

District Sponsored Events – Band

Policies for selecting a student for District 5 Band (1/08)

District 5 of the Pennsylvania Music Educators Association encompasses all schools in Beaver, Butler, Lawrence, and Mercer Counties.

The Selection Process

Selections for District Festivals are made on a rotating basis. For example, the schools in each county are listed in alphabetical order. In year one of the sequence, the first school in Beaver County selects, then the first school in Butler County, followed by the first school in Lawrence County. The first round is completed after the first school in Mercer County selects. Round two begins with the second school in Beaver County. This procedure continues until all schools have placed one student in the organization. The procedure is then repeated until the ensemble is filled.

In year two, Butler County will begin the selection process followed by Lawrence, Mercer and Beaver Counties. However, the first school in each county will be placed on the bottom and the selections will begin with the 2nd school in alphabetical order. Year three of the cycle begins with Lawrence County and ends with Butler county while the selections within the counties begins with the 3rd school in alphabetical order. Year four begins with Mercer County and ends with Lawrence County, starting with the 4th school in alphabetical order, which begins again while the schools within each county continue their alphabetical cycles.

The secretary-treasurer is responsible to maintain the rotation cycle and notify the schools of the rotation. Any additions to the rotation will be approved by the executive board (i.e. addition or schools).

Paperwork Process

District 5 Band:

Follow the following procedure:

1. First year that ALL the paperwork is not completed by the deadline (postmarked) will result in a letter being sent to the director asking for timely compliance. This paperwork includes medical forms, contracts, and director information.
2. If the completed paperwork is not in the hands of the host director at the time of the selection meeting, the negligent school will not be allowed to participate in that festival.
3. Second consecutive year will result in director being put on probation
4. Third consecutive year will result in director not participating in festival that year.

Representation

The number of students representing a given school will be determined by the school enrollment in grades 10 through 12. The number of students allotted to each school is determined by the size of the District Band. The Secretary-Treasurer is responsible for determining the quota of each school. School population will be taken from the Department of Education. Once a school has reached its assigned quota of students, that school is removed from the selection order. The process continues in order without the said school.

Automatic Picks From Honors Band:

The following students from each section will be offered an automatic seat in District Band. If the student is in 9th grade or otherwise ineligible, the automatic seat will be forfeited.

3 Flutes or Piccolo

2 Oboes

2 Bassoons

6 Clarinets (Bb clarinet and/or Eb Soprano Clarinet)

1 Eb Contra Alto Clarinet or Bb Contra Bass Clarinet and 1 Bass Clarinet or 2 Bass Clarinets

2 Alto Saxophone

1 Tenor Saxophone

1 Baritone Saxophone

5 Cornets/Trumpets

4 French Horns

3 Trombones

2 Baritones

2 Tubas

2 Total Percussion

The membership of the ensemble is determined prior to the beginning of the selection process. Once the assigned number of players has been reached within a section, that section is closed. The only exception to this is that a school's 1st choice will be guaranteed a place in the ensemble.

Automatic picks will fill quota from last to first pick. For example, if a school gets five picks and has three automatics, those automatics will fill picks three, four, and five. The said school will still have picks one and two in the rotation.

A school may exceed its quota for the following reasons:

First pick is not an automatic

More automatic picks than quota

Additional need to fill an ensemble section (i.e. French Horns, etc.)

Additional Rules for Procedure:

- An automatic pick must currently have an application in for District Band
- An automatic pick must be in grades 10-12
- An automatic pick must attend the entire Honors Band Festival to be eligible as an automatic to Districts
- Only the above chairs are eligible to be automatics (if chair three in the flutes can't go or is 9th grader, chair four does not go in their place)
- Every school is guaranteed their first pick into the band even if it means altering the instrumentation of the band
- The host school will fill up to 10% of the band if they choose.

Professional Courtesy Selections for District Band

Children of directors will be automatically placed into a group (band) when:

1. The student has an application submitted for the selection process.
2. The student is applying for the District Band festival of which his/her parent is the director at the home school band. (Ex: A high school band director’s own child that attends the director’s school, would be automatically selected for District Band).
3. The student is clearly identified as the director’s child on the selections list. It is not the selection committee’s responsibility to know an applicant is a director’s child.
4. All other applicable PMEA and District 5 selection criteria are met by the applicant
5. The selection of the director’s child will not affect the school’s quota.

Festival Participation Policy

I. PUPIL APPLICATION

A student applicant is required to complete, sign, and follow all requirements mandated by PMEA. It is also required that all paperwork must be signed by the student’s parent/guardian, director, and principal.

