



KENTUCKY MUSIC EDUCATORS ASSOCIATION

**KENTUCKY ALL STATE CHORUS
RULES AND REGULATIONS**

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Scott Burress
Choral Chair-Elect

2009 – 2010 Academic Year

2009-2010 KMEA CHORAL COUNCIL

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**All-State Chorus Deadlines
2009-2010**

ALL ITEMS MUST BE POST MARKED BY THE DUE DATES LISTED

- November 1 District Choral Chairs: District audition results due to State Choral Chair.
NO EXCEPTIONS!
- November 1 District Choral Chairs: District audition fees (\$5.00 per student) due to the KMEA office
- December 1 All Choral teachers (with students qualifying for All State): All signed student Acceptance Forms accepting membership in the All-State Choruses as well as proof of music purchase due to State Choral Chair. **NO EXCEPTIONS! Failure to meet this deadline will result in automatic withdrawal of the qualifying student from All-State participation.**
- January 17 Talent Show entries due to the Talent Show Coordinator. No audition entries will be accepted after this date.

REMINDER: YOU MUST HAVE PROOF OF YOUR SCHOOL REGISTRATION AS WELL AS YOUR CURRENT K.M.E.A. MEMBERSHIP CARD NUMBER BEFORE YOU AUDITION IN THE DISTRICT.

**All-State Concert Dress
Please Note**

The Choral Council has set the All-State Concert attire as follows:

- MALE: Black dress slacks, long-sleeve white dress shirt, long tie, dark dress shoes, dark socks (No jackets, tuxedos, or vests.)
- FEMALE: Long (ankle-length) solid black dress. A two-piece black skirt and black top are acceptable. Black dress shoes and black hose. (No sleeveless dresses or tops, no “prom” dresses, spaghetti strap or off-the-shoulder dresses, plunging necklines, shorter than ankle length dresses or skirts, or slacks will be allowed on stage the night of the concert).

FAILURE TO FOLLOW THIS DRESS CODE WILL RESULT IN THE STUDENT NOT BEING PERMITTED ON STAGE TO PERFORM.

Kentucky All-State Choruses Guidelines

- A. Philosophy Statement:** The Kentucky High School All-State Choruses shall be those of excellence.
1. To ensure that all 12 districts are represented in the All-State Choruses, if no student in the district makes the recommended cut-off line, the top students in each of the 4 voice parts are automatically selected to represent each district. If not within or above the recommended level, then the next highest score from one of the other voice parts will be chosen at the discretion of the State Choral Chair.
 2. To ensure that the All-State Choruses be those of excellence, the selection of the remaining students will be made in order of point standing, regardless of which districts they represent. (No district percentages will be established.)

B. Requirements for Participation

1. **The local school must pay a registration fee to KMEA, which entitles the school to participate in all KMEA activities.**
2. **The local music teacher must be a current member of KMEA.**
3. The student must participate in the district audition and receive an acceptable rating.
4. **The student must be a member of a performing choral group in his / her own school which meets during the academic school day for which he / she receives state approved credit both at the time the student auditions, and when he / she will participate in All-State Choruses.**
5. A student must be in Grade 10, 11, or 12 to participate in All-State Chorus.
6. Any student recommended for membership must be a well-behaved and cooperative person.
7. When accepted for membership, a student fee must be paid. No refunds will be issued for students who are withdrawn from All-State Chorus.
8. The local music teacher must notify the State Choral Chair as to which students will participate in the All-State Choruses via the All State Chorus Acceptance Form (Form D) by December 1.
9. **In addition to the All State Chorus Acceptance Form (Form D), the local music teacher must send the following forms to their proper locations complete with accurate information and proper signatures by Dec. 1: Medical Form; Music Order Form; and Rules and Regulations Form.**
10. The local music teacher must notify the State Choral Chair of those who will not participate in the All-State Choruses by filing the Chorus Withdrawal form prior to Wednesday of the Convention.
11. It is required that the tenor and bass categories be reserved for males only and the soprano and alto categories be reserved for females only. **No females may audition on the tenor or bass parts, and no males may audition on the soprano or alto parts.**
12. In order to participate in All-State Chorus, a student who is selected for membership must attend a regional rehearsal prior to the Wednesday in which All-State begins. **Failure to attend a regional rehearsal for a minimum of 4 hours will result in an automatic withdrawal of the student from the All-State Choirs.**
13. The local music teacher must inform the district chairs of both districts concerned, if a student must attend a regional rehearsal outside of his/her home district prior to the rehearsal date.

