



# PMEA District 3 Band Policy Manual

Revised: October 15, 2011

# *District 3 Band Policy Manual*

## *Table of Contents*

<p>I. District 3 Band ..... 3</p> <p style="padding-left: 20px;">A. Festival ..... 3</p> <p style="padding-left: 20px;">B. How to Become a Host ..... 3</p> <p style="padding-left: 20px;">C. Days ..... 3</p> <p style="padding-left: 20px;">D. Eligibility ..... 3</p> <p style="padding-left: 20px;">E. Fees ..... 3</p> <p style="padding-left: 20px;">F. Weather Contingencies ..... 3</p> <p style="padding-left: 20px;">G. No Host Procedures ..... 4</p> <p>II. Host Responsibilities ..... 5</p> <p style="padding-left: 20px;">A. Prepare a Budget ..... 5</p> <p style="padding-left: 20px;">B. Guest Conductor ..... 5</p> <p style="padding-left: 20px;">C. Music Selection ..... 5</p> <p style="padding-left: 20px;">D. Facilities ..... 6</p> <p style="padding-left: 20px;">E. Procure and Organize Music ..... 6</p> <p style="padding-left: 20px;">F. Selection Material ..... 6</p> <p style="padding-left: 20px;">G. Preference Sheet ..... 6</p> <p style="padding-left: 20px;">H. Submission of Preference Lists ..... 6</p> <p style="padding-left: 20px;">I. Invoice ..... 6</p> <p style="padding-left: 20px;">J. Audition Number Preparation ..... 7</p> <p style="padding-left: 20px;">K. Housing ..... 7</p> <p style="padding-left: 20px;">L. Forms ..... 7</p> <p style="padding-left: 20px;">M. Concerts ..... 7</p> <p style="padding-left: 20px;">N. Banquet ..... 7</p> <p style="padding-left: 20px;">O. Reception ..... 7</p> <p style="padding-left: 20px;">P. Clinics ..... 7</p> <p style="padding-left: 20px;">Q. Logistics ..... 7</p> <p style="padding-left: 20px;">R. Festival Report ..... 8</p> <p style="padding-left: 20px;">S. Host School Administration ..... 8</p> <p style="padding-left: 20px;">T. Recording ..... 8</p> <p style="padding-left: 20px;">U. Photos ..... 8</p> <p style="padding-left: 20px;">V. Guest Conductor Evaluations ..... 8</p> <p>III. Student Guidelines ..... 8</p> <p style="padding-left: 20px;">A. Attendance ..... 8</p> <p style="padding-left: 20px;">B. Participation ..... 8</p> <p style="padding-left: 20px;">C. Transportation ..... 8</p> <p style="padding-left: 20px;">D. Concert Dress ..... 8</p> <p style="padding-left: 20px;">E. Behavior ..... 8</p> <p style="padding-left: 20px;">F. Meals ..... 9</p> <p style="padding-left: 20px;">G. Housing ..... 9</p> <p style="padding-left: 20px;">H. Host Family Gift ..... 9</p>	<p>IV. Selection Procedures ..... 9</p> <p style="padding-left: 20px;">A. County Representation ..... 9</p> <p style="padding-left: 20px;">B. Naming Students to the Band ..... 9</p> <p style="padding-left: 20px;">C. Host School Participation ..... 9</p> <p style="padding-left: 20px;">D. Selection Logistics ..... 9</p> <p style="padding-left: 20px;">E. Quotas ..... 10</p> <p style="padding-left: 20px;">F. Automatic Returns ..... 10</p> <p style="padding-left: 20px;">G. Order of Selections ..... 10</p> <p style="padding-left: 20px;">H. The First Round ..... 10</p> <p style="padding-left: 20px;">I. Rounds 2 through 8 ..... 11</p> <p style="padding-left: 20px;">J. Subsequent Rounds ..... 11</p> <p style="padding-left: 20px;">K. Distribution of Folders ..... 11</p> <p style="padding-left: 20px;">L. Director’s Packet ..... 11</p> <p style="padding-left: 20px;">M. Substitutions ..... 12</p> <p>V. Registration ..... 12</p> <p style="padding-left: 20px;">A. Directors ..... 12</p> <p style="padding-left: 20px;">B. Packets ..... 12</p> <p>VI. Auditions ..... 13</p> <p style="padding-left: 20px;">A. Purpose ..... 13</p> <p style="padding-left: 20px;">B. Host Responsibilities ..... 13</p> <p style="padding-left: 20px;">C. Auditions ..... 13</p> <p style="padding-left: 20px;">D. Procedures ..... 13</p> <p style="padding-left: 20px;">E. Scoring ..... 14</p> <p style="padding-left: 20px;">F. Prohibited Items ..... 14</p> <p style="padding-left: 20px;">G. Advancement to Region Band ..... 15</p> <p>VII. Checklists ..... 15</p> <p style="padding-left: 20px;">A. Judge ..... 15</p> <p style="padding-left: 20px;">B. Monitor ..... 15</p> <p style="padding-left: 20px;">C. Volunteer ..... 16</p> <p>VIII. Courtesy Appointments ..... 16</p> <p>IX. Appendices ..... 17</p> <p style="padding-left: 20px;">Appendix A-Region Band Instrumentation ..... 17</p> <p style="padding-left: 20px;">Appendix B-School Addresses ..... 18</p> <p style="padding-left: 20px;">Appendix C-Public Service Addresses ..... 19</p> <p style="padding-left: 20px;">Appendix D-Region II Band Policy ..... 20</p> <p style="padding-left: 20px;">Appendix E-District 3 Audition Forms ..... 22</p> <p style="padding-left: 40px;">Student Audition Form ..... 23</p> <p style="padding-left: 40px;">Audition Score Sheet ..... 24</p> <p style="padding-left: 40px;">Percussion Audition Form ..... 25</p> <p style="padding-left: 40px;">Audition Tally Sheet ..... 26</p> <p style="padding-left: 40px;">PMEA Medical Form Page 1 ..... 27</p> <p style="padding-left: 40px;">PMEA Medical Form Page 2 ..... 28</p> <p style="padding-left: 20px;">Appendix F-Student Eligibility Form ..... 29</p> <p style="padding-left: 20px;">Appendix G-</p> <p style="padding-left: 40px;">District 3 Region II Band Advancement ..... 33</p>
---	---

## I. District 3 Band

### A. Festival

1. The District 3 Band Festival will consist of a symphonic band of students chosen from the participating schools in PMEA District 3.
2. This festival will be held each year concurrent with the District Band Festivals in the remaining eleven PMEA districts on the dates prescribed by the PMEA Calendar.

### B. How to Become a Host

1. A director may act as host for this festival by submitting a letter from his/her administration to the district president offering to host the festival. Smaller schools may share hosting responsibilities.
2. When possible, the band directors of PMEA District 3 will approve the request to host.

### C. Days

1. The festival will begin on a Wednesday evening and conclude with a concert on Saturday afternoon.

### D. Eligibility

1. Students may participate only if their director is a current member of PMEA. A copy of director's valid card must be submitted with the preference list. A valid membership card must be presented by each director at registration.
2. Students must be in tenth grade or higher and be bona fide members of their school performing group.
3. As per the minutes of the 1993 director's meeting, District 3 Band is a participatory band.

### E. Fees

1. Festival fees must be received in full by the start of registration.
2. If the school district has not remitted these fees before the festival, it will be the responsibility of the director to pay the fees by check. The check will be held by the host for one week following the festival to allow time for the school check to arrive.

