



Florida Orchestra Association

HANDBOOK

2021-22 Edition

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All-State Auditions Florida Orchestra Association, Inc. Florida Music Education Association Professional Development Conference

The All-State Professional Development Conference is sponsored by the Florida Music Education Association (*FMEA*). It is held during the first or second weekend following the first Monday in January. The location of the Professional Development Conference is determined by the FMEA Board of Directors. The five (5) component organizations (*Orchestra, Band, Chorus, Collegiate and Elementary*) participate in the Clinic/Conference. Each conducts their own activities and meets together with other professional colleagues from around the state and country. The all-state student groups provide opportunities for musical and personal growth of our string players around the state.

I. All-State Orchestras

- A. The Florida Orchestra Association, Incorporated (*FOA*) sponsors five (5) FMEA All-State Orchestras. The orchestras are as follows:
 - 1. All-State Middle School Honors Orchestra (*non-auditioned, director recommendation*)
 - 2. All-State Middle School Orchestra (*by audition only*)
 - 3. All-State Concert Orchestra (*9-10*) (*by audition only*)
 - 4. All-State Symphonic Orchestra (*11-12*) (*by audition only*)
 - 5. All-State High School Honors Orchestra (*9-12*) (*non-auditioned, director recommendation*)
- B. FOA also provides bass players for our sister organization, The Florida Bandmasters Association (*FBA*), during the Clinic/Conference.
 - 1. All-State Concert Band (*9-10*) (*by audition only*)
 - 2. All-State Symphonic Band (*11-12*) (*by audition only*)

II. General Requirements for Audition/Nomination Participation

- A. Music Directors must be members of NAFME/FMEA and FOA for their students to audition or be nominated. (*see IV.A below for membership types*)
- B. Any secondary student participating in a Florida Music Education Association (*FMEA*) All-State performing ensemble must be enrolled/registered at a public school, a private school, a public charter school, a home education music cooperative, or a virtual school. In addition, the student must be a regular participating member in the appropriate middle school or high school performing ensemble (*band, chorus, orchestra, guitar ensemble*) from that school, and sponsored by the active FMEA/component member teacher from that school. A home-education student must either be a regular participating member in an ensemble listed above or enrolled/registered at a home education music cooperative. In addition, the student must be a regular participating member of an ensemble equivalent to the above in the music cooperative. Home education students must be sponsored by their active FMEA/component member teacher from that home education music cooperative. If the appropriate performing ensemble does not exist at the student's local public, private, public charter school, home education music cooperative, or virtual school, the student MUST

be enrolled in one of the other eligible performing ensembles at that school and be sponsored by that active FMEA/component member teacher from that school. Any student deemed ineligible may appeal to the FMEA eligibility committee prior to September 1st.

- C. Students that are nominated or audition must meet Florida Department of Education statutes and school district eligibility standards at the time the application or nomination is submitted.

III. Application Process for Middle School and High School Honors Orchestra

- A. The applications for Middle School Honors Orchestra and High School Honors Orchestras are posted on the FOA web site along with the deadline date for submission.
- B. Directors may wish to nominate students that are auditioning in the event they are not selected. (*Note: Schools that have students make the auditioned all-state orchestras will not have students selected for the Middle School Honors or the High School Honors Orchestras.*) Students are to be listed in order of talent. Please include any information that will help in the selection process.
- C. Each orchestra director may nominate up to four students from their school for participation. (*Note: Schools that have students make the all-state orchestra will not have students selected for the Middle School Honors or the High School Honors Orchestra.*)
- D. If a large number of schools apply, not all schools may have a student selected, but a list will be kept and those schools will be considered first for the following year.
- E. The application must be typed and submitted with the appropriate student Application/Parental Agreement Form and the FMEA All-State Concert Participant's Contract (*located on the website*), along with the appropriate fee. **Note: Only school/booster checks or money orders for the exact amount are acceptable. Applications accompanied by cash, personal check or exhibiting other inaccuracies will be returned. Deadline schedules will be adhered to without exception. Checks are made payable to FOA.**
- F. The application must be signed by the Director and the school Principal.
- G. **Failure to comply with Sections 2A, 2B, 2C above, as well as Sections 3F and 3G, will result in the application being returned and considered invalid.**

IV. Application Process for All Auditioned Orchestras

- A. Only Directors that are members of FOA may submit applications for auditions. Collegiate members are not permitted to nominate students to audition or to the all-state honors orchestras.
- B. Any secondary student participating in a Florida Music Education Association (FMEA) all-state performing ensemble must be enrolled/registered at a public school, a private school, a public charter school, a home education music cooperative, or a virtual school. In addition, the student must be a regular participating member in the appropriate middle school or high school performing ensemble (*band, chorus, orchestra, guitar ensemble*) from that school, and sponsored by the active FMEA/component member teacher from that school. A home-education student must either be a regular participating member in an ensemble listed above or enrolled/registered at a home education music cooperative. In addition, the student must be a regular participating member of an ensemble equivalent to the above in the music cooperative. Home education

students must be sponsored by their active FMEA/component member teacher from that home education music cooperative. If the appropriate performing ensemble does not exist at the student's local public, private, public charter school, home education music cooperative, or virtual school, the student MUST be enrolled in one of the other eligible performing ensembles at that school and be sponsored by that active FMEA/component member teacher from that school. Any student deemed ineligible may appeal to the FMEA eligibility committee prior to September 1st.

- C. Each student must submit a signed Application/Parental Agreement form along with the FMEA Concert Participant's Contract and the appropriate fees to his/her director. These forms are located on the FOA website. (*Note: The fee is non-refundable and is used to defray the cost of running auditions and All State expenditures.*)
- D. Each Director submits the application(s)/permission forms and audition fees to their District Chair. (**Note: Only school/booster checks or money orders for the exact amount are acceptable. Applications accompanied by cash, personal checks or exhibiting other inaccuracies will be returned. Deadline schedules will be adhered to without exception. Checks are to be made payable to FOA.**)
- E. Directors will be notified by their District Chairs of any application problems.