II. GUIDELINES FOR GRANTING AN EXCEPTION (permission to miss rehearsal time).

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”. (e.g. A “Once-in-a-lifetime opportunity” or an important event that can not be rescheduled.)

III. GUIDELINES FOR REQUESTING AN EXCEPTION AND APPEALING AN EXCEPTION DENIAL.

<u>PROCEDURE</u>	<u>POSSIBLE ACTION</u>
Student’s Director confers with the District President	None
District President confers with the Host Director	2 Yes votes = Exception Granted 2 No votes = Exception Denied Split vote = Confer with next highest ranking officer in District for deciding vote.
District Officers confer with other District President in Region and the State President	2 Yes votes = Denial Over-ruled 2 No votes = Denial Approved Split vote = Denial Approved

PMEA President reviews completed action/Final Decision.

Miscellaneous District Policies

1. Upon notification of district selections, the *participating* director may make any substitutions or deletions in their school's band personnel. Substitutions may only be made on the same instrument. If appropriate changes are not able to be made by the participating director, the open spot will be filled in the following order:
 - a. Substitute will be made from the pool of alternates established at the selections committee meeting.
 - b. From the host director's school program.
 - c. From other schools programs if alternates have been used.
 - d. Leave vacant.
2. The problem of directors having delinquent dues at the commencement of a festival has brought the Executive Council to the following policy:
 - a. *One week prior to the festival, the **Secretary** will call PMEA to determine if a director's dues are current.*
 - b. *If a director's dues can not be verified using the above procedure, the director will be asked to produce proof of dues having been paid.*
 - c. *That day if dues have not been paid, the director and students will be denied participation.*
3. In the event of an "Act of God" causing the postponement or cancellation of a district festival, PMEA District 5 will assist as much as is possible with the payment of non-reimbursable expenses. The host will declare the expenses and the Executive Council will decide payment.
4. The Executive Council insists that all directors adhere to deadlines for all PMEA festivals. Negligent directors may forfeit the opportunity for their students to participate.
5. Audition selections for district events are to be selected the day of the auditions by a selection committee.
6. All district auditions will be held the beginning of the festival.
7. For the purpose of selection to Region Band Festival, the primary consideration shall be the total scores given by the judges, regardless of the part assignment.
8. Registration fees for students who drop out of PMEA festivals after the beginning of the second week prior to the festival must still be paid, unless a replacement from another school is chosen.
9. Students of schools who owe fees will be ineligible to participate in subsequent events until delinquent fees are paid in full.
10. All District 5 High School Band festivals must include a march, classic overture or transcription considered benchmark literature, and a light piece of music.
11. All District 5 Middle School Band festivals must include a march.
12. Payment for Band Festivals is expected before students can participate. A signed purchase order from the business office will be acceptable.
13. **Procedure for changing the Band Festival Manual:**

Proposed changes to the Band Festival Manual must be given to the current District 5 President in written form for consideration by the executive committee. The proposal must be submitted at least 90 days before the District Band Festival.
14. Rules and regulations for all festivals follow State guidelines and District 5 festival manuals.
15. **Auditions.** In conformity with PMEA, auditions shall be conducted for all chair positions. All students participating in the festival must audition.
16. Conductors for the District Festivals must be approved by the PMEA District 5 Executive committee before contractual agreements are completed. **** State Directive 1/5/2007

DISTRICT 5 HIGH SCHOOLS

Aliquippa High School
Ambridge High School
Beaver Area High School
Beaver County Christian School
Big Beaver Falls High School
Blackhawk High School
Butler Area High School
Butler Intermediate High School
Center High School
Commodore Perry High School
Lincoln High School
Lincoln Park Performing Arts
Farrell High School
Freedom High School
Greenville High School
Grove City High School
Hickory High School
Hopewell High School
Jamestown Area High School
Karns City High School
Kennedy Catholic High School
Knoch High School
Lakeview High School
Laurel High School
Mars Area High School
Mercer High School
Mohawk High School
Monaca High School
Moniteau High School
Neshannock High School
New Brighton High School
New Castle High School
Portersville Christian School
Quigley High School
Reynolds High School
Riverside High School
Rochester High School
Seneca Valley High School
Seneca Valley Intermediate High School
Sharon High School
Sharpsville High School
Shenango Area High School
Slippery Rock Area High School
South Side Area High School
Union Area High School
West Middlesex High School
Western Beaver High School
Wilmington Area High School