C. Auditions

1. Individual directors will be notified only of the students from their school who are selected to participate. Lists of All-State members will be made available on the KMEA web-site by Nov. 15 to KMEA members only. Information is not to be released to any adjudicator, college, or university representative prior to the February In-Service Conference. Information to be released will include the student's name, school, grade, instrument or voice, and director's name.
2. A teacher may submit only up to 15% of the total enrollment Grades 9-12 in a school's choral performing groups to audition. A fraction of .1 or greater may round up to include another student. Each student may be counted only once, even if he / she is a member of several performing organizations. A copy of your class rosters with numbers signed by the school principal, guidance counselor, and the local music teacher must accompany the Total Choral Enrollment Form sent to the District Choral Chair.
3. Auditions will be held at the district level.
4. Auditions must be unaccompanied. Care will be taken to select music that is arranged for a cappella performance. Students must use a published copy of music in the audition. No photocopies will be permitted.
5. Each quartet must audition before four judges, one of whom is responsible for rating each voice part.
6. Each member of the quartet will appear alone before a fifth judge who will rate the student on sight-reading.
7. Each participant must be auditioned as a member of a quartet. If a school does not have a full quartet, the teacher must arrange to borrow extra members from another school, or use a current participant in that school's choral program, in advance of the audition date. **No incomplete quartet may be auditioned.** **Students must be rated on their first appearance with their own school before the judge. No student should assist or "sub" in a quartet until the student has been rated.**

8. Each participant must be rated on the following categories: pitch, rhythm, voice quality, and ability to stay on part when singing alone. After singing in the quartet, each student must sing a portion of his / her part alone, and be rated on that portion of the performance as well. After singing in the quartet audition, each student will sing a short sight reading passage for the sight reading adjudicator, and be rated on his / her performance on that passage as well. Sight reading ratings will be based solely on pitch and rhythm accuracy.
9. Only the adjudicators should be in the audition room. The local teacher may not be in the audition room with his / her students.
10. An adjudicator may never audition his / her own students.
11. Following the auditions, the adjudicators will arrange the students in the order of their point standing from the quartet portion of the audition. The adjudicators will determine how ties are resolved on the quartet portion of the audition. Usually, the solo portion can help judges resolve ties. Resolution of ties must be indicated by a point total followed by A, B, or C. No letter beyond C should be used unless there are 40 or more students auditioning on the same voice part in a district. (Ex.: 90, 90A, 90B, 90C, 89, etc.)
12. The sight reading adjudicator will assign a total point rating for the student's performance on the sight reading passage for the audition. The student will receive 1 point for each correct pitch, 1 point for each correct rhythm. This point total will be converted by the district choral chair to a point total based on a 10-point scale. The state chair will provide a conversion scale to each district chair for this purpose. The score based on the 10-point scale will be added to the student's point total from the other part of the audition. Decimals will be used in the sight reading scores. The students will then be re-ranked by the new point total. If there are ties, the student with the higher quartet audition score rank will be ranked higher. (Example: Soprano A receives a quartet score of 90 and a sight reading score of 9. Soprano B receives a quartet score of 90A and a sight reading score of 9. Soprano C receives a quartet score of 89 and a sight reading score of 10. All 3 would have a total score of 99. Their final ranks in order would be: Soprano A, Soprano B, Soprano C. It may be necessary to use more letters than C under this system.)
13. To ensure that all 12 districts are represented in the All-State Choruses, if no student in the district makes the recommended cut-off score, the top student in each of the four voice parts is automatically selected to represent each district.
14. The cut-off for determining membership can vary greatly from section to section. Eighty-eight (88) points may be the cut-off for the soprano section, while 76 points may be the cut-off for the tenors. The number needed from each section for balanced choruses will determine the cut-off scores.
15. The audition sheet will contain only the student's name and his / her first and second choice of voice parts. (Ex.: T1, S2, A2, etc.) **NO SCHOOL OR TEACHER IDENTIFICATION WILL BE LISTED ON THE RATING SHEET AT AUDITION TIME. NO APPAREL THAT IDENTIFIES THE SCHOOL SHALL BE WORN AT THE AUDITION.** Appearance of the school name on the rating form or on the apparel of an auditioning student will result in the student's DISQUALIFICATION from All-State auditions. NO EXCEPTIONS!
16. Every effort will be made to notify the local teacher of the audition music by June 1.
17. The District Choral Chair is the audition chairperson unless otherwise designated by the KMEA State Choral Chair or the District Choral Chair.
18. If local teachers are dissatisfied with the way a district audition has been handled, the KMEA State Choral Chair should be notified.