V. **Auditions/Requirements/Materials**

- A. Audition requirements are posted on the FOA website by the third week of April for the next year's all-state orchestra auditions.
- B. Audition dates set by each district must fall within the approved audition window set by the Executive Committee of FOA.
- C. Auditions are held in each district within the state. Each district will audition all students on the same day. (**Note: Due to the confidentiality of sight-reading material and scale requirements there are no exceptions to the audition date set by each district.**)
- D. Directors submitting applications for students will be notified of the audition schedule by their District Chair. The orchestra director must be in attendance at the audition site during the time his/her students are auditioning. Directors not in attendance during their student's All-State audition must provide a letter from their principal to the FOA Board member in charge of the event indicating another FOA member will be responsible for their school's students (*parents cannot assume this responsibility*). Failure to comply with this procedure will result in students from that school being ineligible for any all-state orchestra ensemble. Exceptions may be granted by the District Chair in the event of a true emergency.
- E. Audition materials may be provided by FOA for auditions depending on availability. Students need to check with their school orchestra director or private instructor to get the audition materials.
- F. Students are allowed to take their own copy of the etude and excerpt into the audition room. However, no scale books or sheets are allowed into the audition room. All scales must be performed from memory.
- G. Any secondary student participating in a Florida Music Education Association (FMEA) all-state performing ensemble must be enrolled/registered at a public school, a private school, a public charter school, a home education music cooperative, or a virtual school. In addition, the student must be a regular participating member in the appropriate middle school or high school performing

ensemble (*band, chorus, orchestra, guitar ensemble*) from that school, and sponsored by the active FMEA/component member teacher from that school. A home-education student must either be a regularly participating member in an ensemble listed above or enrolled/registered at a home education music cooperative. In addition, the student must be a regular participating member of an ensemble equivalent to the above in the music cooperative. Home education students must be sponsored by their active FMEA/component member teacher from that home education music cooperative. If the appropriate performing ensemble does not exist at the student’s local public, private, public charter school, home education music cooperative, or virtual school, the student **MUST** be enrolled in one of the other eligible performing ensembles at that school and be sponsored by that active FMEA/component member teacher from that school. Any student deemed ineligible may appeal to the FMEA eligibility committee prior to September 1st.

VI. Selection Notification/Placement and Reseating Auditions

- A. Notification of acceptance into one of the auditioned all-state orchestras will be made on the FOA website. Check the FOA calendar for the posting date. If a student auditions on two instruments and is selected on both instruments, the student will be placed in the section he/she scored highest. (*Note: no ranking or numerical results will be posted on the website, or available to parents, students, or directors. Audition results are final.*)
- B. The total number of students accepted in each section is prescribed below:
 - 36 violins
 - 14 violas
 - 12 cellos
 - 8 basses
- C. Violin division in all orchestras will be as follows:

<u>1st Violin</u>		<u>2nd Violin</u>	
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	26	27	28
29	30	31	32
33	34	35	36
- D. FOA will provide one accepted bass player to the Middle School All-State Band, 9/10 Concert Band, and/or 11/12 Symphonic Band as needed.
(Note: Bass players may only be placed in All-State Band one year.)
- E. Symphonic and Concert Orchestra wind and percussion players will be selected by the Florida Bandmasters Association.
- F. Reseating auditions will be held at the Professional Development Conference site. Audition times will be posted by each All-State Coordinator and will be available on the FOA web site.

VII. Unable to Attend

- A. The director is required to notify the Executive Director of FOA by the designated date posted on the FOA web site and Parental Agreement Form if an All-State student is unable to attend and give the reason for not attending. The Executive Board will rule the absenteeism to be excused or unexcused.
- B. Notification of absences after the withdrawal deadline may be deemed unexcused by the Executive Board and that student will not be able to participate in the following year's All-State orchestras. In addition, the school will be placed on probation the following school year. **(Note: The director and school principal will receive a letter from the Executive Board notifying them that their school is being placed on probation for the following year.)**
- C. **If the same school has a student with an unexcused absence during the probationary year, the director and principal will be notified that for the following year, no student from that school will be eligible to participate in All-State.**

VIII. Music

- A. Prior to the conference in January, concert music will be mailed to students' schools. At the conclusion of the Professional Development Conference, all music will be collected. Individual schools will be billed for any music that is not returned.

IX. All-State Participation Information for the Director and Students

- A. See appendix A of the Handbook for the following:
 - 1. Hotel/Motel reservations
 - 2. Chaperoning
 - 3. Concert Dress
 - 4. Pre-Registration
 - 5. Equipment
 - 6. Professional Development Conference Regulations
 - 7. FMEA Rules of Conduct
 - 8. Director's Check List.

District and State Concert Music Performance Assessment

The Music Performance Assessment (*MPA*) is one of the best ways to raise the standards of musicianship in middle school and high school orchestras around the state of Florida. The Florida Orchestra Association, Incorporated, along with the Florida School Music Association, provides Music Performance Assessment opportunities in which the students can hear other orchestras, receive constructive comments, and be rewarded for their accomplishments and efforts. It is the belief of the Florida Orchestra Association, Incorporated that our growth as individuals is defined in terms of our ability to develop thinking capacities, motor skills, and affective response. Music is unique in that it has the potential to develop people in all three areas, fostering performance skills, musical creativity, and musical response.

I. General Application Procedures and Information

- A. The application for District and State Concert MPA is located on MPA online. All applications need to be typed.
- B. No refunds of registration fees for enrollment changes are allowed at either the District or State level. There are no exceptions to this FSMA rule. (*See FSMA Rules and Regulations 3.18*)
- C. Fines for late applications at both the District and State level are to be paid by separate checks and are as follows:
 - 1 to 7 days after postmark deadline \$200.00
 - No applications will be accepted after the 7th day.
- D. Requests to perform out of district must be made to both the Executive Director and District Chair for your district, giving detailed justification for the request. Requests must be received before application deadlines for BOTH your district and the district in which you would like to attend the MPA. Once permission is granted to perform out of district, the director must contact the District Chair of the desired district to receive confirmation to perform in that district's MPA.
- E. Requests to perform for Comments Only at the district level must be made to the District Chair at least two weeks before the MPA event. On the day of the event, the district chair can use Comments Only if rationale warrants. Comments Only is not allowed at the state level.