Honors Band Policies

1. The judges for the auditions will be qualified instrumental directors, active or retired. All judges must be current members of PMEA. Each band director who has students participating must be present on that day to assist in judging, or a qualified judge must substitute for that director. Students who arrive without their band director or qualified substitute will not be allowed to participate.
2. Students auditioning will be required to play the specific pieces designated for that year on the honors band audition list.
3. Separate piccolo auditions will be held.
4. Eligibility is 9th through 12th grades.
5. It is the duty of the Honors Band Chairperson to attend all rehearsals and concerts to represent PMEA in case of problems.
6. All students that audition for Honors Band must be currently participating in their school's performing instrumental ensemble.
7. All auditions shall be blind auditions. There will be one monitor who may communicate with the auditioning students and who does not judge and a minimum of three judges who will not communicate with the student.
8. Percussion Auditions will be total percussion. Students must audition on battery, mallet, and timpani. Solos are listed on the approved solo list. Scoring will be based on an equal percentage for each instrument. Two minutes will be allotted to tune the timpani. Students will be given one audible pitch of their choice. No electronic tuners permitted.
9. Students may audition on no more than two instruments. They must declare in advance by notifying their band director which instrument they will select should they make the band on both instruments.
10. All District 5 High School Band festivals must include a March, Classic Overture or Transcription considered benchmark literature, and a light piece of music.
11. In the event of a tie for the final position in a section, the band will be expanded to include all students tied.
12. Students will be required to sight read as part of the audition. Details to be finalized in committee.
Tom Madar/Les Fine – Passed with only 1 negative vote. 2/8/07
13. Honors Band audition times will be randomly selected for all students by the secretary/treasurer.
Jason Bonnar/Lew Kroner 2/8/07
14. Each wind player will have a maximum of five (5) minutes for the audition. A maximum of three (3) minutes to play the excerpts from the prepared solo, 30 seconds to review the sight reading piece, and 60 seconds to perform the sight reading piece. The room monitor will stop the student at the end of the time limit. The judges will select an appropriate amount of material that will take NO LONGER than 3 minutes if the tempo the student chooses is correct. (1/08)
15. Percussion students must use the percussion equipment supplied by the host site. Students must bring their own snare sticks and appropriate mallets – only one set per selection to expedite the audition process. Students must have their own copies of the audition music. Students will have 1 minute to tune the timpani from a selected pitch. The judging panel shall hear 1 minute from each excerpt snare, mallet, and timpani. Students will have 30 seconds to review the sight-reading selection and 1 minute to perform the excerpt. (03/08-percussion committee)

16. There will be 2 additional categories added to the 6 already on the score sheet. The new categories will be used for sightreading – they will be “**Pitch Accuracy**” and “**Rhythm Accuracy**”. These categories will be worth 10 points each and will be used for every wind instrument and for keyboard percussion. Snare drum will use the two categories of “**Rhythm Accuracy**” and “**Expression and Musicianship**” (also worth 30 points each)

These two new categories added to the original 6 means sightreading will count $\frac{1}{4}$ of the players total score (2 out of 8 scores) The score sheet will have the 6 original columns – a subtotal column for the prepared part – the two new columns for sight reading. A sightreading sub-total and the final grand total of all 8 columns.

We will employ someone to write a 30 second exercise for sightreading. This would be approximately 16 measures of 4/4 time at about a quarter note= 120-MM. The solo would be transcribed to every instrument including keyboard percussion (with rolls added). The first 4 beats of the solo will be quarter notes to establish tempo. The snare drum would have a different solo. The composer will deliver the solo to the Honors Band Chair approximately 1 month before Honors Band so that the composer and the Honors Band Chair can discuss its appropriateness. Adjustments would then be made. **No one else** will see the exercise.

At the tryouts, the students will enter their tryout room and perform the material from the prepared audition piece as selected by the judges. Judges should endeavor to keep the prepared part around 3 minutes. The judges will score the first 6 categories as they always do. The sightreading paper will already be on the stand, facedown. The monitor will then tell the student to turn the paper over and begin the silent review of the music. At the end of the 30 second review period, he will tell the student to play the selection. The monitor will time the student. If the student is not finished at the end of 1 minute, the judge will call “time” and usher the student out of the room. The judges will score the final 2 categories of “Pitch Accuracy” and “Rhythm Accuracy” (“Pitch Accuracy” and “Expression-Musicianship” for snare drum)

Percussion additional material:

The percussionists will sightread after they finish all of their prepared material (snare, timpani, and keyboard). They will then choose either snare drum or keyboard percussion for their sightreading. The score for percussion sightreading will be adjusted so that it reflects $\frac{1}{4}$ of the final score. I.e. – if the prepared points are 240 – then the sightreading will be adjusted to a 60 point total to reflect $\frac{1}{4}$ of the total score.