D. Accommodations for students with disabilities

1. If a student auditioning has a disability which required accommodation, that student's director must inform the district chair when submitting information forms for the audition so the district chair has time to prepare. Reasonable accommodations will be made for the student in accordance with the student's IEP or other official supporting documentation. Choral directors must consult the accommodations section of the section of the student's documentation so that adaptations will be appropriate and fair. A copy of the recommended accommodation must be brought to the audition. It is not necessary to have a copy of the entire document, **only the accommodations portion.**
2. Sight Singing Procedure for visually impaired students
 - a. If a student uses adaptive technology to read music, then they will be allowed to use their

adaptive technology for the sight-singing component of the audition. An enlarged copy of the music or reversion to a tonal recall test may be used in the case of a sudden, unexpected failure of that technology. The student will be expected to bring their adaptive device with them and it will not be the responsibility of the district chair to provide this. Students using adaptive technology will be allowed to have double the allotted time to study the sample. The scoring method will be the same for all students.

- b. If a student's visual acuity is at a level where they are able to see enlarged music, then an enlarged copy will be provided for the auditioning student. These students will be given double the regular time allotted to study the sample before singing it for the judge. The scoring method will be the same as for all other students.
- c. If a student's visual acuity is at a level where they are not able to use printed music, or the student is able to see enlarged music but has not been taught to read printed music **due to their visual impairment** then a tonal recall method may be used.

Procedure: The judge will play the first half of the sample on the piano one time; the student will sing it back to the judge who will score it. Then the judge will play the second half of the sample one time; the student will sing it back to the judge who will score it. The scoring method will be the same for all students.

E. Requests to audition out of district

1. A choral director may make a request to audition out of district **only in extremely urgent situations**.
2. Individual students/quartets auditioning out of district **MUST** be accompanied by their local choral teacher or a school designated certified staff person who must have written documentation from the local school principal.
3. A school should **rarely** ask to audition their entire group out of district. This request should be limited to cases of a director's sudden illness or a crisis affecting the entire school. Not planning ahead and failure to clear foreseeable calendar conflicts are not valid reasons.
4. To audition a student out of district, the local teacher should first contact his/her local district chair; the district chair will contact the State Choral Chair for approval; the State Choral Chair will then contact the district where the student wishes to audition.
5. Any student or quartet auditioning out of district will be scheduled **after** all the students in that district have been auditioned.
6. Requests should be made with as much notice as possible – preferably 3 to 4 days.

F. Adjudicators

1. The State Choral Chair has the responsibility of selecting adjudicators of high caliber.
2. The adjudicators are to be advised in advance of KMEA rules governing the method of ratings. The State Chair will provide each judge with a copy of this handbook prior to the auditions.
3. Adjudicators should be music educators who are experienced in the high school choral area. A person with instrumental experience only may adjudicate sight-reading.
4. The adjudicator must have no students involved in the high school auditions.
5. One adjudicator should be made chair of the procedures.
6. When possible, the same adjudicators shall be used statewide in every district's auditions. The State Choral Chair may substitute for one of this panel of 5 judges in case of emergency or illness, or in the case that an adjudicator has a conflict with 2 or fewer district audition dates.
7. The State Choral Chair will contact each adjudicator prior to the auditions to go over procedures and information about the auditions. The State Choral Chair will schedule each district's audition date. The State Choral Chair will arrange for housing of the adjudicators during the audition process.
8. The State Choral Chair will reimburse the Sight-Reading Adjudicators' mileage, travel expenses, and meals, and pay their honoraria.
9. The District Chairs will be responsible for feeding the judges while at the audition site, for the reimbursement for mileage, & travel expenses, and payment of honoraria for judging to the quartet adjudicators. The checks for honoraria must be available to give the judges at the conclusion of the district audition.

