



**HANDBOOK of Rules and Procedures
2013-2014**

State Festival Committee
Miki Keisler, Chair
Gary Calloway
Maurice Burgess
Jay Forrest

**HIGH SCHOOL CHORAL FESTIVAL
A. REGISTRATION**

1. Dates: **March 25, 26, and 27, 2014** (Tuesday, Wednesday, and Thursday).
March 25: AAA Schools
March 26: A-AA and AAAA Schools
March 27: Big 16 Schools
2. Participating choral directors must be members of SCMEA and present your membership card or proof of current membership at festival registration. If this proof is not provided, performance will be denied. Scans of your current NAFME ID card must accompany the Online Registration Form and Principal Authorization Form in the dropbox provided. Registration Forms, Principal Authorization Forms, Repertoire Forms, and materials must be completely filled out when submitted. Any Registration forms that are not completely filled out and turned in by the dates below will constitute a rules violation in which the appropriate steps will be followed as outlined by the choral division. These steps can be found at the end of the rules and handbook. It will be at the discretion of the Committee if the choir performs. If the choir does not perform, there will be no penalty.
3. The registration fee is **\$160.00** per choir and must be remitted with the Cover Sheet AND original Principal Authorization Form (separate Cover Sheets for each ensemble) postmarked by **January 7, 2014**. Online registrations must be completed by 11:59 PM on January 7, 2014. No money will be refunded due to cancellation after **February 12, 2014**. Any cancellations must be sent in writing/email (mikikeisler@yahoo.com) to the Committee Chair dated no later than **February 12 at 11:59 PM**. Checks should be made payable to **SCMEA Choral Division**. Schools registering two or more choirs may submit 1 check for their school; however, checks (or any registration material) from middle schools will not be accepted by the high school choral festival committee and visa versa.

Note: Late registrations and/or fees will not be accepted.

Mail To:
Miki Keisler
SCMEA HS State Choral Festival
121 Shoal Terrace
Lexington, SC 29072

4. The following classifications will be used for registration of choirs based on the High School League classifications:
 - Big 16 High School
 - AAAA High School
 - AAA High School
 - A-AA High School

In addition, choral directors will classify their choir for one of three choices:

- a) Comments Only;
- b) Ratings only;
- c) Ratings and Ranking-the Competitive Division of the State Choral Festival.

****If a designation is not given, the choir will be listed as Ratings Only.****

5. An individual school may not register more than 3 (three) choirs without a special request registration form. Note: Choirs must have at least 16 members in order to participate. Additional choir registration requests may be submitted for consideration if the schedule permits. Registration for Special Requests (additional ensembles) must be submitted and fees paid with the initial registration. If special requests are denied, the registration fee for those ensembles will be refunded. All registration and classification requirements apply. Use the Special Request Choir Registration Forms when registering these ensembles.
6. Choirs from the same division will perform consecutively within the parameters of the schedule template. Choirs must perform on the scheduled day and time in which they are assigned. Any exceptions will be made by the committee due to logistics and time constraints of the festival. These decisions are determined by the number of registrations received.
6. Performance times for each choir will be determined by a drawing conducted by the High School Choral Festival Committee. Ensemble performance times will be assigned using a predetermined template based on the number of registrations per division, size of choirs, facility availability, number of ensembles per school, etc... The template will be created to allow choir assignments for logistical purposes of the festival (size, type, division, warm-up rooms, etc.). Commute times will be researched on mapquest prior to the drawing. Choirs with a commute of 2 hours 30 minutes or more will not be scheduled before 10:00 am unless otherwise arranged with the choral director from the effected school. Choirs with the same director will be scheduled no less than 1 hour apart. Choirs with the same director and from the same school will not be scheduled on separate days. Choirs from different schools who share one director may be scheduled on separate days. These rules will run according to the template when drawn. **Assignments will be solely based on the drawing and logistical concerns determined at the discretion of the committee if needed.** Performance time requests cannot be taken into consideration. Directors are advised to plan accordingly and are responsible for working out any conflicts (including transportation issues) before registration. Changes to the schedule will not be made based on special circumstances.
7. The schedule of the festival will be posted on the Choral Division website following the drawing. Verification of registration, posting of schedule, and performance site instructions will be communicated through email and posted on the Choral Division website. Directors need to provide 2 working email addresses that are checked daily and prevent festival emails from being blocked. Time lines and dates given by email stand. Directors are responsible for keeping up with deadlines, paperwork, and information that is distributed by email. Add the email address: mikikeisler@yahoo.com as a contact to avoid junk mail filtering in both accounts.
8. Dressing areas are designated at the performance site. Directors are responsible for monitoring students' behavior ensuring that the site property is taken care of, kept clean, and that safety is enforced at all times.