II. District Level Entries

- A. District assessment fees for each orchestra member are set by the District Chair and are due when you turn in your application. Fees paid to your District must be in the form of a school check, booster check, or money order. No personal checks or cash can be accepted.
- B. District deadlines for entry forms and assessments are set by the District Chair. If there is a need for a correction on your application, it will be returned to you, and must be corrected and returned to your District Chair by the application deadline. Failure to do so may result in fines being levied against your school. (*See section I – C.*)

III. State Level Entries

- A. State assessment fees for each orchestra/member are set by the Executive Committee and are posted on the website. Fees for state Concert MPA are due to the Executive Director when your application is submitted. Fees paid for State MPA must be in the form of a school check, booster check, or money order. No purchase orders, personal checks, or cash can be accepted.
- B. State deadlines for entry forms and assessments are set by the Executive Board and are available on the FOA website or from your District Chair. If there are corrections that need to be made to your application or fees, the entire application will be returned to you. Corrections must be made, and the application and fees returned by the postmarked deadline to the Executive Director. Failure to do so will result in a fine being levied against your school. (*See section I – C.*)

IV. School Eligibility Requirements for District and State

- A. District
 - 1. Any school entering District Concert MPA must be a member of the Florida School Music Association in order for your students to participate in this event.
 - 2. Directors from multiple school orchestra programs may not combine their orchestras for performance. (*The Executive Committee may grant exceptions.*) (*See section V – E.*)
 - 3. Any Middle School or High School orchestra may participate in their District Concert MPA as long as they have a minimum of twelve (12) members. Orchestras that do not meet the minimum requirement on the day of the event, may perform for Comments Only.
 - 4. Directors who are unable to attend an MPA due to unforeseen circumstances or emergency may appoint a qualified adult (i.e. colleague, student teacher, etc.) to stand in for the event. The appointee does not have to be a member of FOA. A signed letter by the school's principal must be provided stating the circumstances for the switch. For liability reasons, a staff member from the school must be present during the school's attendance at the MPA and sign in and out with the FOA officer on site. Failure to comply will result in disqualification and comments only. Emergency situations will be considered on a case-by-case basis.
- B. State
 - 1. Any school entering State Concert MPA must be a member of the Florida School Music Association in order for your students to participate in this event.
 - 2. Junior high and middle school students may participate in music performance assessments on the district level but not those on the state level. Seventh and eighth grade students who are members of a combined school's large ensemble that qualifies for a state music performance assessment may participate in a State MPA. Although allowed to participate in the large ensemble MPA, seventh and eighth grade students may not participate in State Solo and Ensemble events.
 - 3. The following additional criteria must be met:

- A. Directors are current members of the Florida Orchestra Association, Inc.
 - B. The orchestra performing at State Concert MPA must consist of the same membership as the orchestra that performed at District Concert MPA. Orchestras that do not meet the minimum requirement on the day of the event may perform for comments only.
 - C. The orchestra must have received an overall rating of Superior when all four (4) scores were combined from District MPA.
 - D. Orchestras must be classification D, C, B or A. No ES orchestras will be permitted to participate.
4. Directors who are unable to attend an MPA due to unforeseen circumstances or emergency may appoint a qualified adult (i.e. colleague, student teacher, etc.) to stand in for the event. The appointee does not have to be a member of FOA. A signed letter by the school's principal must be provided stating the circumstances for the switch. For liability reasons, a staff member from the school must be present during the school's attendance at the MPA and sign in and out with the FOA officer on site. Failure to comply will result in disqualification and comments only. Emergency situations will be considered on a case-by-case basis.

V. Student Eligibility Requirements for District

- A. Individuals listed on the orchestra application must be bona fide students at the represented school and must be a regular member in that school's music program. Only students listed on the orchestra's application may perform on stage and in sight-reading. Adult piano accompanists may be used for stage performance ONLY for level E orchestras. No adults may be used on any other instruments at any level on stage or sight-reading. No adult piano accompanists may be used in the sight-reading room.
- B. Students listed on the entry forms may participate in District Concert MPA without any GPA restrictions. (*GPA requirements at the high school/ middle school levels are up to each individual school district and their director.*)
- C. The completed application certifying the eligibility of students must be signed by the director and school principal.
- D. At the high school level, individual students may not participate in more than two (2) string orchestras on the same instrument unless granted permission by the executive committee.
- E. If a director teaches at more than one school and would like to combine students from those schools' orchestras into one ensemble to perform at MPA, the director must first request permission from the Executive Committee giving detailed justification for the request.

VI. Student Eligibility Requirements for State

- A. Individuals listed on the orchestra application must be bona fide students at that school and must be a regular member in that school's music program.

- Only students on the orchestra's application may perform on stage and in sight-reading.
- B. Students in middle/junior high school may not participate in State Concert MPA unless they are part of a regularly scheduled class in a combined junior/senior high school with one director and are members of a high school orchestra class.
 - C. Students listed on high school entry forms may participate in State Concert MPA without any GPA restrictions. *(GPA requirements at the high school/ middle school levels are up to each individual school district and their director.)*
 - D. The completed application certifying the eligibility of students must be signed by the director and school principal.
 - E. At the high school level, individual students may not participate in more than two (2) string orchestras on the same instrument unless granted permission by the executive committee.

VII. Music Requirements for District and State

A. Classification

1. For participation at District Concert MPA, each director will choose one of the following classifications to enter based upon selections made from the FOA MPA Required Music List:

Class A – Grade V or above literature

Class B – Grade IV literature

Class C – Grade III literature

Class D – Grade II literature

Class E – Grade I literature

To participate at State Concert MPA, ensembles must perform music at level DS/DF or higher.

