

DELAWARE MUSIC EDUCATORS ASSOCIATION

ALL-STATE OPERATIONS MANUAL

I. Objectives

- A. To provide for young musicians in Delaware public, private and parochial school music programs which are under the direction of DMEA members:
 - 1. Opportunities to rehearse and perform under the direction of exemplary guest conductors.
 - 2. Opportunities to perform challenging ensemble 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 serve two-year terms.

III. Procedures

- A. All-State Coordinator
 - 1. Convenes the All-State Cohort at regular intervals throughout the year.
 - 2. Makes recommendations to the Executive Board as needed.
 - 3. Interprets regulations and applies established practices.
 - 4. Acts as arbitrator in all situations which fall outside of established practices.
 - 5. Seeks and retains legal services as necessary.
 - 6. Supervises and/or approves all public communications regarding All-State events.
 - 7. Maintains the All-State Library.
 - 8. Researches copyrights, secures mechanical rights, and controls the distribution of concert performance files.
- 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. Any questions on interpretation and application of established regulations, as well as any 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) and coordinate with the guest conductor to select appropriate literature for the program.
 - b. Receive, review, and organize application 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 Coordinator for placement in the All-State Library.
 - f. Assist the All-State Chair when major decisions are made relating to the event.
 - 3. Research event sites and make recommendations to the All-State Coordinator. Once the site is approved by the Executive Board, the Chair will advise the host member of responsibilities.
 - 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.
6. Appropriately and promptly record all incoming monies from application fees into the Charms accounting system. Forward all monies received to the Executive Director for deposit by the date set by the Executive Director.
7. Devise a list of tasks and responsibilities necessary for the successful and safe operation of the event. Prior to the event, publish the list to participating members with a request for volunteers to cover specific tasks.

IV. Auditions

A. Audition Information

1. In early September, each Event Chair will provide the following information to the All-State Coordinator for 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.

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 registration and payment.*
 - a. Each student is required to complete an application form in order to audition.
 - b. Prior to applying, all applicants must be carefully screened by their school directors to determine their musical competencies and eligibilities that meet the standards of All-State performing groups.
 - c. The application must bear the signature of the director of the applicant's respective performing group (e.g. if an application is for All-State Chorus, the signature of the student's choral director is required). Also required are the signatures of the applicant, the applicant's school principal and, for applicants under eighteen years of age, parent or legal guardian.
 - d. The music teacher signing the applications must be the teacher of record for the qualifying ensemble and also must be a current member of NAFME/ DMEA. NAFME membership will be verified through the national affiliate. 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 C. Eligibility.
 - e. An application fee of \$15.00 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 \$15.00 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 \$15.00 application fee (total of \$65.00 per application). **NO APPLICATIONS THAT ARE POSTMARKED AFTER THE LATE DUE DATE WILL BE ACCEPTED.** 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.
 - f. Each participating DMEA member is responsible for overseeing all parts of the

application process 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. In addition to the applications and fees, each director will submit the Audition Spreadsheet (for each all-state ensemble) available on the DMEA website. Students without proper forms and payment in place will not be allowed to audition.

C. Eligibility

1. Grades 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: Grades 9-12 (Women's and Mixed)
 - e. All-State Jazz Ensemble: Grades 7-12
 - f. All-State Orchestra: 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 in any portion of the rehearsals or event are not eligible for an audition. The Event Chair, Committee Chair, or the DMEA Executive Board will not entertain requests for a student to miss any portion of any rehearsal or concert.**
3. Sanctions / Penalties for Student 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 the member will be accepted the following year.
 5. No refund of All-State application fees or registration 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 director submitting one or more applications is required to work the auditions, or send a qualified, approved substitute – regardless of whether the student completes the audition, does not show for the audition, or withdraws after submitting an application.
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". 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 the All-State Coordinator for posting on the DMEA website.
3. When applicable, 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 NOT TO 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 of \$15.00 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 and payment or a copy of invoice/P.O. generated by the teacher member is due by the deadline set for each event. Students whose registration fee has not been paid or has not had school/district payment documented by the deadline will be**

removed from the ensemble.

- 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 of the All-State Event Chair.
 - 1. Only the official DMEA voucher and deposit forms are to be used.
 - 2. The official application fee spreadsheet (supplied by the All-State Coordinator) is due to the All-State Coordinator within two weeks of the late deadline. The spreadsheet should reflect fees due and fees paid current to that date.
 - 3. **Application fees deposits** are due to the Executive Director within 4 weeks of the late deadline. Deposits are to be secured and held for one deposit all at once.
 - 4. **Registration fees will NOT be handled by the Event Chairs. Registration fees which are being paid by individuals must be paid online only. Schools and school districts that are paying group registration fees must send payment directly to the Executive Director, along with the list of students whose fees are included in the that payment. Payments that are not accompanied by the student list will be returned.**
 - 5. Ticket money from the event concert **MUST** be counted before submission to the Executive Director.
 - 6. Chairs should direct all questions regarding finances to the All-State Coordinator or 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 Event Chair will consult the All-State Library inventoried in Charms to determine if DMEA already owns any of the program selections. 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. 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 rehearsals as required by the respective event committee; or are required to send a qualified replacement. Additionally, members are needed to assist in the operations of the concert day events.
- C. **Students are required to attend all parts of all rehearsals and concerts. Requests for late arrival or leaving early will not be granted. Failure to arrive on time will result in dismissal of the student from the event. Leaving early will also result in dismissal of the student from the event.**

- D. Students who are unruly, defiant, or uncooperative during any part of an All-State event will be dismissed. Also students who persist in distracting or detracting from the All-State experience for others will be dismissed. The student may also be banned from future participation in any or all Delaware Music Educators Association activities regardless of the origination of the behavior. In addition, the sending school and/or director may be subject to further sanctions as deemed necessary by the Executive Board.
- E. 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. This includes school or district rules regarding cell phones and other electronic devices. **FAILURE TO DO SO CAN RESULT IN DISMISSAL.**
- F. 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:
1. He/she will be removed from the All-Eastern Ensemble if it is held after the DMEA All-State event.
 2. He/she will be ineligible for the DMEA Honors in Music Award and any DMEA-sponsored scholarships.
 3. In the event the participant is a junior, he/she will be excluded from any further participation in any future DMEA All-State group.
- G. 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.
1. All female participants will be required to wear:
 - a. White collared button-down blouse (midriff must be covered) with long or $\frac{3}{4}$ length sleeves. **Blouse must be tucked into slacks waistband. No knit tops allowed.**
 - b. Black slacks which are full-cut and formal. **No leggings or yoga pants allowed.** A black skirt is also acceptable, **but must be ankle length.**
 - c. Low-heeled black dress shoes.
 - d. Minimal amount of jewelry
 2. All male participants will be required to wear:
 - a. Dark trousers.
 - b. Brown or black dress shoes (no sneakers of any kind).
 - c. Dark socks.
 - d. White dress shirt.
 - e. Appropriate tie.
 - f. Minimal amount of jewelry.
 3. 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 maintained by the All-State Coordinator. All music in the library is available to any member to borrow. 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.