B. FESTIVAL DAY PROCEDURES – TBA

C. PERFORMANCE PROCEDURES/RULES

1. Choirs are provided a warm-up room for *twenty minutes*. Choirs must be ready to be collected by festival workers at least 3 choirs ahead of performance in the location that was reported to the Registration Desk.
2. If your choir is late, the warm-up time will be forfeited. The festival must stay on schedule (as best as possible) for all choirs involved. If your choir arrives past their assigned performance time, the choir will not perform.
3. Choirs will be adjudicated on TWO pieces. Each choir has the option of performing a warm-up piece first that will not be adjudicated. All repertoire, including, the warm-up piece must not exceed 13 minutes of performance and travel time. Plan for travel time on stage and off as a part of the 13 minute performance time. **Points WILL BE deducted from the combined Total Points for performances that exceed the 13 minutes as follows:**

<u>Performance Time</u>	<u>Penalty to be deducted from Total Points</u>
13:01 – 13:30	1 point
13:31 – 14:00	1.5 points
14:01 – 15:00	2 points
15:01 – 16:00	3 points
16:01 – 17:00	4 points
17:01 – or more	Disqualification from Rankings/Changes to Ratings only

4. Repertoire Requirements (including the warm-up): Repertoire must be quality choral literature that is both festival appropriate and appropriate for each individual ensemble (voicing, genre of ensemble, etc...). Judges have the discretion to take choice of repertoire into account for scoring using the performance rubric provided. Directors must site credible literature sources from which their repertoire was chosen. Acceptable sources may include but are not limited to SC All-State Chorus Concert Repertoire, ACDA repertoire lists, High School Honor Choral Clinic lists, graded literature lists, etc... If an ensemble's repertoire is not sited, directors must submit a request in writing by email to the festival chairman for approval of literature to be performed at festival. This request must ALSO be indicated in a different color font (or highlighted) on the Repertoire Form. Repertoire approval needs to be submitted before the Repertoire due date which is **11:59 PM (by email) on February 21, 2014**. Even with sited repertoire and/or repertoire approved by the chairman, judges still have the ability to take off points for choice of repertoire if they feel that the music chosen does not fit the voices within the ensemble. Any repertoire information that is not received by the deadline will result in the ensemble's omission from the program. Any repertoire that is not sited or submitted for approval will result in a category deduction. (For ex. Those ensembles registered for Ratings and Rankings will be changed to Ratings Only. Those registered for Ratings Only will be changed to Comments Only. Those registered for Comments Only will not receive feedback at the festival.)
5. There will be no taped background accompaniment unless the tape is part of the composition.

6. Directors are to furnish three scores with numbered measures of each adjudicated selection performed. Copied music will not be allowed without a letter of permission from the publisher included with each judge's copy and a copy for the Festival Chairman to be provided at Registration.

Choral Public Domain Library Procedure:

