays in the school's ensemble or on an instrument in the same instrumental family. If the student's school does not provide an instrumental ensemble that corresponds with the All-State ensemble, the applicant must play his/her audition instrument or like instrument in another of his/her school's, sister school's or school district's instrumental ensembles.
- b. Each All-State student applicant is required to be enrolled in scheduled or pull-out small group lessons if the director of that school ensemble deems it necessary for membership in the larger ensemble.
- c. Each All-State student applicant is required to have his/her All-State application signed by the respective director of the aforementioned qualifying ensemble.
- d. The ensemble Director signing the All-State application must be a member of the DMEA/NAfME during the entire current school year.
- e. Home-schooled students are eligible to apply only if they are enrolled and participate in a school ensemble that regularly rehearses and performs within the local public school district wherein they reside with their parents or legal guardians. Home-schooled students must participate in a similar ensemble for which they are applying (choral applicants in choral ensembles, instrumental applicants in instrumental ensembles) and must audition on the instrument that they play in the ensemble or on an instrument in the same instrumental family.
- f. Participation in community and/or private music school ensembles does not constitute the fulfillment of ensemble membership requirements. All applicants must adhere to the provisions and requirements outlined in the paragraphs above regarding membership and participation in their school's music ensemble program.
- g. Students who have known conflicts that would preclude their participation at rehearsals or any portion of the event are not eligible for an audition. No requests for a student to miss any portion of any rehearsal or concert will be entertained by the Event Committee, Chair, or any member of the DMEA Executive Board.

3. Sanctions/Penalties for DMEA member violation of Eligibility Rules:

- a. Any or all of the following may take place if a student is found to be in violation of DMEA All-State Eligibility Rules:
 1. The student will not be allowed to audition.
 2. The student will be declared ineligible to audition in the next year in which he/she would meet eligibility criteria.
 3. The student will be removed from the All-State Ensemble.
- b. No refund of All-State application fees or participation fees will be returned to an applicant who has been removed from an All-State Ensemble.

4. Sanctions / Penalties for DMEA member violation of Eligibility Rules:

- a. Any or all of the following may take place for any DMEA member who signs a student's All-State ensemble application when that student(s) does not meet the eligibility requirements:
 1. All of the member's students may not be allowed to audition.
 2. All of the member's students may be removed from all All-State ensembles.
 3. No applications signed by that DMEA member will be accepted the following year.
- b. No refund of All-State application fees or participation fees will be returned to an applicant who has been removed from an All-State ensemble.

D. Audition Panel

1. Audition Panels must be comprised of DMEA members in good standing, or qualified individuals who have been approved by the All-State Coordinator.
2. Each school sponsoring an applicant(s) is required to provide one qualified DMEA member to the audition panel.
3. Adjudicators for auditioning individual applicants are drawn from the Audition Panel.
4. The audition of an applicant in all situations is a blind audition.
5. During auditions, no mention will be made of the applicant's name or school, nor is it the prerogative of any adjudicator to ask. Students are auditioned anonymously, identified only by number, the master list of which is retained only by the Chair of the event.

E. Seating in Instrumental Ensembles

1. The Event Committee determines the seating order after auditions for that event are completed. Seating for All-State Orchestra will be determined at the required "Reading Rehearsal/Re-audition" in January. After the publication of the list and ranking of accepted performers, no changes in seating are made through challenges or by requests from a director, a school district or any member of the public. Seating and solo assignments can be altered only by the guest conductor, the DMEA Executive Board or the Event Chair if the purpose is to improve the performance of the organization or to adhere to other rules provided herein.
2. The Chair of the All-State Event sends the audition results to directors of all applicants.
3. The Chair of the All-State Senior Band notifies the All-State Orchestra Chair of the names and schools of the wind and percussion students who are eligible to fill the wind and percussion

ranks of All-State Orchestra.

V. Finances

- A. All-State Events are self-supporting. Audition and registration fees finance these events. Income from ticket sales is not included in the budget for an All-State event.
- B. The Chair for each event will be given a budget, which is to be followed. If there are occasions when the budget cannot be followed, the DMEA EXECUTIVE DIRECTOR must be contacted and permission granted to exceed the budgeted amounts. FAILURE TO DO SO MAY RESULT IN A DECISION TO NOT REIMBURSE THE EXPENDITURE.
- C. Each participant in an All-State event is charged an audition fee and a registration fee. The Executive Board annually determines a single audition fee (\$12.00) for all events. The Registration Fee is established by the Executive Board and will be the same for each individual participating in the All-State program. The registration fee is \$60.00.
- D. The Executive Board determines ticket prices annually.
- E. The DMEA provides insurance coverage for the protection of all participating students.
- F. The collection, accounting, and security of all monies are the responsibility for the All-State Event Chair.
 - 1. Only the official DMEA voucher and deposit forms are to be used.
 - 2. Application fees deposits are due to the Executive Director by November 1.
 - i. Secure and hold fees for one deposit all at once
 - ii. Fees due and fees paid will be tracked in spreadsheet format, current to that date.
 - 3. Registration fee deposits are due to the Executive Director two weeks after the event.
 - i. Deposit is to be accompanied by the registration spreadsheet, current to that date.
 - ii. Secure and hold registration fees for one deposit all at once.
 - 4. Ticket money from the event concert MUST be counted before submission to the Executive Director.
 - 5. Chairs should direct all questions regarding finances directly to the Executive Director.
- G. Any outstanding vouchers for payment must be submitted to the Executive Director no later than two weeks after the event. The Event Chair must submit all vouchers.
- H. The All-State Coordinator, who supervises the bid process, (where its use is considered appropriate by the Executive Board) must approve all written or verbal contractual arrangements with vendors and musicians. The DMEA constitution requires that all contracts bear the signature of both the President and the Executive Director.