10. The District Choral Chair shall arrange to collect an audition fee to cover the district's audition expenses, judges' honoraria, and to cover a student fee of \$5.00 per auditioning student to be sent to the **KMEA office** following the district audition. Scores and information will be released to no district whose fees have not been received by the KMEA office. **NO EXCEPTIONS!**

G. Notification of Membership

1. The State Choral Chair will post the list of all students who are accepted for membership in the All-State Choruses on the KMEA web-site.
2. A list of all students accepted from a district and the name of their school shall be sent to the District Choral Chair to assist in notifying students of district rehearsals.
3. The local teacher is responsible for sending fees immediately to KMEA. No music will be forwarded until fees are received.
4. Teachers who do not have students in the All-State Choruses have the option to order the All-State Chorus music.

H. Size of Chorus

1. The size of the All-State Choruses will be as follows: SATB: 190; SSA: 190; TTBB: 190 TOTAL ALL-STATE STUDENTS: 570 (Note: Individual chorus numbers could vary according to requests of guest conductors and/or facility space.)
2. Extra students are built in to these numbers to allow for attrition at the time when cut-off numbers are determined by the State Choral Chair. There are no "alternates" to the All-State Choruses.
3. These numbers may be adjusted as the cut-offs necessitate at the discretion of the State Choral Chair.

I. Notification of Student Withdrawal

1. The local teacher must send notification of withdrawal by a student to State Choral Chair immediately.
2. The failure to notify the State Choral Chair of a withdrawal can result in the issue being brought before the KMEA Board of Directors for their review.

J. Selection of Director, All-State Music, and Audition Music

1. The State Choral Chair, with the assistance of the Choral Council, selects the audition piece and directors, and approves the All-State music selected by the directors.
2. The choral directors shall be notified of the selection of directors, as well as music, by June 1, if possible.

K. Responsibilities of Local Choral Teacher

1. The local choral teacher should submit the following to the District Choral Chair prior to the deadline established by the District Chair:
 - a. A copy of class rosters for performing choral classes with course numbers, signed by the teacher, principal, and Guidance counselor.
 - b. Total Choral Enrollment Form used to register students for the district audition. The Total Choral Enrollment Form should also include the names of students who will audition, their grades, ages, and exact voice parts. The form should also contain the school name, teacher's name, MENC number, and expiration date.
 - c. A copy of his / her current MENC membership card.
 - d. Proof of school registration with KMEA.
 - e. Audition fees as determined by the district.
2. The local teacher is responsible for arranging for his /her students to attend the district audition. He / She is also responsible for arranging for extra students to fill quartets prior to the auditions. The teacher shall arrange quartets such that the school is using only the number of quartets needed to hear the voice part with the largest number of auditions (Example: School A has 5 Sopranos, 6 Altos, 3 Tenors, 5 Basses. School A then has audition slots for 6 quartets.)
3. The local teacher MUST accompany his/her students to auditions. In case of illness or emergency, the principal may appoint other certified staff to accompany the choral students. The appointed certified staff member must bring a written explanation and permission signed by the principal.

4. **The local teacher is responsible for reading the guidelines in this handbook, and adhering to the policies concerning auditions and All-State participation.**
5. The local teacher is responsible for seeing that his / her school has registered with KMEA, and for keeping his / her MENC membership current. No student can participate in All-State Chorus if the teacher or school has not met these membership requirements.
6. The local teacher is responsible for adequately preparing students selected for participation by teaching the proper voice part of the All-State music that was assigned by the State Chair to them. **Teachers must ensure that students are secure on their assigned voice part as no notes should be taught during All-State rehearsals.** He / She is also responsible for seeing that the selected students attend a district rehearsal prior to All-State. The local teacher may not excuse a student from attending a district rehearsal or an All-State rehearsal. A parent or teacher must accompany the student to the regional all-state rehearsal, and have proper emergency forms for the student.
7. The local teacher is responsible for making hotel reservations for his / her students, and **MUST** accompany his / her students to All-State Chorus. He / She is responsible for seeing that the students adhere to All-State rules and curfew. In case of emergency or illness, the local school principal can appoint a certified staff member to serve as the All State students' chaperone. This "substitution" of chaperones must be approved by the State Choral Chair. The local teacher or approved chaperone **MUST** stay in the same hotel as the student. No band director housed in the Galt may chaperon students housed in the Hyatt.
8. The local teacher must notify the State or District Chorus Chair of any problems with the All-State Choruses. He / She should notify the State Choral Chair of withdrawals immediately.
9. Failure of local teacher to meet all responsibilities may result in suspension from All-State activities until readmitted by the choral council.