RESPONSIBILITIES OF PMEA DISTRICT 5 DIRECTORS

1. Approve the solo list at District Band.
2. Determine the size and instrumentation of the band.
3. Audition the students using established policies from previous years.
4. Assist in tabulation.
5. Prepare the students.
6. Enforce the rules of the festival including possible students schedule.
7. Transportation of students to rehearsals and performance.
8. Be responsible to verify that all pre-registration and registration fees are paid.
9. Students WILL NOT be excused to take SAT tests.

Host Director Responsibilities

1. Provide adequate facilities for the audition evening and the festival days.
2. Provide a guest conductor and be responsible for all fees and accommodations.
3. Must be a member of PMEA and pay all PMEA fees.
4. Collect all approved forms and fees.
5. Be responsible for any mailing, correspondence, etc. to directors and students.
6. Provide facilities for evening auditions including monitors, computer use (if necessary), and a meeting room for directors. All forms should be supplied.
7. Provide hospitality for directors.
8. Be responsible for student meals including: Thursday-Friday lunch and Saturday afternoon banquet.
9. See that any music purchased with registration fees will become the property of the District 5 library. The host is free to borrow any music from the library.
10. Issue copies of rules and regulations regarding honors band and the proper medical forms.
11. Issue music to the student.
12. Provide the following for the Saturday afternoon concert: tickets, programs, and publicity and ushers. Recordings and pictures are strongly encouraged.
13. Provide medals as awards to be presented at the banquet.

Standard Instrumentation For District 5 Honors Band

1 Piccolo
13 Flutes
4 Oboes
4 Bassoons
7 Clarinet I ****
9 Clarinet II
11 Clarinet III ****
5 Bass Clarinets ***
2 Contrabass Clarinets
5 Alto Saxophones
2 Tenor Saxophones
2 Baritone Saxophone ***
5 Cornet I *
5 Cornet II
5 Cornet III
3 French Horn I
3 French Horn II
3 French Horn III
3 French Horn IV
3 Trombone I
3 Trombone II
4 Trombone III
8 Baritones ***
8 Tubas ***
7 Percussion **

* Trumpet parts will be assigned as needed in the music for the program

**Percussion parts assignment will made by the percussion committee at the honors band audition.
Daubenspeck/Matchett – Unanimous 2/8/07

*** Section expanded – Taylor/Garay 2/8/07

**** Clarinet Section realigned. Lew Kroner/Jim Rizzo 2/8/07

District 5 Band Library

The District 5 library is *currently* housed *at Wilmington Area High School*. *Music may be borrowed by any current PMEA District 5 Band Director.*

Region I Band Selection Process

The Region I band participants will be selected at a meeting with the District 5, District 1 East and District 1 West Presidents and Secretaries. This meeting will be set by the President of the host Region President.

Festival Financial Policy (1/2010)

- 1) All festival finances will operate through the PMEA District 5 treasury. This includes all bills, payments, participation fees/incoming checks and ticket money. All hosts will work with the Treasurer and appointed members of the Executive Council to plan a budget for their respective festival. The host will submit bills/receipts to be paid as the festival progresses.
- 2) All festival participation checks will be sent directly to the PMEA District 5 Treasurer. The treasurer will be bonded. All festival participation checks will be made payable to PMEA District 5.
- 3) The treasurer will use Quicken or Microsoft money to maintain accurate records. Codes will be established for clarity and transparency of District 5's financial operations.
- 4) The treasurer and a designated assistant(s) will be required to be present at each PMEA concert in District 5. At least one other officer must also be present at the concert to assist and verify concert receipts.
- 5) The Host school will receive \$750 for their school program, and \$250 as a festival host honorarium. It is the host's discretion whether they keep the money or donate that honorarium back to their program. *In the event there is not a concert, all honorariums will be determined by the Executive Council.*
- 6) The budget will be approved by the Executive Council after the Host and Treasurer submits proposed bills. Each Host must complete their festival budget by the executive board meeting in September. Any unexpected proceeds will go to the District 5 treasury.
- 7) ALL concerts will be the same price. Honors, Districts (including Junior High District Band Fest), Regions (within District 5). The following ticket prices are suggested: \$4 adults, \$2 students, 10 and under free.
- 8) Student fees can only be used for those necessary items to ensure adequate festival participation. This includes all aspects and expenses dealing with the running of the student part of the festival. The State (\$5) and District (\$7) fees will still be a part of each festival budget. Directors' breakfasts, luncheons, etc cannot be paid by student fees, and it is suggested they are paid for from donations.
- 9) Additional monies made available through this format will be channeled into increases in scholarship, C/I Projects/Sessions for District 5 Members, and special projects to enhance the professional standing of PMEA District 5.
- 10) This change will protect PMEA District 5 as well as each host against potential financial questions from school districts paying fees. All money will be run through the PMEA state office for additional protection and auditing..