### F. Weather Contingencies

1. Since PMEA High School festivals are typically scheduled during the winter months, it seems wise to anticipate situations, which would affect the typical festival schedule, the following contingencies should be clearly understood by the host and the host school administration prior to agreeing to host. While not every situation can be foreseen, the following contingency plans should suffice in most instances. Any decision should consider the safety of the students as the uppermost concern.
2. Contingencies involving the host school
  - a. The host school is cancelled on the day the festival is to begin
    - i. Host notifies attending schools via County Representative from selections
    - ii. County Representative calls all schools they are accountable for
    - iii. Festival will begin the next morning
    - iv. Auditions will take place as soon as possible using this format:
      - a. The school administration will provide rooms, if possible, for a period of two (2) hours in the morning for auditions.
      - b. Students will return to the auditorium after auditions
  - b. The host school is cancelled on a festival day other than the opening day
    - i. The District Presidents and host will confer with the host schools' administration as to the feasibility of continuing the festival or canceling it.
    - ii. Notification of the decision will take place via festival phone chain created from the information gathered from the directors when they register at the festival
  - c. The host school has a delayed start
    - i. The festival will operate on the delayed school's schedule that day.
    - ii. If no school provided transportation is being used, the Host Director and the District President will determine the schedule.
  - d. The host school closes early on the opening day of the festival.
    - i. The host will contact host families to arrange for students arriving for the festival to be



2. Therefore, Each county in District 3 will provide a host for District Band according to the following order should a host not be secured by the District festival of the previous year. This will be used only in years when a host is needed:

- Jefferson County (including East Forest)
- Venango County (including West Forest)
- Armstrong County
- Indiana County
- Clarion County

3. Should a similar situation arise concerning the need for a Region Band host from our District, the same procedure will apply.

## II. Host Responsibilities

Hosts should be familiar with all of the following responsibilities. It is highly recommended that each area be considered separately and if possible delegated to responsible people to assist the host.

### A. Prepare a Budget

1. The host must prepare a budget for the festival. This monetary plan will aid in determining many decisions regarding the festival.
2. Student participation fees payable to PMEA and to District 3 must be included in the budget. Rate information is available from the district president.
3. From the PMEA District 3 Constitution & By-Laws - ARTICLE II - Dues: Section 3. REGION FESTIVALS:
  - a. Only prevailing state participation fees will be collected at Region festivals.

### B. Guest Conductor

1. The host will choose a guest conductor.
2. The guest conductor will receive a negotiated stipend and travel expenses of mileage (at the prevailing IRS rate), round trip airfare at the lowest fare possible (if applicable), lodging and meals not provided to the students (excluding alcoholic beverages). Consult state manual for current honorarium schedule and allowable reimbursement expenses and limits.

### C. Music Selection

When selecting music for a festival the following items should all be considered prior to the guest conductor being hired and the host and guest conductor setting the final program:

1. The potential guest conductor, in conjunction with the host director, will select concert repertoire while considering the following stipulations:
  - a. A maximum of 1 piece composed, adapted, transcribed, or arranged by the guest conductor may be added to the repertoire list.
  - b. An effort must be made to incorporate early bandmaster's works (Holst, Vaughan-Williams, Grainger, Sousa, etc.) into the repertoire list.
  - c. A basic concert format should be adhered to, allowing for the following:
    - i. 1 Grade V
    - ii. 1 Grade IV
    - iii. 1 March
    - iv. 1 contemporary composition
    - v. 1 Possible addition of a "new" work to the repertoire list
2. Once the repertoire list is selected, the host director will discuss selected titles with a few colleagues to ensure all sections (woodwinds, brass, and percussion) have adequate music to prepare and perform for the concert.
3. The host director should either give the approval to the potential guest conductor or suggest a revision to the repertoire list based on collegial feedback.
4. If the potential guest conductor is not amenable to the suggestions, then the contract should not be signed and a new guest conductor should be employed.

#### D. Facilities

1. The host should work with school officials to secure appropriate facilities and services to accommodate the festival. These include lunch arrangements with the cafeteria, necessary adjustments to athletic schedules, etc.

#### E. Procure and organize music

1. The music is purchased from a vendor of the host's choice or is borrowed from the District 3 library or other music libraries and organized into folders.
2. Purchased music becomes the property of district 3. The District 3 library is located at Franklin HS. Music must be organized and sent to Franklin HS at the conclusion of the festival.
3. All music will be collected at the end of the final concert. Schools not returning music will be billed for the music at replacement cost.
4. Folders should be available at the selections meeting and should be mailed to directors unable to attend selections on the first business day following or distributed through the county representatives attending the selections meeting.
5. All folders must include a music list, part substitutions used for parts without music and a list for percussionists of all parts in each piece.
6. Contra clarinet folders should include parts for Eb and Bb contra clarinets. Baritone folders should include both TC and BC parts. Percussion folder's music includes all parts for each piece.

#### F. Selection Materials

1. The host will mail a packet of selections materials to each band director in the district at least four weeks prior to the selections meeting.
2. The packet should contain:
  - a. Preference sheet
  - b. PMEA medical form
  - c. Application to District Band
  - d. PMEA Contract

#### G. Preference Sheet

1. The host will send a preference sheet to the band director of each school in the district. The sheet will provide the following information.
  - a. Site and dates of the festival
  - b. Site, date and time of the selection meeting
  - c. A statement reminding the director of the auto-return policy
  - d. A place to record the school name, mascot and colors.
  - e. Spaces for listing students' names and specific instrumental parts for which they may be selected.
  - f. Spaces indicating previous PMEA Band Festival Experience in grades 10 and 11.
  - g. Instructions to attach current director's PMEA membership card.
  - h. The date by which all completed preference, medical and application forms must be returned to the host.

#### H. Submission of Preference Lists

1. The director of each participating school will submit a completed preference list to the host director by the date indicated on the materials received
2. A completed application and medical form for each student listed must accompany the preference list. It is the responsibility of each director to see that the application and medical forms are completed with all necessary signatures. Incomplete applications will render the student ineligible to be selected to the band. The host director is not obligated to notify participating directors of incomplete applications but may choose to exercise graciousness and make such notification.

#### I. Invoice

1. Within one week of the selection meeting, the host shall send to each school an invoice listing all students from that school who are participating in the band and the part to which they have been assigned.
2. It is the responsibility of each director to make corrections in part assignment and/or spelling and communicate those directly with the host immediately after receiving the invoice.

#### J. Audition Number Preparation

1. The host director will forward all names, instruments, and parts to the District 3 secretary prior to the festival. The District 3 secretary will place student name and student audition numbers for each section (see Appendix A-Region II Band Instrumentation for defined sections) in a sealed envelope to be given to the respective room monitors the night of selections.

#### K. Housing

1. The host school should secure host homes for the visiting students. These home-stays should be prepared to provide transportation, some meals and clean sleeping arrangements for students they host. Students should be paired with at least one other student if possible. Host families will receive two complimentary tickets to one of the festival concerts.

#### L. Forms

1. The PMEAs Host Manual should be used as a reference to help with all suggested letters and forms needed for a festival.
2. A PMEAs Host Manual may be obtained from the district president.

#### M. Concerts

1. The host may schedule two public concerts and an assembly concert.
2. The public concerts will be ticketed events with the price of tickets being set by the host school.
3. An accurate accounting of ticket receipts is necessary to complete the report to the PMEAs State Office

#### N. Banquet

1. The host shall arrange for a banquet for the students and directors to be held before the final concert.

#### O. Reception

1. The host shall arrange for a reception for the participating directors and the guest conductor and their guests on Friday of the festival.