VI. Program

- A. The guest conductor is consulted regarding a balanced program of compositions worthy of study and performance by an All-State organization. No more than one quarter (1/4) of the program may be of guest conductor's own compositions or arrangements.
- B. The Event Committee makes the final selection based upon its own knowledge and/or study of the scores. The Committee may also include selections other than those suggested by the guest conductor. Information for the program is transmitted to the Editor of the DMEA Notes in a timely fashion, in all cases not later than January 1st.

VII. Student Driving and Housing

- A. Students are permitted to drive cars to the event sites only for the purpose of providing transportation to and from their homes. The responsibility of DMEA is limited to activities inside the audition and event facilities. Students will not be permitted to leave the All-State site until dismissed for the day by the Event Chair.
- B. Delaware Music Educators Association will not accept the responsibility of securing, providing, or even recommending local housing for any student in any of the DMEA All-State Ensembles.

VIII. Rehearsal / Concert Policies

- A. Sites for auditions, rehearsals, and concert locations are chosen based on availability, facilities, fees, seating capacities, and the willingness of the teacher, school administration, and district to host events.
- B. Teachers who have students participating in any All-State event are required to be present at auditions and any required rehearsals; or are required to send a qualified replacement. Additionally, each teacher is encouraged to be present during the festival.
- C. Students are required to attend all parts of all rehearsals and concerts. Requests for late arrival or early dismissal will not be granted. Failure to arrive on time will result in the dismissal of the student from the event. Leaving early will also result in the dismissal of the student from the event.
- D. Students who are unruly or defiant at rehearsals or at any time during any part of the All-State experience will be dismissed. If the behavior is determined to be out of control in the opinion of the chairperson or other responsible adult who is involved with the event, the student additionally may be banned from future participation in activities of any kind that are sponsored by the Delaware Music Educators Association.
- E. On the rare occasion that a valid reason exists for an absence, the Chair of the event – along with the Event Committee – will determine if said absence is excusable. Examples of possible excusable situations include:
 - a. Traffic accidents en route to rehearsal (verified by police report).
 - b. Funerals for immediate family (with appropriate documentation).
- F. The Chair may recommend an alternative for time missed. In the case of Junior or Senior Chorus, only one rehearsal may be missed with proper documentation. The second missed rehearsal will result in dismissal from the ensemble regardless of the reason. In the case of Junior, Senior, or Jazz Bands, or Orchestra, the absent student will be seated at the end of the section.
- G. All All-State committee members and participants must cooperate with the rules & regulations of the school and district in which the event is being held. **FAILURE TO DO SO CAN RESULT IN DISMISSAL.**
- H. Eastern Division band, chorus, jazz, and orchestra members must audition for their respective All-State ensemble during the school year that they are selected as Eastern Division representatives and must sign an agreement attesting to such intentions. They must be seated in the All-State ensemble, even if in the ensemble's last chair. In the event that they fail to participate in their respective All-State event the following shall be applied:
 - a. He/she will be removed from the All-Eastern Ensemble if it is held after the DMEA All-State event.
 - b. He/she will be ineligible for the DMEA Honors in Music Award and any DMEA-sponsored scholarships.
 - c. In the event the participant is a junior, he/she will be excluded from any further participation in any future DMEA All-State group.
- I. All students who intend to participate in the All-State performances will be required to adhere to DMEA's Concert Dress Code. Students are to be familiar with the required attire prior to signing the

audition application. Students who do not meet the Dress Code will not be allowed on the concert stage, without exception. Jazz Ensemble may require alternate concert attire.

a. All female participants will be required to wear:

- i. White buttoned blouse (midriff must be covered) with long or $\frac{3}{4}$ length sleeves.
- ii. Black skirt which covers the knees when seated or black slacks which are full-cut and formal.
- iii. Stockings that are color appropriate (no bare legs).
- iv. Low-heeled black dress shoes.
- v. Minimal amount of jewelry.

b. All male participants will be required to wear:

- i. Dark trousers.
- ii. Brown or black dress shoes (no sneakers of any kind).
- iii. Dark socks.
- iv. Suit coat or sport coat (at option of Event Chair).
- v. White dress shirt.
- vi. Appropriate tie.
- vii. Minimal amount of jewelry.

J. All music used in All-State performances will be returned as a matter of course. The Event Chair will specify to students the procedure for returning music after the performance. Music that is purchased by DMEA will be kept in a library, which is available to any member to borrow. Location of libraries, along with titles contained and the appropriate contact person, will be published to the membership. All music will be returned to the library in a timely manner in good condition and with all parts intact. Failure to do so will result in the loss of borrowing privileges.