2. Schools may enter no more than two orchestras in the following classifications: ES, DS, DF, CS, CF, BS, BF, AS. Orchestras may not perform the same compositions. Each orchestra will play different selections during the sight-reading process.
3. If compositions selected from the FOA music list are from two classification categories, the easier selection will determine the class entered. *(Note: the difficulty level of each school's selection must be from the same class or one level higher.)*
4. The adjudicators will judge each orchestra on all music performed.

B. Music Selection: Please make sure you read and understand all of the following criteria.

1. Each orchestra must prepare three (3) compositions to be performed *(varying in key, style, period, and tempo)*.
2. Schools entered in classes AS, BS, CS, DS, and ES must perform two (2) string orchestra compositions from the FOA Required Music List (available on the website). The third composition may be either full orchestra or string orchestra and may come from any source.
3. Schools entered in classes AF, BF, CF, and DF must perform two (2) full orchestra compositions from the FOA Required Music List. The third composition may be either full orchestra or string orchestra

- and may come from any source.
4. Solo concerto, Broadway show tunes, pop tunes, movie themes, and television themes are not acceptable for an event of this type and will result in an orchestra being disqualified.
 5. Non-published (*original music*) may be used as the third selection (*from any source*) for both string and full orchestras.
 6. Two contrasting style movements from a symphony may be counted as two separate pieces.
 7. **Single movements from the same multi-movement composition, that are not symphonies, may not be counted as separate pieces.**
 8. Orchestras eligible to attend State Concert MPA may change their music selections as long as they are the same classification or higher.
- C. While judges shall be instructed to criticize instrumentation only insofar as it affects the balance and general effect of the performance, schools are encouraged to conform as closely as possible with accepted standards of instrumentation.
- D. Director/students may perform from an electronic tablet, provided the original music is on site. Failure to comply with this rule will result in disqualification, receiving judges' comments only with no rating given.
- E. E Print music scores may be used provided proof of purchase is attached to each score supplied to the adjudicators. Failure to comply with this rule will result in disqualification, receiving judges' comments only with no rating given.
- F. IMSLP or similar resources may be used for performance. A printout of the general information page must be included with each score showing that the copyright is public domain. Failure to comply with this rule will result in disqualification, receiving judges' comments only with no rating given.
- G. Photocopies of music may be used only under the following conditions. At the time of the evaluation or Music Performance Assessment the director shall:
1. Music that is out of print – attach a copy of the written permission to make copies from the publisher or rightsholder. Vendors may not give this permission.
 2. Music that is on order and will not arrive in time for the event - attach a copy of a vendor letter with each score containing ALL of the following information:
 - a. Music was ordered on or before the title change deadline (10 days before)
 - b. Letter from the vendor stating the following:
 1. Date music was ordered
 2. Person/school name who ordered the music
 3. Title of the pieces ordered
 4. Must be on company letterhead
 5. Invoice for ordered music is included with the letter
- Failure to provide written notification from the publisher/vendor will result in disqualification, receiving judges' comments only with no rating given.
- H. **High school orchestras are not allowed to repeat music played at either District or State MPA the previous four (4) years. Middle school orchestras are not allowed to repeat music played at District MPA the**

previous three (3) years.

- I. **All Concert MPA applications must have music titles listed. Any application turned in with TBA titles will be considered incomplete and returned to the director for corrections. (See section I-C above)**
- J. Directors may change music titles on MPA Online up to 10 days prior to the beginning of the MPA event. Failure to comply with the 10-day rule will result in a rules infraction which will lower the orchestra's overall rating one level.
- K. General Information
 1. Each Director will prepare three (3) separate envelopes (*one for each judge*) containing one score, bound in booklet form, for each selection to be performed on stage with all measures numbered; at State Concert MPA, four (4) separate envelopes. Acceptable forms of bound scores are spiral, comb, stapled, or score sheets in sheet protectors secured in a 3-ring/prong binder/folder. Failure to provide scores in one of the specified formats will result in a rules infraction which will lower the orchestra's overall rating one level.
 2. Failure to provide scores with numbered measures will result in a rules infraction which will lower the orchestra's overall rating one level.
 3. Failure to provide the required number of scores (3 for district, 4 for state) will result in a rules infraction which will lower the orchestra's overall rating one level.
 4. Each envelope will be identified on the outside with the name of the school, classification entered, and the director's name. **There should be no other markings, personal notes or other school information contained in or on any part of the envelope or music.**
 5. The stage will be equipped with stands, podium, bass drum, and a set of four (4) timpani. All other percussion equipment needed for full orchestra must be provided by the school performing full orchestra selections.

VIII. Warm Up and Stage Performance Procedures District and State Level

- A. Prior to entering the warm-up room, the director must turn in the three (3) envelopes (*as mentioned in section VII. K, 1 above*) and their stage seating chart. At State MPA, the seating chart must be submitted with the State MPA application.
- B. It is recommended that each orchestra in Class ES, DF, DS, CF, and CS be given minimum of thirty (30) minutes to tune and warm up. Orchestras in Class BF, BS, AF, and AS may be given forty-five (45) minutes, upon prior request with application, to tune and warm up. The warm-up room may not have any stands at the district level and should be away from the stage area as to not interfere with other performing ensembles. At the state level a sufficient number of music stands will be provided in the warmup room to accommodate all orchestras participating as follows: one stand per two violin, viola, cello players; one stand per bass player; one stand per wind/percussion players.
- C. Ten (10) minutes prior to performance, each director is asked to send one (1) student to help with stage set up. Approximately five (5) minutes before the scheduled performance the orchestra should be ready to move to the stage.
- D. Orchestras performing at District or State Concert MPA will be given a thirty (30) minute performance allotment. Orchestras in **Class BF, BS, AF, and AS** may request a forty-five (45) minute allotment. This time is to include stage entrance,

- tuning, performance, and stage exit. Any orchestra going over their allotted time will have their overall final score lowered by one rating.
- E. Directors should allow for a short pause (*30 to 45 seconds*) between each piece to let the judges finish writing.
 - F. All students performing on stage must perform the selected literature as a complete ensemble. Ensembles with students that do not participate or leave the stage (*unless ill or emergency*) will result in a rules infraction with a lowering of the overall score. Students who only perform on percussion, piano, or harp may leave the stage during the performance assessment.
 - G. Once an orchestra's stage performance is finished the orchestra should move quickly and quietly to the sight-reading room at District MPA or clinic room at State MPA.