#### P. Clinics

1. The host shall schedule clinics, reading sessions or other workshop sessions for directors. At least one of these should be scheduled during the festival.
2. Registering these clinics with the state PMEAs office will enable PMEAs to award Act 48 In Service credit for the clinics. Requests for this require prior approval at least two months before the clinic is held.

#### Q. Logistics

1. The host shall make arrangements for the directors' meeting room, fifteen (15) audition rooms and a tabulations room.
2. The host shall secure necessary assistance to facilitate registration of students at the beginning of the festival and auditions.
  - a. Student monitors
  - b. Greeters/luggage carriers
  - c. Registration clerks

#### R. Festival Report

1. The host will file a summary report of the festival within two weeks of its conclusion with the State PMEA office and with the District 3 secretary.

#### S. Host School Administration

1. The host shall arrange for a representative from the host school administration to introduce each concert.

#### T. Recording

1. The host shall contract to have at least one concert recorded.
2. The recording company will sign a contract supplied by PMEA to secure mechanical rights for recording all selections on the concert program.

#### U. Photos

1. The host shall arrange for photos of the band to be taken
2. Smaller photos of individual schools may be scheduled at the discretion of the host.

#### V. Guest Conductor Evaluations

1. The host must complete a guest conductor evaluation form.

### III. Student Guidelines

#### A. Attendance

1. Students must be present for the entire festival. Exceptions may be granted by the district president only, according to PMEA State policy . See Appendix F page 24.

#### B. Participation

1. All students will be expected to play all the material in the concert folder. Directors should take this into consideration when nominating students on the preference form.

#### C. Transportation

1. No participant from a participating school is permitted to drive to the festival.
2. Extreme circumstances, that may necessitate an exception, will be evaluated by the district president, the student's director and the host director.

#### D. Concert Dress

1. Students will wear individual school band uniforms.
2. Drum major or guard uniforms are not acceptable.

#### E. Behavior

1. Students will be expected to observe the guidelines for student behavior at the host school.
2. Behavior problems will be reported to the district president who has the authority to dismiss the student from further participation in the festival. Any student dismissed forfeits the right to participate in any other PMEA festivals that year. This includes behavior at the host home and during the banquet.

#### F. Meals

1. All students will eat meals as planned by the host. Special dietary considerations should be reported to the host on the application or medical form and brought to the attention of the host by personal phone call.

#### G. Housing

1. Problems occurring within the host home should be brought to the attention of the student's director and the host director immediately.

#### H. Host Family Gift

1. It is appropriate for the student to present the host family with a small gift.

### IV. Selection Procedures

#### A. County Representation

1. Each county is to have a designated representative.
2. This representative will be reimbursed for mileage expenses.
3. One other director may assist the representative at the selections table.

#### B. Naming Students to the Band

1. The district president should read the quota for each school at the beginning of selections and direct the county representatives to indicate the quota on the preference sheet of the schools they represent.
2. It is the responsibility of the representative to submit the names from the preference list within their county in the order the names appear on the list. The order listed on the preference sheet may be changed by the individual director at selections, if they are present.
3. If a section is filled and the next name is for the filled section, that name must be bypassed and the next person of an unfilled section should be added.
4. The pattern, or system, which is used to determine the rotation within the county is set by the members from that county. Every attempt should be made to permit a fair and equitable distribution of positions among the county schools represented.
5. Band size will be 160 members using regional band instrumentation (Appendix A).

#### C. Host School Participation

1. Host will be included in selection rotation.
2. The host is entitled to place up to fifteen (15) total students in the band. Co-hosts may put up to twenty (20) students in the band.

#### D. Selection Logistics

1. The host should have someone prepared with a blank invoice for each school to fill in students' names and parts as they are selected to the band. If volunteers are not available, this may be accomplished by county representatives after selections are completed.
2. Instrumentation should be placed on the blackboard and checked off as each spot is filled so as to give the committee members an overview as to how the band is developing.
3. Another list should be done by instrument sections with student names and schools being filled in as they are accepted. This will give the host a complete list of the band by instrumental sections when the selection procedure is finished.

#### E. Quotas

1. The quota of students eligible from each school is determined by the population of the school grades 10- 12. Each year before selections, the District 3 President will contact all participating schools and request a statement of population in grades 10-12 which is authorized by the school principal.
2. When the population has dropped in such a manner that would result in a lower quota, the school will be extended grace for one year, receiving the quota from the preceding year. The district president will notify the participating directors from that school that their school is on grace and may lose one spot of eligibility the following year.
3. Increases in population go into effect immediately for that year's selections.
4. The following criteria will be used to determine the quota for each school:
  - 0 to 200=3 Students
  - 201 to 400= 4 Students
  - 401 to 600 = 5 Students
  - 601 to 800 =6 Students
  - 801 to 1000=7 Students
  - 1001 +=8 Students

#### F. Automatic Returns

1. The district president will compile a list of all students from District 3 who placed in the top half of their section in the preceding Region II band festival. If any of these students appear within the quota on the preference list submitted by their director, they will be placed into the district band before any selections begin.
2. If a school has more students who fulfill the above criteria than the number in their quota, these qualified students will also be granted the return privilege.
3. Students that are auto returns are not permitted to drop to a lower section. They must either stay in the same section or move up.
4. In the case of cornets/trumpets, the order used in item 3 above will be cornet I, cornet II, cornet III, trumpet I and trumpet II, with cornet I being the highest section.

#### G. Order of Selections

1. The order in which schools may select is determined by the county representative drawing a number at random. Five numbers are placed in a container. Each county draws separately. Forest County schools will be included with Venango County and Jefferson County. East Forest will be placed with Jefferson County and West Forest will be placed with Venango County (1/23/03 D. Band Meeting). This ensures a more equitable distribution in the selections among the counties.

#### H. The First Round

1. After the order of the draw has been determined, the selection begins with the representative from the county drawing number one and making the first selection. The selection should identify the following:
  - a. The county choosing
  - b. The part selected
  - c. The school represented
  - d. The name of the student (if applicable)
2. The same procedure is followed in sequential numerical order until all the schools have one student selected.
3. The district president should keep track of the school order of the first round for future reference in placing students to the band if a substitution is necessary.

## I. Rounds 2 through 8

1. Each county representative will draw a new number for each round.
2. Each round closes when all eligible schools have had the opportunity to select another student to the band in that round.
3. When a school, including the host school, has placed a number of students in the band equal to their quota, they are removed from the regular selection process.
4. Some schools may be unable to reach quota because of sections, which close. The reply to directors who do not fill their quotas because of this can be, "Next time it may help to send a more diversified selection."
5. Any schools whom have students placed in the band as automatic returns must be removed from the rotation as soon as their quota is met. (i.e. A school with a quota of four which returns two students under step one will be removed after the second round.)

## J. Subsequent Rounds

1. After the eighth round is finished, the host director will place additional students into open spots of the band up to a total of 15, which includes students from the host school who have already been named to the band. (Schools co-hosting will divide spots using the number 20 as the maximum number when co-host's students are added together.)
2. Any remaining openings in the band should then be filled by additional rounds until the band has been filled.
3. County representatives will review all submitted preference sheets for listed students above quota who would be eligible to fill these openings.
4. If all preference sheets are exhausted and spots still remain in the band after the host(s) have added in their totals (host total - 15, co-hosts total - 20), then the host(s) will have the opportunity to fill these spots beyond their host(s) quota. These additional students will have all rights and privileges as a regular District Band participant.