- *Print off the "Title" page of your piece that CPDL provides as a "cover" for your music, the judges' copies, and your accompanist (if applicable) and any other copies that you may bring with you. (For example, [http://www1.cpd.org/wiki/index.php/Missa_Hodie_Christus_natus_\(Josef_Caine_r\)](http://www1.cpd.org/wiki/index.php/Missa_Hodie_Christus_natus_(Josef_Caine_r))). Contact the chairman if problems arise with this procedure.
7. All performance judges will provide recorded digital comments.
 8. Separate ratings/scores will be given for performance and sight reading.
 9. Choirs classified for "comments only" or "Ratings Only" will not be required to sight-sing. Choirs classified as "Ratings and Rankings" will be required to participate in the sight-singing portion of State Festival. All choirs have the opportunity to sight-sing for a score.
 10. Student teachers that are allowed by their Mentor teacher to conduct at Festival may only conduct 1 of the 2 pieces and must be a current NAFME member and provide their membership card at the Registration Desk with the Director. This information must be provided on the Registration Form of the ensemble. If it is omitted, the student teacher will not be able to conduct the choir.
 11. Directors are not to have contact with the judges until the scores are final unless permission is granted by the Choral Festival Committee. If judges are announced prior to festival at the SCMEA Choral Division business meeting or any other SCMEA meeting, directors may not contact judges until the festival is complete.
 12. Directors, students, chaperones, and guests are to follow instructions given by the Choral Festival Committee on the day of the festival.
 13. Directors are responsible for all students and chaperones and their behavior while at the festival site.
 14. Directors must present a current NAFME card at the registration desk. (If student teachers are conducting, they must present their current NAFME card as well.)
 15. If a problem occurs, schools may result in a category deduction, dismissal from the festival, and/or probation and suspension with accompanying letters to the director and principals of the infraction or inappropriate conduct.
 16. All site procedures must be followed.

D. SIGHT-SINGING PROCEDURES/RULES

1. Appropriate music will be available for each choir, based on their stage performance classifications (female, male, mixed). Choirs are not required to sight-read in the same classification that they perform on stage (ex. choirs who perform SATB literature on stage may sight-read SAB materials). Choirs may only sight-sing one level below their stage classifications.
2. The sight-reading music will not have lyrics. The conductor will specify the syllable(s) to be used by the singers (i.e. "loo", solfege, counting syllables, etc.).

3. Conductors and choirs will have 5 minutes of preparation time before the evaluated sight-reading performance. The evaluator will signal the conductor when one minute of preparation remains. Conductors must stop their preparation promptly when the evaluator indicates that the preparation time has expired.
4. The piano may be used only to arpeggiate the first (or tonic) chord and to sound individual reference pitches during the period of preparation. Two notes may not be played simultaneously on the piano. Two or more consecutive pitches from a particular voice part may not be sounded on the piano. The conductor may use his/her voice in any manner he/she wishes during the preparation period.
5. After sounding the beginning pitches, the piano may not be used during the evaluated sight-reading performance. Like wise, the conductor is prohibited from singing with the ensemble during the evaluated sight-reading performance.
6. Conductors and singers should heed any tempo indications, phrase markings, and/or dynamic indications in the sight-reading materials.
7. Sight-singing is a separate competitive portion of the Choral Festival. (See the Awards Section)
8. Choirs that sight-sing one level below their performance level will be judged more stringently. Choirs that sight-sing the same level of performance will be judged less stringently. Choirs that sight-sing at the “select” level or 1 level above their performance will be judged the most leniently.
9. Choirs from the same school must sight-read different sight-reading examples in the adjudication room. If more than one choir has the same voicing, one choir must choose the “General” example and the other the “Select” example. Voicing information on the Registration Form indicates how many sight reading examples per voicing are needed for the festival.

E. BEHAVIOR

1. Teachers must accompany their choirs to the festival and remain with them during the day.
2. No cell phones, pagers, hats, sunglasses, gum or any item that would interfere with the performance aurally, visually or the appreciation of the festival will be allowed.
3. Students are not to wander in and out of the performance area, especially during the adjudication of another group.
4. There is to be absolutely no loud talking or other performance disruptions.
5. If a student, chaperone, or director displays unbecoming or illegal behavior or damages property, he/she will be put on probation for the next year. In addition, unbecoming behavior may jeopardize the school’s participation for the next year.
6. No food or drink of any kind is allowed in the performing area.
7. **No smoking** anywhere on or around the premises.
8. Choirs are encouraged to observe other choirs *respectfully* during the performance and Awards Ceremony.
9. If any interference occurs during a groups’ performance, those responsible will have to leave the performance site immediately with their directors, chaperones,

etc.... and will not be allowed to stay. A disciplinary note will follow and may possibly result in probation or suspension of the school from future State Festival participation.