IX. Scheduling of Concert Performances

- A. District Level
 - 1. Dates for Concert MPA are selected by each district at their spring meeting and are approved by the board at the May FOA State Board meeting.
 - 2. Schedules are published on the MPA Online website at least two (2) weeks prior to the event.
- B. State Level
 - 3. Dates for State Concert MPA are set by the Executive Committee and are published on the FOA web site at the beginning of each school year.
 - 4. Schedules are published on the MPA Online website two (2) weeks prior to the event.

X. Sight-Reading Requirements for District

- A. District Level
 - 1. Sight-reading at District Concert MPA is mandatory for all middle and high schools.
 - 2. The sight-reading result will be added into the performance result to arrive at an overall rating. (*See chart below*)
 - 3. Each orchestra will sight-read a composition one (1) classification lower than the classification entered for their performance. (*i.e., Class BF on stage would sight read Class CF*)
 - 4. The district will be provided sight-reading music from the state organization.
 - 5. The sight-reading room will have chairs and stands. Bass drum and timpani will be provided if possible.

XI. Sight-Reading Procedures for District

- A. Upon entering the sight-reading room, the judge will give the score to be sight read to the director. No video/audio recording is allowed by anyone in the sight-reading session.
- B. The judge will then ask the students to place their folders under their seats as he/she explains the sight-reading procedures to the orchestra. The sight-reading envelopes will also be passed out to the orchestra.
- C. When all envelopes are handed out, the judge will indicate to the director

that he/she has five (5) minutes to study and discuss the music with the orchestra. The director may do anything except demonstrate any part of the music on an instrument, or have the students play their parts. The judge will notify the director when one (1) minute is left and will call time after the five (5) minutes have elapsed. If the length of the sight-reading piece exceeds the normal five (5) minutes, the length of the sight-reading preparation will be determined in advance by the Sight-Reading Committee.

- D. Once the orchestra begins playing, the director can only use his/her hands or baton to give meaningful conducting gestures. An orchestra whose director makes an obvious contribution to the performance by either singing with or speaking to the students while they are performing shall result in a rules infraction, which will lower the orchestra's overall rating by one level. **The director or students cannot sing, whistle, clap, speak, whisper, tap on the stand, yell out rehearsal marks, or call out any other instructions during the performance.**
- E. The judge will then instruct the orchestra members to pass in the sight-reading envelopes. Once it is verified that all music has been retrieved the orchestra will be dismissed from the sight-reading room. (*Unless the orchestra has a Student Conductor*)

XII. Clinic at the State Level

- A. After the stage performance, orchestras will receive a thirty (30) minute workshop with the designated clinician.
- B. The State MPA adjudication panel will consist of five (5) members, with three concert judges and two (2) rotating clinicians. The clinicians are non-scoring members of the panel.

XIII. Student Conductor at District and State Level

- A. At the district level, student conductors will take the podium immediately after the orchestra's sight-reading is completed. At the state level, student conductors will take the podium immediately after the orchestra's clinic session is completed.
- B. Student conductors need have two (2) original scores with measures numbered. (*One score for the judge and the other for themselves.*)
- C. Memorization of the student conducting score is not required.
- D. The student conductor is responsible for teaching the entire piece with guidance from the orchestra director. The student conductor selection must not have been performed on stage at the current MPA or the preceding three years.
- E. Results for the student conductor do not affect the orchestra's sight-reading rating or the overall rating.
- F. Student conductors receiving a superior will receive a medal.

XIV. Results

The results of each school's Concert MPA participation at both the district and state level are published annually by FSMA with copies of this publication sent to all member schools.

A. District Level

- 1. Overall results for orchestras at the district level will be as follows:

Superior (*S*), Excellent (*E*), Good (*G*), Fair (*F*), Poor (*P*), Comments Only (*CO*) and Disqualification (*DQ*). See chart below for computation and rating standards.

2. District level rules infractions will result in the District Chairperson lowering the orchestra's overall rating by one level or disqualification.

B. State Level

1. Results for orchestras at state will be as follows: Superior (*S*), Excellent (*E*), Good (*G*), Fair (*F*), Poor (*P*), and Disqualification (*DQ*). See chart below for computation and rating standards.
2. ***Rules infractions at the state level (both concert and Solo & Ensemble) will be dealt with by either the FOA President, Past-President, or President-Elect. In the event that none of these offices can be present at the event, the FOA President will appoint a voting member of the Executive Board to serve in this capacity.***
3. State level rules infractions will result in lowering the orchestra's overall rating by one level or disqualification.

C. Posting of Results

The Florida Orchestra Association, Inc. will no longer publicly post results as of July 1, 2019 for any district level Music Performance Assessment events. Furthermore, no results will be posted for state-run Music Performance Assessment events. This includes both Solo & Ensemble and Concert MPA events.

District/State may allow individual school directors access to view their students comment sheets during Solo & Ensemble events. However, all comment sheets must remain in the MPA office during the official event or until such time as the director signs out from the event. Directors do have access to individual student results through the MPA online program.

District/State Concert MPA adjudication sheets will be available to each school's director upon signing out of the event. At no time should ratings be made public. Directors will be able to see all results when the final report is emailed to all of them for approval.