## K. Distribution of Folders

1. All music will be ready to be distributed following the completion of the last round.
2. Host director should use volunteers, including students, to accomplish this.
3. County representatives will help the host cut mailing costs by taking as many of their county's music folders as practical, home that day.

## L. Director's Packet

1. Director's information packets are to be ready for distribution following the completion of the last round.
2. Packets must include the following information:
  - a. A music list, part substitutions, a list of all percussion parts.
  - b. Tentative director's schedule
  - c. Hotel accommodations
  - d. Student guidelines
3. Packets may include the following information:
  - a. A map to the school
  - b. Tentative student schedule
  - c. Sample press release
  - d. Welcome letter given to students
  - e. Restaurant information

## M. Substitutions

1. If a student who was selected is unable to attend the festival, the host should be notified immediately, even up to the morning the festival is to begin.
2. When this call is made, the director who is canceling must indicate if they are able to replace the student with a student from the director's original preference sheet. This decision is final and enables the host to follow the substitution protocol below.
3. Protocol: The host should follow the following steps in arranging for a substitute:
  - a. Substitute another student from the director's preference list from the school of the student who is canceling as directed by the director who makes the cancellation.
  - b. Consult the preference sheets; contact a school that was unable to meet quota and attempt to fill the vacant spot with a student from that school's preference sheet.
  - c. Provide a replacement student from the host school as long as the quota of 15 (20 for co-hosting normally divided as 10 and 10 but can be divided as the co-hosts see fit) is not exceeded.
  - d. Use the order of the first round at selections to fill the position from the first available school having a qualified student on their preference list.
  - e. Leave the spot vacant.
4. Should a withdrawal occur two weeks before and up to the festival, the fees paid by the school with the student canceling will not be refunded. If school fees are outstanding at the time of student cancellation, original invoice fee must still be paid in full.
5. Should a replacement from another school be found, that school district will not be charged an additional fee for the replacement student when this occurs in the two week period stated above section 4.
6. All substitutions will be cut off one calendar week prior to the start of the festival. The host school(s) may substitute students in beyond their quota if the students are already on the preference list(s).

## V. Registration

### A. Directors

1. Directors must present their current MENC membership card at registration.
2. Directors must indicate to the host where they are staying and provide a phone number by which he or she can be contacted in case of an emergency with a student from their school.

### B. Packets

1. Packets should be available for all students and directors.
2. Student packets should include:
  - a. Name badge or name tags
  - b. Half sheet
  - c. Pencil
  - d. Host home information
  - e. Student schedule
  - f. Any host school policies with which students should be familiar
  - g. A map of school showing restrooms, audition rooms and other places which are available to the visiting students
  - h. Photo and recording forms if available
3. Director's packets should contain all of the above information plus:
  - a. Director's schedule
  - b. Audition assignment information
  - c. Host home information for all students from his/her school

## VI. Auditions

### A. Purpose

1. Auditions at district band serve an important purpose. They provide a platform to evaluate the preparedness of the participating students while rewarding those students who audition well with continued participation in the PMEA band festival system.

### B. Host Responsibilities

1. Host must submit the list of festival personnel to the District 3 secretary at least two weeks prior to the festival so that the secretary can randomly assign audition numbers for the students and type all names into the computer for Wednesday night auditions.
2. The host will assign audition committees and a committee chairperson for each section, attempting to avoid assigning directors to a section in which they have students participating. Directors are not allowed to audition their own students unless prior permission has been granted by the district president.
3. Each audition committee will be made up of a chairman and as many members as the host deems necessary.

### C. Auditions

1. All students must audition or they will be sent home at their parents' expense.
2. Directors must participate in auditions or their students will be declared ineligible.
3. Auditions will be held Wednesday evening of the festival.
4. Directors must request an audition room change at the Wednesday night meeting if they have been scheduled in the same room as one of their auditioning students.
5. Percussionists must audition on all of the following:
  - a. Snare
  - b. Timpani - Timpani will receive 4 pitches.
  - c. Mallet
  - d. Utility
6. At least one person with an expertise in percussion is assigned to percussion auditions. The judges will assign parts after auditions are completed.
7. Auditions will be blind. No names of students should be available to the judges, nor should directors handle student folders. Room monitors/students will do this. All communications between judges and students will be done through the room monitor, who remains in the room. Student names are not to be posted outside the door, they are to be given to the room monitor in a sealed envelope with random audition numbers assigned.
8. Audition room format will follow the Region Band paradigm, whereas the top half of each instrument group will advance to Region Band based on audition score. As such, judges should strive to find like/similar excerpts of music for all parts to play in auditions. Part reassignment for Region Band will occur based on the following formula: 1st chair would receive a first part, 2nd chair a second part, 3rd chair a third part, 4th chair a first part, 5th chair a second part etc. Trumpets will be assigned in this order Cornet I, II, III, Trumpet I, II just like automatic returns with Cornet I being the top chair. Appendix G illustrates Region II part assignments.
9. Students will use their own folders. Folders are collected before auditions from everyone by the monitor not the judges. When the student enters for the audition, they will find their own folder then return it to the "used" pile after completing the audition. Folders will be returned after auditions are completed.
10. Seating is announced Wednesday evening following auditions. First the top half of the section and then students to Region Band will be announced.
11. Directors must sign student audition forms stating if student will or will not go on to region band prior to students being sent to the audition rooms.

### D. Procedures

1. At a time specified by the host, directors will convene for a meeting where audition materials will be distributed. These include:
  - a. Rating sheets
  - b. Judge checklist
  - c. Judge music folder
2. Changes in the individual audition committees should be corrected at this time.
3. The district president will preside over this meeting, or in the event of his/her absence, another district officer will fill in.
4. The host and/or committee chairperson will place a chair and stand in each audition area.

5. From the music folder prepared by the host, judges will determine what selections are to be used for audition and the order in which these selections are to be played, prior to the students entering the room. See Judge's Checklist. Students are to use their own music.
6. At the assigned audition time, all students in their respective sections report to the audition area. The committees will review the assigned audition and the order of the selections with the entire group inside the room. Students should be allowed to mark their own music. The assigned audition section numbers can also be written on the blackboard in the room if available.
7. All music will be collected before auditions begin by the room monitor.
8. Auditioning students have the choice to sit or stand and are permitted to warm up upon entering the room.
9. They should find and use their own music. All communications are to be through the room monitor.
10. Restart policy will be that of regional policy. The chairman identifies the beginning, midpoint and ending of the audition passages. One restart at the beginning is permitted. A restart after the midpoint will begin at the midpoint and that only one restart at the midpoint is permitted. There may be only one restart per selection. Students may not restart once they reach the last note.
11. Students will use the audition number given to them by the monitor. Monitors will have a list that shows the audition number and name of each student. Judges will not see this list.
12. The monitor should place the number from the list on the half sheet of each individual student as half sheets are collected. Students may place their number on their half sheets when they are given by the monitor. The monitor should double-check these numbers when the half sheet is taken.
13. Monitors will announce the audition number only when the student enters the room. If an audition number (student) is absent, the monitor should inform the judges that a number (student) should be left blank on their score sheets.
14. Nametags should be removed and judges should refer to the students by number only. Students are to enter the audition area individually.
15. Music should be left in the audition room until all auditions are completed.

#### E. Scoring

1. Judges will score using a PMEA Judge's rating sheet. The numerical values on these forms will be used.
2. All judges are to tally individual scores. Delete remainder of sentence -and combined judges scores.
3. Scores will not be ranked.
4. Judges sheets should be sent to the tabulation room as soon as one section is completed.
5. The tabulations committee is comprised of four (4) members and chaired by the district presidents.
6. The tabulations committee will input all scores into the computer. The computer will tabulate and print all final audition results. After the festival, these copies will be given to the district president and then be forwarded to the region host.