10. All choirs, directors, chaperones, bus drivers, etc... must remain in the designated "festival areas." Instructional areas and wings on campus not designated for festival use are prohibited. Any campus visitor found in prohibited areas will be dismissed from campus. A letter will be sent to the school director and principal informing them of the disciplinary action. Disciplinary action could result in probation or suspension.

F. AWARDS

1. Ratings will be: Superior (90-100), Excellent (80-89) or Good (70-79)
Award trophies will be given for Superior and Excellent ratings in performance. Overall Ratings are determined by the overall rating opinion of 2 out of 3 of the judges. (For example, Judge 1 89 (II), Judge 2 95 (I), Judge 3 87 (II), Overall Performance Rating: II)
Sight-singing certificates will be given for Superior and Excellent ratings in sight-singing. Superior performance ratings will be announced during the Awards Ceremony for performance and sight-singing.
2. Ratings, score sheets, and awards may be picked up by the **director only** at the end of the division festival.
3. **Performance Awards:** For ensembles who designated the competitive "Ratings and Rankings" performance category, First, Second, and Third Place trophies will be awarded to the top 3 highest total scores for each Division Category. The title given to the 3 highest placements in the Competitive Division will be:
South Carolina State Choral Festival
(A-AA, AAA, AAAA, or Big 16) Division 1st (or 2nd or 3rd) Place Winner.
4. **Sight-Singing Awards:** The ensembles that score the top 3 highest scores in sight singing will be awarded First, Second, and Third Place trophies for each Division. These ensembles will be recognized at the Awards Ceremony as well. The title given to the 3 highest placements in Sight-Singing will be:
South Carolina State Choral Festival Sight-Singing
(A-AA, AAA, AAAA, or Big 16) Division 1st (or 2nd or 3rd) Place Winner
5. Awards will be posted on the website following the conclusion of the festival and sent to participating directors' emails. Schools who receive a placement will be visited at school by a choral festival committee member to deliver trophies. This is a great opportunity for school newspaper or yearbook staff to take pictures and have an administrator present for this recognition.

PERFORMANCE SITE:

**Performance Site:
River Bluff High School
Performing Arts Center
320 Corley Mill Road
Lexington, SC 29072**

****This is NOT the PAC at Lexington High School. Please, do NOT go to Lexington High School.**

Consequences of Rules Violations Levels of Notification

1. One Rule Violation occurs. The choral director will receive a written letter from the committee stating exactly which standing rule was violated and that *all guidelines must be followed or the director and/or school risks being placed on probation and/or barred from participation in future SCMEA Choral Division events* if rules violations recur. The Principal will also receive a copy of the same letter **if** the violation compromised student safety at the event.

2. The same choral director (even if transferred to another school in S.C.) again fails to adhere to the rules **or** commits two or more Rules Violations during the **same** event. Choral director and school will be put on probationary status. The school choral director, school principal, and Choral Division President will receive written letters from the committee stating that the school may still participate, but the SCMEA By-Laws and Standing Rules serve a real and valuable purpose and it is the Choral Director's responsibility to adhere to them. The letter will contain the event, date, and quote the exact standing rule(s) that were violated. The letters will also direct committee members who teach in the same region of South Carolina to serve as a mentor during this probationary period. Lastly, the letters will state that a recurrence of future violations will result in the students involved, **or** the Choral Director and the school choral program being barred from attending SCMEA events for a period of up to two years.

3. (a.) If the Choral Director continues to commit Rules Violations after #1 and #2 are issued, either the students involved, or the Choral Director and the school choral program will be barred from participation of all SCMEA Choral Division events for up to two consecutive years contingent upon the severity of the violations.

(b.) If the evidence of violations is the direct result of the Choral Director's repeated negligence to review and adhere to the guidelines, the Choral Director (same or different school) and the choral program will be barred from participating in all Choral Division events for a period up to two consecutive years contingent upon the severity of the violations. The letters (a. and b.) will be mailed to the Choral Director, Principal, District Music Consultant, and Choral Division President containing the documented history of rules violations, dates, and quote the most recent standing rule(s) that were violated. Committee members who teach in the same region of South Carolina will continue to serve as a mentor during this period.