**AVERAGE OF THREE PERFORMANCE RATINGS
IN EVERY POSSIBLE COMBINATION**

Sup	Exc	Good	Fair	Poor
SSS	SEE	SGG	SFF	SPP
SSE	SEG	SGF	SFP	EPP
SSG	SEF	EGG	EFF	GPP
SSF	SEP	EGF	EFP	FPP
SSP	EEE	EDP	GFF	PPP
	EEG	GGG	GFP	
	EEF	GGF	FFF	
	EEP	GGP	FFP	

FINAL RATING

(Combined Stage Performance and Sight Reading Ratings)

Sup		Exc		Good		Fair		Poor	
<u>P</u>	<u>SR</u>	<u>P</u>	<u>SR</u>	<u>P</u>	<u>SR</u>	<u>P</u>	<u>SR</u>	<u>P</u>	<u>SR</u>
S	S	S	G	E	F	G	P	P	F
S	E	S	F	E	P	F	G	P	P
		S	P	G	E	F	F		
		E	S	G	G	F	P		
		E	E	G	F	P	S		
		E	G	F	S	P	E		
		G	S	F	E	P	G		

District and State Solo and Ensemble Music Performance Assessment

I. General Application Procedures and Information

- A. The application for District and State Solo & Ensemble MPA is located on MPA online. No handwritten applications will be accepted.
- B. No refunds of registration fees for cancellations (*DNA's*) are allowed at either the district or state level. There are no exceptions to this FSMA rule. (*See FSMA Rules and Regulations 3.18*)
- C. Fines for late applications at both the district and state level are to be paid by separate checks and are as follows:
 - 1 to 7 days after postmark deadline \$200.00
 - No applications will be accepted after the 7th day
- D. Request to perform out of district must be made to both the Executive Director and District Chair for your district giving detailed justification for the request. Requests must be received before application deadlines for BOTH your district and the district in which you would like to attend the MPA. Once permission is granted to perform out of district, the director must contact the District Chair of the desired district to receive confirmation to perform in that district's MPA.

II. District Level Entries

- A. District assessment fees for each entry are set by your District Chair and are due when you turn in your application. Fees paid to your district must be in the form of a school check, booster check or money order. No personal checks or cash can be accepted.
- B. District deadlines for entry forms and assessments are set by your district. If there is a need for a correction on your application, it will be returned to you, and must be corrected and returned to your District Chair by the application deadline. Failure to do so may result in fines being levied against your school. (*See section I – C*)

III. State Level Entries

- A. State assessment fees for each entry are set by the Executive Committee and are posted on the website. Fees for your state entries are due to the Executive Director when your application is submitted. Fees paid for State MPA must be in the form of a school check, booster check or money order. No purchase orders, personal checks, or cash can be accepted.
- B. State deadlines for entry forms and assessments are set by the Executive Board and are available on the FOA website or from your District Chair. If there are corrections that need to be made on your application or fees, the entire application will be returned to you. Corrections must be made and the application and fees returned by the postmarked deadline to the Executive Director. Failure to do so will result in a fine being levied against your school. (*See section I – C*)

IV. School Eligibility Requirements for District and State

Any school entering Solo and Ensemble MPA must be a member of the Florida School Music Association in order for your students to participate in this event.

V. Student Eligibility Requirements for District

- A. All individual entrants must be bona fide students at the school represented and must be a regular member in that school's music program.
- B. Students listed on the entry forms may participate in Solo and Ensemble MPA without any GPA restrictions. (*GPA requirements at the high school /middle school level are up to each individual school and their director.*)
- C. The completed application certifying the eligibility of students must be signed by the director and school principal.
- D. Any student in grade five (5) or lower may not participate in a Solo and Ensemble event at the district level without the express written permission from the District Chair and the Executive Committee of the Florida Orchestra Association Incorporated and the Florida School Music Association.
- E. Individual students are limited to a total of three (3) events. (Student conducting may not be considered as a Solo and Ensemble event in your district.)
- F. Directors not in attendance during their students' participation in District Solo & Ensemble MPA must provide a letter from their principal to the FOA Board member in charge of the event indicating another FOA member who will be responsible for their school's students (*parents cannot assume this responsibility*).
- G. Directors should sign in at the FOA Office prior to their first student's performance. Failure to have a designee or be present for their student's performance will result in disqualification.

VI. Student Eligibility Requirements for State

- A. All individual entrants must be bona fide students at the school represented and must be a regular member in that high school's music program.
- B. Students in middle school grade levels 6, 7 and 8 may not participate in State Solo and Ensemble MPA.
- C. Students listed on the high school entry forms may participate in Solo and Ensemble MPA without any GPA restrictions. (*GPA requirements at the high school/ qualifying middle school levels are up to each individual school and their director.*)
- D. The completed application certifying the eligibility of students must be signed by the director and school principal.
- E. Individual students are limited to a total of three (3) events.
- F. Directors not in attendance during their students' participation in State Solo & Ensemble MPA must provide a letter from their principal to the FOA Board member in charge of the event indicating another FOA member who will be responsible for their school's students (*parents cannot assume this responsibility*).
- G. Directors should sign in at the FOA Office prior to their first student's

performance. Failure to have a designee or be present for their student's performance will result in disqualification.

- H. In order to participate at State Solo & Ensemble, students must first participate at the district level and receive a Superior or Excellent rating.