#### F. Prohibited Items

1. No cell phones, communication devices, or recording/listening devices will be permitted in the audition rooms. This includes directors, monitors, and auditioning students.

## G. Advancement to Region Band

1. Student eligibility for region band will be determined by the standard regional band instrumentation Appendix A.
2. Students placing in the top half of the overall section will advance to Region Band. See Appendix G.

## VII. PMEA District 3 Checklists

### A. PMEA District 3 Band Judge's Checklist

Follow this list step by step to guarantee that each section is handled in the same manner.

1. Judges confer and determine passages for audition. Passages should distinguish students':
  - a. Technical skills
  - b. Rhythmic skills
  - c. Musicality
2. Entire section enters audition room with folders.
3. Chairman welcomes students and introduces judges and audition room monitor.
4. Chairman identifies the audition passages and the order in which they are to be played.
5. Passages may be written on a blackboard if available.
6. Chairman identifies the beginning, midpoint and ending of each audition passage.
7. Chairman explains that one restart at the beginning is permitted.
8. Chairman explains that restarts after the midpoint begin at the midpoint and that only one restart at the midpoint is permitted. There may be only one restart per selection. Students may not restart once they reach the last note.
9. Students may mark their music if they desire.
10. Chairman reminds students that there will be no direct communication with the judges. All communication will be done through the audition room monitor.
11. Chairman explains that following the audition, the folder will be left in the room and the student may return to the auditorium.
12. Students leave the room without their folders. Judges should position themselves so that they are not able to see auditioning students or where their music is in the room.
13. After evaluating all players in a section, judges will tally scores for that section and send scoring sheets to the tabulations room. All judges' scores will be tallied but not ranked prior to sending scoring sheets to the tabulations room. Judges will not see half sheets.
14. The audition room monitor should bring the scoring sheets to the tabulations room and the folders and the music stand to their designated areas.
15. The Chairman judges, as well, in each room.

### B. PMEA District 3 Band Audition Room Monitor Checklist

Follow this list step by step to guarantee that each section is handled in the same manner.

1. Students are escorted to the audition room and arrive with folders and half sheets.
2. Students meet the judges and mark music as directed for auditions.
3. Students and monitor return to the hall leaving all folders in the audition room.
4. Audition monitor instructs the students to remove the half sheets from their packet and to prepare to write in their audition number.
5. Monitor opens an envelope with the audition number assignments and reads these assignments to the students. Students should place their number on their half sheet at this time.
6. The audition room monitor explains that when the students arrive at the audition room, he or she will verify their audition number and that they are using their own music folder before they begin the audition.
7. The audition room monitor reminds the students that they are available to communicate with the judges for any requests for restarts.
8. Monitor reminds students that there is to be no playing while waiting outside the audition room.
9. Monitor explains that the students may return to the auditorium after their audition has concluded
10. Monitor collects half sheets in audition order.

11. Monitor notifies the judges of any gaps in the numerical audition sequence.
12. Ask the auditioning student if they would like to sit or stand for their audition when they enter the room. They should find their own folder of music. Monitors will tell the students they may warm up. When the student is ready, tell the judges.
13. Stand by quietly in the room while the student auditions. When they are done, thank them and show them to the door, do not let them take their music, you should put that in a separate pile in the room. Ask the judges when they are ready for the next student. Only tell the judges the audition number, not the student's name or school.
14. Following the last audition, the audition room monitor should inquire of the chairman to see if any assistance is needed in returning the music stand or the folders to their designated areas. The monitors will take the half sheets and judges score sheets to the tabulations room.
15. The Room Monitor does not judge.

### C. PMEA District 3 Band Volunteer Checklist

#### 1. Luggage Carriers

- a. Greet each incoming school at the sidewalk
- b. Offer to help carry garment bags, instruments and luggage, etc.
- c. Inform directors of parking
- d. Direct students to the registration desk and place their belongings in the auditorium at their designated area.

#### 2. Student Runners

- a. Students will patrol hallways to see if anything is needed by monitors. These students may also take the responsibility of returning judges score sheets to the tally room.

### III.. Region Band Courtesy Placements

When Region Band is held in District 3, the Region host(s) will be entitled to courtesy placements into the Region Band. Courtesy placements must follow all rules and regulations pertaining to Region Band, including payment of fees by the host school. These particular students will not be eligible to advance to the All-State Festival that year and will not be eligible for automatic return to District 3 Band the following year.

#### A. Number of Courtesy appointments permitted:

1. One host may have a total of 3 courtesy appointments.
2. Co-hosts may have a total of 4 courtesy appointments.

Appendix A

Region II Band Instrumentation--160 total players

Piccolo - 2  
Flute I - 8  
Flute II - 8  
Oboe I - 2  
Oboe II - 2  
Bassoon I - 2  
Bassoon II - 2  
Eb Clarinet - 2  
Clarinet I - 8  
Clarinet II - 10  
Clarinet III - 12  
Alto Clarinet - 6  
Bass Clarinet - 8  
Contra Clarinet - 4  
Alto Saxophone I - 4  
Alto Saxophone II - 4  
Tenor Saxophone - 4  
Baritone Saxophone - 2  
Cornet I - 4  
Cornet II - 4  
Cornet III - 4  
Trumpet I - 2  
Trumpet II - 2  
Horn I - 4  
Horn II - 4  
Horn III - 4  
Horn IV - 4  
Trombone I - 4  
Trombone II - 4  
Trombone III - 4  
Baritone - 8  
Tuba - 8  
String Bass - 2  
Percussion - 8

Appendix B

See District 3 Member Directory at  
<http://district3.pmea.net/d3directory.htm>

## Appendix C

### Public Address Information

Station/Publication	Call	Address	City	Fax	Phone
Butler Eagle		114 W. Diamond St. Box 671	Butler, PA 16001		734-282-1280
Channel 11	WPXI	11 Television Hill	Pittsburgh, PA 15214		412-237-4901
Channel 2	KDKA	1 Gateway Center	Pittsburgh, PA 15222		412-575-2551
Channel 4	WTAE	400 Ardmoore Blvd.	Pittsburgh, PA 15221		412-333-9489
Channel 53	WPGH	750 Ivory Ave.	Pittsburgh, PA 15214		412-931-8600
Channel 6	WJAC	1949 Hickory Lane	Johnstown, PA 15907		814-255-7600
Clarion News		645 Main St., Box 647	Clarion, PA 16214	814-226-7518	814-226-7000
Courier Express		Box 407 500 Jefferson	DuBois, PA 15801		814-371-4200
Indiana Gazette		9th and Water St	Indiana, Pa 15701		
Jefferson Democrat		301 Main St.	Brookville, PA 15825		814-849-5339
Leader-Vindicator		435 Broad St	New Bethlehem, PA 16242	814-275-3531	814-275-3131
Mega Rock	WMKX	51 Pickering St.	Brookville, PA 15825		814-849-8100
Midweek News		645 Main St.	Clarion, PA 16214	814-226-7518	814-226-7000
News Herald		631 12th St.	Franklin, PA 16323		814-432-3141
Progress News		408 Main St.	Emlenton, PA 16373	724-867-1112	724-867-2435
Q102 Radio	WOW	80 North Park Place	DuBois, PA 15801		814-371-8300
TCI of PA, Inc.		855 Main St.	Clarion, PA 16214		814-226-6410
The Derrick		645 Main St.	Clarion, PA 16214	814-677-8347	814-226-7000
The Spirit		Box 444	Punxsutawney, PA 15767		814-938-8740
WCUC FM 91.7		CUP-G-55 Becker Hall	Clarion, PA 16214		
WDAD-AM	WDAD	21 N. Fifth St.	Indiana, PA 15701	724-349-6842	724-349-1450
WDBA FM 107.3 FM		28 E. Scribner Ave	DuBois, PA 15801		814-371-1300
WFRA		Voyager Motor Inn, Box 908	Franklin, PA 16323		814-432-2188
WOYL and WRJS		Box 1127	Oil City, PA 16301		814-677-2027
WPXZ		Box 458	Punxsutawney, PA 15767		814-938-6000
WWCH and WCCR 92.7 FM		Greenville Ave. Ext.	Clarion, PA 16214	814-226-5898	814-226-4500 814-226-8600
1160 WCCS	WCCS	RD #2	Homer City, PA 15748	724-479-3500	724-349-9227
WACB Radio		Bunker Hill Rd.	Kittanning, PA 16201		724-543-1380
Leader Times		117 N. Grant Ave	Kittanning, PA 16201		724-543-1303
Valley News Dispatch		210 Fourth Ave.	Tarentum, PA 15084		800-834-2587