L. Responsibilities of Students

1. To audition for and to participate in All-State Chorus, the student must be enrolled in a performing choral class at the school for which he / she is receiving academic credit.
2. To participate, the student must audition in the district auditions.
3. The student must pay a registration fee to help cover expenses.
4. **The student must spend whatever time is required to learn his / her music. The student must attend a regional rehearsal prior to attending All-State. Students must use a published copy of music in the audition. No copying will be permitted.**
5. If a student finds he / she cannot participate after being accepted, he / she must notify his / her teacher immediately.
6. From the time of selection to completion, the student must remain in good standing in his / her school's own choral organization.
7. A student must cooperate fully with the director as well as with all teachers, regardless of which school he / she represents. Failure to observe the rules will cause that student to be dismissed from All-State Choruses.
8. Each student is to be in his / her assigned seat on time for all rehearsals and performance. Each student must attend every rehearsal unless excused by the KMEA State Choral Chair.
9. A student must meet the dress requirements for performance as determined by the State Choral Council.
10. Failure of the student to comply with any rules or regulations will result in removal from All State Chorus.

M. Responsibilities of the District Chorus Chair

1. The District Chair is responsible for all matters pertaining to district auditions. This includes paying the honorarium for adjudicators for each voice part. This honorarium must be given to the judges **at the time of the audition.**
2. The District Chair must work with the State Chair to determine a date, time and sight for the district auditions. The District Chair should arrange for warm up rooms, scheduling, food / hospitality arrangements for the judges, and must provide necessary workers. The audition date should be determined by the spring/summer Choral Council meeting so that the information may be printed in the KMEA calendar, KMEA website, and in *Bluegrass Music News*. Scheduling of quartets should be done so that the minimum of necessary quartets are heard.

3. The District Chair is responsible for seeing that all audition registrations are properly filled out and returned with ratings to the State Choral Chair by the deadline.
4. The District Chair is responsible for assisting the State Choral Chair in handling matters pertaining to All-State regional rehearsals.
5. The District Chair is responsible for keeping a current list of all high school teachers in the district and for notifying the State Choral Chair of any changes that occur in his / her district.
6. The District Chair shall arrange to collect a small fee from each school to cover the judge's honoraria, the state audition fee of \$5.00 per student, as well as expenses to run the audition. This fee should be mailed to the KMEA office by the appointed deadline.

N. Responsibilities of the State Choral Chair

1. The State Chair is responsible for hiring the All-State Conductors, accompanists, and instrumentalists required for the performance. The State Chair is responsible also for the hiring of clinicians for clinic sessions at the conference.
2. The State Chair is responsible for making housing arrangements for the All-State Conductors, clinicians, and accompanists.
3. The State Chair is responsible for obtaining the written consent of the All-State Conductors and clinicians, and for advising All-State Conductors and clinicians of the financial arrangements with KMEA.
4. The State Chair is responsible for arranging a rehearsal schedule, securing a place for rehearsals and performance, as well as any needed physical equipment.
5. The State Chair is responsible for compiling audition ratings and for determining membership in the All-State Choruses.
6. The State Chair is responsible for ordering All-State music and having it sent to the local schools upon payment of fees by that school.
7. The State Chair is responsible for ordering pins, certificates, programs, publicity, recordings, and for arranging for solo auditions if required by the programmed music.
8. The State Chair is responsible for securing teachers to serve as Coordinators of All-State Choruses and for appointing a Clinic Coordinator.
9. The State Chair is responsible for furnishing audition forms and sending communications of pertinent information to all participating schools.
10. The State Chair is responsible for paying all bills pertaining to All-State Choruses and clinics from audition and membership fees received.
11. The State Chair is responsible for submitting an end-of-the-year financial report to the Executive Secretary. The Chair is personally responsible for any monies spent over the budgeted allotment or income of the All-State Group.
12. The State Chair is responsible for sending news about choral matters to the Bluegrass Music News and to the publisher of the KMEA website.
13. The State Chair is responsible for working with the All-State Conductors in determining the music to be performed by the All-State Choruses.
14. The State Chair is responsible for selecting the audition piece in cooperation with the Choral Council.
15. The State Chair is responsible for reporting to the Festival Commission on behalf of the Choral Council.
16. The State Chair is responsible for determining an audition schedule for each district and for securing a panel of judges in each district.
17. The State Chair is also responsible for arranging lodging for the panel of judges during the auditions and for reimbursing the sight-reading judges for mileage, travel expenses and meals.