VII. Music Requirements for District and State

- A. The choice of music is at the discretion of each director and does not need to be taken from any set list at this time. *(See FOA suggested list on the website.)*
- B. Solo and Ensemble literature will fall into one of two categories:
 - 1. Adjudicated performance: classical literature of a caliber appropriate to the level of the student performing and to the formality of the event. This category of performance at the district high school level, receiving a Superior or Excellent rating, would enable the student performer to go on and participate in State Solo and Ensemble.
 - 2. Non-Traditional performance: published literature from Broadway show tunes, movie themes, Disney songs, pop tunes, jazz styles, and folk songs would be given performance comments with no award of a rating. This category would not qualify high school students for participation in State Solo and Ensemble.
- C. Solo or Ensemble music should be less than 8 minutes in length in order to facilitate time for adjudicator feedback. If the music selected is longer, directors are expected to make appropriate cuts in the music. If cuts are not made the adjudicator will stop the performance.
- D. Director/students may perform from an electronic tablet, provided the original music is on site. Failure to comply with this rule will result in disqualification, receiving judges' comments only with no rating given.
- E. E Print music scores may be used provided proof of purchase is attached to each score supplied to the adjudicators. Failure to comply with this rule will result in disqualification, receiving judges' comments only with no rating given.
- F. IMSLP or similar resources may be used for performance. A printout of the general information page must be included with each score showing that the copyright is public domain. Failure to comply with this rule will result in disqualification, receiving judges' comments only with no rating given.
- G. For solo performance, there is to be a published original for the performer, the adjudicator, and the accompanist *(if applicable)*. For ensemble performances, there is to be a published original for each performer and the adjudicator.
- H. Photocopies of music may be used only under the following conditions. At the time of the evaluation or music performance assessment the director shall:
 - 1. Music that is out of print – attach a copy of the written permission to make copies from the publisher or rightsholder. Vendors may not give this permission.
 - 2. Music that is on order and will not arrive in time for the event - attach a copy of a vendor letter with each score containing ALL of the following information:
 - a. Music was ordered on or before the title change deadline *(10 days before)*

- b. Letter from the vendor stating the following:
 - 1. Date music was ordered
 - 2. Person/school name who ordered the music
 - 3. Title of the pieces ordered
 - 4. Must be on company letterhead
 - 5. Invoice for ordered music is included with the letter

Failure to provide written notification from the publisher/vendor will result in disqualification, receiving judge's comments only with no rating given.

- I. All measures are to be numbered on the judge's and performer's music. Failure to provide numbered music for the judge will result in a rules infraction which will lower the rating one level.
- J. All solos must be performed with accompaniment if one is written. Pre-recorded accompaniments are allowed. However, it is up to that director to provide the necessary equipment. Events without a required accompanist may NOT perform for a rating, but MAY (*at the discretion of the MPA Officer*) be allowed to perform for Comments Only.
- K. Ensemble repertoire (*i.e., individual parts to a large ensemble piece*) is NOT allowed as a solo performance.
- L. Piano solos may only be entered at the district level and are **not** eligible for FOA State level assessments. Piano solos must register and receive a superior rating at FBA/FVA district level in order to be eligible for FBA/FVA state level assessments.
- M. The maximum number of participants in an ensemble is eleven (*11*) members.
- N. Full ensemble scores, if published, must be provided to the judge with all measures numbered. If there is no published score, then each original part must be provided for the judge.
- O. Ensembles with six (*6*) or more members may be conducted by their director.
- P. All ensembles must be complete as scored. Standard string literature may include winds, but instrumental substitutions are prohibited. *i.e.* the flute part played on violin.
- Q. Students eligible to attend State Solo & Ensemble MPA may change their music selection to one comparable to the level they played at district.
- R. Orchestra music used for ensemble performance may not be performed by that school's orchestra in the same year for a Concert MPA.
- S. Piano accompanists at State Solo & Ensemble may only accompany ten (*10*) entries.

VIII. Scheduling

- A. District Level
 - 1. Dates for Solo & Ensemble MPA are set by each district at their Spring meeting.
- B. Scheduling procedures for each event are determined by each District Chair. It is recommended that each event be given an eight (8) minute time slot for performance. (*However due to budgetary constraints of each district, that may not be possible.*)
 - 1. Schedules should be sent out or be available to each school participating at least two (2) weeks prior to the event.
- C. State Level

1. Schools will be scheduled on a first come, first served basis taking into consideration the distance traveled.
2. Each event will be allotted ten (10) minutes, eight (8) minutes for performance and two (2) minutes for a critique by the judge.
3. Schedules will be available on the FOA website two (2) weeks prior to the event.

IX. Results

The results of each school's Solo and Ensemble MPA participation at both the District and State level are published annually by FSMA with copies of this publication sent to all member schools. No individual solo or ensemble results are published or archived.

A. District Level

1. Results for Solo and Ensemble entries at the district level will be as follows: Superior with Distinction for an outstanding performance resulting in Superior Ratings in all categories on the adjudication sheet, including memorization (*S+*), Superior (*S*), Excellent (*E*), Good (*G*), Fair (*F*), Poor (*P*), Comments Only (*CO*) and Disqualification (*DQ*).
2. District level rules infractions will be dealt with by the District Chair on an individual basis.

B. State Level

1. Results for Solo and Ensemble entries at state will be as follows: Superior with Distinction for an outstanding performance resulting in Superior Ratings in all categories on the adjudication sheet, including memorization (*S+*), Superior (*S*), Excellent (*E*), Good (*G*), Fair (*F*), Poor (*P*), and Disqualification (*DQ*).
2. Rules infractions at the state level (*both concert and Solo & Ensemble*) will be dealt with by either the FOA President, Past-President, or President-Elect. In the event that none of these offices can be present at the event, the FOA President will appoint a voting member of the Executive Board to serve in this capacity.
3. Any infractions of the rules at the state level will result in disqualification of an event.
4. Comments Only are not allowed at the state level as per 5/16/03 Board motion.

C. Posting of Results

The Florida Orchestra Association, Inc. will no longer publicly post results as of July 1, 2019 for any district level Music Performance Assessment events. Furthermore, no results will be posted for state run Music Performance Assessment events. This includes both Solo & Ensemble and Concert MPA events.

District/State may allow individual school directors access to view their students comment sheets during Solo & Ensemble events. However, all comment sheets must remain in the MPA office during the official event or

until such time as the director signs out from the event. Directors do have access to individual student results through the MPA online program.

District/State Concert MPA adjudication sheets will be available to each school's director upon signing out of the event. At no time should ratings be made public. Directors will be able to see all results when the final report is emailed to all of them for approval.

Appendix A
Florida Orchestra Association, Inc.
FMEA Professional Development
Conference/All-State
Information Section

1. Hotel/Motel Reservations

Each director should make hotel/motel reservations for themselves and their students and chaperones well in advance of the Professional Development Conference/All-State. Instructions for making reservations are given each year in the *Florida Music Director* and should be followed to ensure obtaining the special FMEA Convention rates.