## Appendix D

### Region Band Policy

#### I. Audition Clarification Sheet—Region II Band

- A. Prior to the festival the host will assign audition committees for each section attempting to avoid assigning directors to a section in which they have students participating.
- B. At a time specified by the host, the directors will convene for a meeting where audition materials will be distributed. Also any changes, which could include director room assignments and music clarifications, will be discussed at this time.
- C. Each audition committee will comprise a chairman and as many members as the host deems necessary. At least one person with an expertise in percussion should be assigned to percussion auditions. The percussion judges will assign parts after auditions are complete.
- D. Region band will have blind auditions. No names of students should be available to the judges, nor should the directors handle student folders. Room monitors will do this. All communications between judges and students will be done through the monitor who remains in the room.
- E. Directors that are designated as judges should pick the audition material prior to students entering the room. The material that is chosen should be representative of the necessary skills and techniques of the specific instrument. It would be advantageous for the host to have an extra folder(s) available for each part for the committee to select the music from so that the student folders would not have to be used.
- F. At the assigned audition time, all students in their respective sections will report to the audition room. Judges will introduce themselves and then review the assigned audition and the order of the selections with the entire group inside the room. Students should be allowed to mark their own music. The assigned audition selections and the halfway points can be written on the blackboard in the room if one is available.
- G. It is the responsibility of the director and the student to be sure all music is in the folder and to contact the host if music is missing prior to the festival. A list of all music and parts, which include any substitutions and all percussion parts, should be included in each student and directors folders. Therefore, if the student does not have the audition selection in the folder at the time of the audition, they still must audition on the chosen selection.
- H. Students will have the choice to sit or stand and are permitted to warm up when entering the room. They should find and use their own music. All communications are to be through the monitor. Students are permitted one restart per selection. Judges are to disregard the first play through. Restart points are at the beginning of the selection and the halfway point. Once the student passes the halfway point and wishes to restart, they must restart at the halfway point.
- I. When the student is finished with their audition, their music should be left in the audition room until all auditions are complete.
- J. The audition procedure continues until all students have been auditioned.
- K. When the auditions are completed, judges' scores should be tallied and then computed based on the host district's policy.
- L. The band should be seated immediately following tabulation completion Wednesday evening.
- M. The policy for advancing to State band is: All sections will be advanced by top scores.
  1. The following rooms should be assigned to audition the sections:
    - Flute/Piccolo
    - Clarinets
    - Oboe/Bassoon
    - Low Clarinets
    - Alto Saxophone
    - Tenor/ Bari Saxophone
    - Cornet/Trumpet
    - Horn
    - Trombone
    - Baritone
    - Tuba/String Bass
    - Percussion
    - Tabulations

## II. Region Policy concerning individual sections and general policy

A. Since top score is advanced in each section, like/similar excerpts of music from all parts in each section must be selected for audition material. Example - Trombone I, II, III must play similar excerpts since top scores advance to state band.

B. Percussion Auditions - Students will be permitted up to four pitches to tune the timpani.

C. Percussion Audition Forms - New forms will be used for auditions.

D. Clarinet Auditions - All 30 clarinets will be auditioned in one room, judged by 4 judges. One sergeant at arms will be used for this room. The top scores will advance to state band.

E. Minutes of region band meetings - A copy of the previous year's meeting minutes will be included in the director's packets at registration the next year.

F. The Chairman judges in each of the audition rooms along with all other judges. Room monitor does not judge.

G. Region Percussion Judge Forms will use 10 as the maximum amount of points for each category.

H. Room Monitor = Sergeant in Arms

I. The Room Monitor should say what the next part (ex. 1st, 2nd, or 3rd) is before the kids come into the room so that the judges will have time to locate the proper section of music before the audition begins.

J. Whenever possible, All State placements should be announced at the same time as chair placements are announced (typically Wednesday night). (Region Band, 2010, Oil City)

K. Percussion parts will be assigned by the host director or a designee based on chair placement prior to the first night of the festival. Added Region Band 2011

L. The Piccolo and Eb Clarinets have the option to audition as part of the Flute I and Clarinet I sections when those respective instruments are not eligible for All-State advancement. Those students must receive first chair on Piccolo or Eb Clarinet to be eligible to advance on Flute I and Clarinet I to audition in those rooms. Students who wish to take advantage of this opportunity must notify the host in advance by the close of District Band (so that they may receive a copy of the Flute I and/or Clarinet I folder in addition to their folder on Piccolo and Eb Clarinet). Added Region Band 2011

Appendix E  
Audition and Medical Forms



<b>Audition No.</b>  —
------------------------------

District 3

**Pennsylvania Music Educators Association  
Student Audition Form**

Name \_\_\_\_\_

Instrument \_\_\_\_\_ Part \_\_\_\_\_

Date \_\_\_\_\_

Present Grade \_\_\_\_\_

School \_\_\_\_\_

Director's Name \_\_\_\_\_

If selected **I will** attend the Region Band Festival

If selected **I will not** attend the Region Band Festival

**By our signatures, we are aware of the student's intent to attend or not attend the Region Band Festival as designated above.**

Director's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_





# District 3 Percussion Audition Form

Judge No: \_\_\_\_\_ Judge's Name \_\_\_\_\_

Tryout Numbers		1	2	3	4	5	6	7	8	Comments
<b>SNARE</b>	Technique									
	Rhythmic Interpretation									
	Musicianship									
	<b>Snare Total</b>									
<b>KEYBOARD</b>	Technique									
	Rhythmic Interpretation									
	Musicianship									
	Tuning									
<b>Keyboard Total</b>										
<b>TYMPANI</b>	Technique									
	Rhythmic Interpretation									
	Musicianship									
	Tuning									
<b>Tympani Total</b>										
<b>AUX.</b>	Technique									
	Rhythmic Interpretation									
	Musicianship									
	<b>Aux. Total</b>									
Tryout Numbers		1	2	3	4	5	6	7	8	Comments

	Poor	Below Avg.	Average	Good	Excellent
Technique (10 points) Consider: Proficient control of the sticks/mallets and instrument quality of sound	1-2	3-4	5-6	7-8	9-10
Rhythmic Interpretation (20 points) Consider: Accuracy and timing	1-4	5-8	9-12	13-16	17-20
Musicianship (20 points) Consider: Tempo/meter/pulse/dynamics/phrasing	1-4	5-8	9-12	13-16	17-20
Tuning (25 points) Consider Accuracy of pitch	1-5	6-10	11-15	16-20	21-25

# PMEA DISTRICT 3 AUDITION TALLY SHEET

YEAR \_\_\_\_\_ EVENT \_\_\_\_\_ HOST SCHOOL \_\_\_\_\_

INSTRUMENT/VOICE PART \_\_\_\_\_ CHAIRMAN \_\_\_\_\_

The audition chairman should enter the totals from the individual judging sheets on the form below. After all scoring is entered, the chairman should enter the place results in the column headed finish order. This sheet should be placed on top of all individual sheets and turned in to the tabulations committee. It is the committee's responsibility to break ties before the sheets get to tabulations. All individual judges should sign their score sheets as well as this tally sheet. Please be careful to check addition.

Tryout Order	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Judge #1																									
Judge #2																									
Judge #3																									
Judge #4																									
Total Score																									
Finish Score																									
Tryout Order	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

Judge #1 Signature \_\_\_\_\_

Judge #2 Signature \_\_\_\_\_

Judge #3 Signature \_\_\_\_\_

Judge #4 Signature \_\_\_\_\_

**STUDENT MEDICAL INFORMATION FORM**

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION  
FORM REVIEWED/APPROVED BY PENNSYLVANIA HOSPITAL ASSOCIATION**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_

(Street)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Area Code/Phone Number)

Director's Name \_\_\_\_\_ School \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Work Phone \_\_\_\_\_ Hours \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Work Phone \_\_\_\_\_ Hours \_\_\_\_\_

Stepparent/Guardian's Full Name \_\_\_\_\_

Work Phone \_\_\_\_\_ Hours \_\_\_\_\_

Is the student currently under medical treatment? Yes No

If yes, give the nature of the treatment and the doctor's name and phone:

Is the student currently taking any medications? Yes No

If yes, give the name of the medication, reason it is given, doctor's name and phone number:

List any ailments of which the band nurse or medical personnel should be made aware  
(allergies, diabetes, heart conditions, etc.):

Is your child allergic to: \_\_\_Pets \_\_\_Cigarette/Pipe Smoke \_\_\_Food (list specific food(s) on line above)

Date of last tetanus shot: \_\_\_\_\_

Name of health insurance: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Name of Guarantor \_\_\_\_\_ Agreement # \_\_\_\_\_

Name of employer (if group insurance) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Group # \_\_\_\_\_

OVER

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION**  
**FIRST AID/EMERGENCY TREATMENT AUTHORIZATION**

If the school or festival host cannot contact either parent/guardian, please list two relatives or friends who would have the authority to advise us regarding your child:

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

If none of the above can be reached by phone, WHAT DO YOU WISH THE SCHOOL OR FESTIVAL HOST TO DO in case the child is sick or injured?

\_\_\_\_\_

If EMERGENCY TREATMENT is required, may the school authorities, festival host, or designee use their own judgement in sending the child to the hospital or doctor most easily accessible before the parent/guardian can be reached? YES NO

If NO, name preferred hospital \_\_\_\_\_

Preferred doctor \_\_\_\_\_

It is understood that in the final disposition of an emergency case, the judgement of the school authorities will prevail. The recommendation of the parent/guardian, as indicated above, will be respected as far as possible. If at any time the above information must be changed, I will notify my child's music director/or festival host director in writing. It is understood and agreed that the child and his/her parent/guardian shall hold harmless Pennsylvania Music Educators Association, the host school district, and any registered nurse employed by PMEA, from any and all lawsuits, claims, demands, expenses, or costs arising out of the administration of or failure to administer first aid or emergency treatment to the child while in attendance at a PMEA-sponsored musical program or festival, including practice sessions.

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)

The host school nurse has my permission to administer (Circle as allowed): Tylenol, Pepto Bismol,

Other (be specific) \_\_\_\_\_ to my son/daughter.

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)

Do you grant permission to have this medical form provided to the host family and/or nurse on call?  
\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE STUDENT SIGNATURE

Revised, January 2003

## Appendix F—TERMS OF AN INDIVIDUAL STUDENT’S ELIGIBILITY TO PARTICIPATE

All districts must use an application form, which contains the following statement:

Students should not apply to participate in festivals if, for any reason (including religious activities), they plan to miss part of the affair. A student must participate in the complete festival program commencing with registration and concluding with the final concert, except in the case of illness.

All student participants are to be required to sign this application. It is also recommended that the application be signed by the student’s parent, director, and school principal. The guidelines for exceptions and appeal process which follow are to be listed in the correspondence to each director.

### Guidelines for Granting an Exception

- 1) The conflict must have developed after the date on which the student was selected for the festival.
- 2) The nature of the conflict must be unique (a “once-in-a-lifetime” opportunity).
- 3) Maximum rehearsal time missed may be no more than four (4) hours.
- 4) The student may not miss a concert.

### Procedure for Requesting an Exception and Appealing an Exception Denial

<i>Procedure</i>		<i>Possible Action</i>
	<i>Step One</i>	
Student’s Director confers with Host Director		None
	<i>Step Two</i>	
Host Director confers with District President		2 Yes Votes=Exception Granted 2 No Votes=Exception Denied Split Vote=Confer with the Immediate Past President
	<i>Step Three</i>	
	Appeal Procedure (OR Procedure for Regional Questions—Step One)	
District President confers with Other District President of Region		2 Yes Votes=Denial Overruled 2 No Votes=Denial Approved Split Vote=Confer with State President
	<i>Final Appeal</i>	
PMEA State President		Final Decision

Once selected, if the student cannot participate in the festival, it is the responsibility of the student’s director to contact the host before the registration deadline of the event in order that an alternate may be selected.

### ADDITIONAL INFORMATION

1. A student sent home for disciplinary action will not participate in any subsequent PMEA festival for the remainder of the school term, but may be eligible to participate the following year.
2. Students must participate in their own school organization in order to be eligible to participate in any PMEA or MENC festival (band for band, orchestra for orchestra, and chorus for chorus). The only exception to this rule may come if the high school lacks an organization.
3. Home schooled students will be eligible to participate in PMEA festivals if they are sponsored by their local school district and the appropriate member-director.

# **Festivals and Festival Clinics**

## **A Statement of Principles**

### **Governing Participation in PMEA Festivals**

Adopted by PMEA State Executive Council on June 16, 1984

The system of band, chorus, and orchestra festivals at district, regional, and all-state levels is organized and maintained by PMEA as one of its principal vehicles for implementation of its goals to further music education and encourage the development of music programs in the schools. PMEA members who are the directors of bands, choruses, or orchestras in their schools have the privilege of sponsoring students from their organization to participate in the various festivals, subject to the regulatory policies of the State Executive Board, the individual District, and whatever powers the individual District delegates to the collective body of participating directors to establish procedures.

PMEA is a private association of individual professionals, and as such, “may restrict participation in its activities and may impose restraints providing they do not violate the 1964 Civil Rights Act, i.e. restrictions based on race, creed or sex.” PMEA adopts officially the MENC policy from their legal advisors relative to the exclusion of students of nonmember from participation in events sponsored by MENC, and in so adopting, we substitute “PMEA” for “MENC”. The statement therefore reads: “Since PMEA, rather than the school systems, is the sponsor of these events, we assume that there would be some financial and other support given to the event by PMEA. This would appear to us to establish a “rational justification” for the exclusion. If there is this rational justification, the exclusion would not violate the federal civil rights law. The Supreme Court has distinguished two kinds of classifications: so-called suspect classifications, like race or alienage; and other classifications. The classification of students based on whether or not their teachers are PMEA members is obviously not a suspect classification. Accordingly, to sustain the legality of such a classification, we need only show that it has a rational justification and, as indicated above, the PMEA sponsorship and support appears to us to be sufficient for this purpose.”