2. Chaperones

FMEA rules states that all participating students must be chaperoned. At least one chaperone, other than the director for every 10 students or fraction thereof. Directors should arrange to have enough chaperones so that the director will be free to attend the various events of the clinic.

3. Concert Dress for All Orchestras

Girls: Floor length black skirts/black dress slacks, long sleeved white blouse, black hose, and black shoes. No jewelry or large hair ornaments. No perfume.

Boys: Black dress pants, long sleeved white dress shirt, black socks, black shoes, black belt and long black tie. No cologne. No tennis shoes.

4. Pre-Registration

It is to the director's advantage to pre-register for the Professional Development Conference/All-State. The deadline for pre-registration is given each year in the *Florida Music Director*. Follow the form given in the *Florida Music Director* or register online at www.flmusiced.org. The personal information required must be provided for each student, director, and chaperone. In addition, the director should indicate in which all-state group the students are participating. Pre-registration must be accompanied by the registration fee. Those directors who have pre-registered before the deadline will find their complete registration packet awaiting them when they check in at the FMEA registration desk at the Professional Development Conference/All-State.

5. Equipment List for Students

Each student must bring to the Professional Development Conference/All-State a folding music stand, his/her instrument(s) and accessories, orchestra music and proper attire for the concert.

6. Professional Development Conference/All-State Regulations and FMEA Rules of Conduct

A. General Regulations

1. Directors must accompany their students to the Professional Development Conference/All-State and are responsible for the students' registration, transportation, preparation of the orchestra music and, most important, monitoring student conduct while at the Professional Development Conference.
2. The FMEA yearly Professional Development Conference/All-State is an activity approved by FSMA. Directors may obtain professional leave for their absence from school and should make request to their principal well in advance of the conference, for release during the conference dates.
3. The proper behavior of students is of utmost importance. If one student breaks a rule of conduct, the entire school may be disqualified from FMEA Professional Development Conference/All-State the following year. Each director should make certain that each of the students knows, understands and abides by the FMEA Rules of Conduct. Any violations should be reported to the FMEA Board.

B. FMEA Rules of Conduct

1. Students must maintain reasonable quiet at all times in hotel rooms, both night and day. People in neighboring rooms, not associated with the Professional Development Conference/All-State, may be trying to sleep. TV sets and radios must be played with volume at low level.
2. Students must wear their Professional Development Conference/All-State badges and school clothes at all times when outside their rooms.
3. Room doors should be locked at all times.
4. Boys are not allowed to visit girls' rooms and vice versa.
5. Curfew for students on Thursday and Friday nights is 11:00 p.m. and 12:00 a.m. on Saturday night. Curfew means that students must be in their rooms and must not leave them after the hour of curfew.
6. No alcoholic beverages or illegal drugs are allowed in students' rooms at any time.
7. Students are not permitted to smoke.
8. Students are not permitted to visit students in other motels/hotels. Nuisance phone calls are prohibited.
9. Students are not allowed to ride in cars unless with chaperones.
10. Students are reminded that extreme caution should be exercised near windows.
11. Nothing should ever be thrown from hotel windows.
12. Good common sense and consideration of others should be exercised at times.

7. Check-List for Directors

- A. Well in advance (possibly before the summer break), director begins preparing any students who wish to audition.
- B. Before the posted deadline, director submits applications and auditioning fees to the District Chairperson and prepares students for the taping session at the designated date, site and time as scheduled by the District Chairperson.
- C. Director selects chaperones and makes hotel/motel reservations for self, students, and chaperones.
- D. Students unable to attend All-State
 1. Notify the Executive Director by the published date, IN WRITING (Only fax, e-mail, FedEx, UPS, or US Postal Service or equivalent), of any student not able to attend All-State. This date may be found on the FOA website, Parental Agreement Form, and calendar. Please note: Notification via the FOA All-State Message Boards is not acceptable.
 2. Immediately return music to the Executive Director.
- E. After the students receive their music from the Orchestra Chair, director rehearses students on their parts.
- F. Director pre-registers self, students, and chaperones by registering online at www.flmusiced.org.
- G. The director arranges for transportation of students, instruments, and any other equipment.
- H. Several days before Professional Development Conference/All-State, the director should:
 1. Prepare copies of the FMEA Rules of Conduct to give to each student and chaperone.
 2. Prepare typewritten list of students, chaperones, and self, with boys and girls listed separately, for the hotel manager.
 3. Remind students:
 - a. To bring to Professional Development Conference/All-State their instrument, music, and folding music stand for rehearsals.
 - b. To bring proper All-State concert attire.
 - c. To obey FMEA Rules of Conduct.

8. Only for Directors Who Did Not Pre-Register

Prepare typewritten list of names, home addresses and Professional Development Conference/All-State addresses for each student, chaperone and self (also indicating in which All-State organization each student is participating) for FMEA registration at Professional Development Conference/All-State. The director should also collect the registration fee from each student.

- A. First day of clinic, upon arrival:
 1. Director gives students and chaperones copies of Rules of Conduct.
 2. Director instructs students.
 3. "Lights out" time.
 4. Professional Development Conference/All-State transportation system (if available).
 5. Encourages students to visit exhibits.
 6. Reminds students to be prompt at rehearsals.

7. Reminds students that no one may be excused from rehearsal without permission from the FOA President or Executive Director.
 8. Informs students of all scheduled rehearsal times and places.
 9. Suggests a good restaurant and reminds students to eat 3 times a day.
 10. Warns students to avoid “questionable” areas during their free time.
 11. Warns students to guard their instruments and luggage at all times.
- B.** The director checks with chaperones to be sure they are properly briefed and will know how to handle any situation.
- C.** The director gives hotel/motel manager a typewritten list of names of students and chaperones and self.
- D.** The director checks in at the FMEA registration desk. NO ONE else may do this for the director.
- E.** On the last day of the Professional Development Conference/All-State, before checking out, the director should check each hotel room for forgotten articles and for any damage by students. This check is for the director’s protection.