(See “Dues” Section C re sabbatical substitute teachers)

PMEA holds that participation by a student in a PMEA festival is a privilege granted by, and authorized through, the membership and active participation of the individual teacher/member who is the director of the given organization in the student’s school. It rejects the concepts of institutional membership; of membership by a school administrator who is not the director of the school musical organization (intended as a method of qualifying students for festivals); or of sponsorship of a student by another PMEA member who is not the director of the specific school performing group in that student’s school.

Exceptions, due to legitimate, specific, extenuating circumstances will be detailed later in this document.

# Terms of an Individual Student's Eligibility to Participate

All Districts must use an application form which contains the following statement:

“Students should not apply to participate in festivals if, for any reason (including religious activities), they plan to miss part of the affair. A student must participate in the complete festival program commencing with registration and concluding with the final concert, except in case of illness that must be verified in writing by a physician within 5 days of the festival. Students must rehearse and perform all musical compositions selected for the concert. (Amended, April 14, 1999)

All student participants are to be required to sign this application. It is also recommended that the application be signed by the student's parent, director, and school principal. The guidelines for exceptions and the appeal process which follow are to be listed in the correspondence to each director.

## Guidelines for Granting an Exception

- 1) The conflict must have developed after the date on which the student was selected for the festival.
- 2) The nature of the conflict must be unique (a “once-in-a-lifetime” opportunity).
- 3) Maximum rehearsal time missed may be no more than four (4) hours.
- 4) The student may not miss a concert.

Procedure for Requesting an Exception and Appealing an Exception Denial

<b>Procedure</b>		<b>Possible Action</b>
	<b>Step One</b>	
Student's Director confers with Host Director		None
	<b>Step Two</b>	
Host Director confers with District President		2 Yes Votes = Exception Granted 2 No votes = Exception denied Split vote = Confer with the District Immediate Past President
	<b>Step Three</b>	
	Appeal Procedure (OR Procedure for Regional Questions --Step One)	
District President confers with other District Presidents of Region		2 Yes Votes = Denial overruled 2 No Votes = Denial approved Split vote = Confer with State President
	<b>Final Appeal</b>	
PMEA State President		Final Decision

Once selected, if the student cannot participate in the festival, it is the responsibility of the student's director to contact the host before the registration deadline of the event in order that an alternate may be selected.

In consideration of the unique characteristics of each district, in order to insure a quality performing organization and educational experience for all students involved, PMEA gives authority to each District to determine the grade level eligibility for all district level events. Participation in Regional and All-State events will be restricted to grades ten, eleven, and twelve.

A student sent home for disciplinary action will not participate in any subsequent PMEA festival for the remainder of the current school term, but may be eligible to participate in the following year.

Students must participate in their own school organization in order to be eligible to participate in any PMEA or MENC festival (band for band, orchestra for orchestra, and chorus for chorus). The only exception to this rule may come if the high school lacks said organization. (The original intent of this provision was to disqualify a winds or percussion student from participating in an orchestra festival, when, although continuing membership in the school band, the choice is made not to participate in an active orchestra in the home school. PMEA feels that to do otherwise would tend to undercut the efforts of the director/member in the home school program. If there is an orchestra in the school, the orchestra director must be the sponsoring director/member; if there is no orchestra, the director of the band may sponsor students for an orchestra festival, subject to the rules of the individual district.

Although the most common exception granted has pertained to orchestra, it is possible that a situation warranting consideration of an exception might arise for band or chorus participation. Authority for granting exceptions found to be compatible with PMEA goals will reside with the State Board. A written petition to the appropriate District President must be initiated by a certified music teacher who is a PMEA member prior to a meeting of the Board which, in turn, precedes the selection process for the festival. The District President would be responsible for investigating the validity of the request and for preparing copies of a written brief on the situation for the Board. The District President would then present the report to the Board with his recommendations. (Board members could add discussion notes to their own copies, and following formal action, could file the document for reference in the future regarding established precedent.)

### **Miscellaneous**

In designing concert programs, festival hosts/all-state chairmen should avoid the use of the phrase "public schools." Either Music in Public and Private Schools, or Music in the Schools of Pennsylvania is preferable.

### **Participation by Home Schooled Students**

Home schooled students will be eligible to participate in PMEA festivals if they are sponsored by their local school district and the appropriate member-director. Private School students will continue to be accepted as per current policy.

..April 1995, page 5

Opinion written by Attorney John Killian

## ***District 3 Region II Band Advancement***

Audition Order	Region Placement	Audition Order	Region Placement	Audition Order	Region Placement
<b>Piccolo</b>		<b>Alto Clarinet</b>		<b>Horn</b>	
1st	Piccolo	1st	Alto Clarinet	1st	Horn 1
		2nd	Alto Clarinet	2nd	Horn 2
		3rd	Alto Clarinet	3rd	Horn 3
				4th	Horn 4
<b>Flute</b>		<b>Bass Clarinet</b>		<b>Trombone</b>	
1st	Flute 1	1st	Bass Clarinet	1st	Trombone 1
2nd	Flute 2	2nd	Bass Clarinet	2nd	Trombone 2
3rd	Flute 1	3rd	Bass Clarinet	3rd	Trombone 3
4th	Flute 2	4th	Bass Clarinet	4th	Trombone 1
5th	Flute 1			5th	Trombone 2
6th	Flute 2	<b>Contra Clar.</b>		6th	Trombone 3
7th	Flute 1	1st	Contra Clar.		
8th	Flute 2	2nd	Contra Clar.	<b>Baritone</b>	
				1st	Baritone
<b>Oboe</b>		<b>Alto Sax</b>		2nd	Baritone
1st	Oboe 1	1st	Alto Sax 1	3rd	Baritone
2nd	Oboe 2	2nd	Alto Sax 2	4th	Baritone
		3rd	Alto Sax 1		
		4th	Alto Sax 2	<b>Tuba</b>	
<b>Bassoon</b>		<b>Tenor Sax</b>		1st	Tuba
1st	Bassoon 1	1st	Tenor Sax	2nd	Tuba
2nd	Bassoon 2	2nd	Tenor Sax	3rd	Tuba
				4th	Tuba
<b>Eb Clarinet</b>		<b>Baritone Sax</b>			
1st	Eb Clarinet	1st	Baritone Sax	<b>String Bass</b>	
				1st	String Bass
<b>Bb Clarinet</b>		<b>Cornet/Trumpet</b>			
1st	Clarinet 1	1st	Cornet 1	<b>Percussion</b>	
2nd	Clarinet 2	2nd	Cornet 2	1st	Percussion
3rd	Clarinet 3	3rd	Cornet 3	2nd	Percussion
4th	Clarinet 1	4th	Trumpet 1	3rd	Percussion
5th	Clarinet 2	5th	Trumpet 2	4th	Percussion
6th	Clarinet 3	6th	Cornet 1		
7th	Clarinet 1	7th	Cornet 2		
8th	Clarinet 2	8th	Cornet 3		
9th	Clarinet 3				
10th	Clarinet 1				
11th	Clarinet 2				
12th	Clarinet 3				
13th	Clarinet 2				
14th	Clarinet 3				
15th	Clarinet 3				