

NWNMMEA HANDBOOK

OPERATING AND ORGANIZATIONAL MANUAL

CONSTITUTION

BY-LAWS

BANDS - CHOIRS - ORCHESTRAS

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This manual shall be the official rule book for NWNMMEA Festivals/Contests/Clinics. NMAA rules are also in effect and supersede this manual in case of conflict.

SCHEDULE OF OFFICIAL DISTRICT EVENTS

1. Marching Band Festival to be held in the Fall.
2. Honor Choir for middle, junior and senior high school students to be held in the Fall.
3. Honor Band auditions for middle, junior and senior high school students to be held in November or December.
4. Honor Band Clinic for middle, junior and senior high school students to be held in January.
5. Honor Orchestra Clinic for middle, junior and senior high school students to be held in the spring.
6. Choral and Instrumental Solo and Ensemble Festival for elementary, middle, junior and senior high school students to be scheduled at appropriate dates.
7. Choral and Instrumental Large Group Festival for elementary, middle, junior and senior high groups to be held in March or April.
8. Jazz Band and Choir Festival/Clinic for middle, junior and senior high school students to be scheduled in the spring.

GENERAL INFORMATION

CLASSIFICATION

A. Large Groups will participate in the following classifications according to the enrollment (ADA) of their schools as certified by the State Department of Education on the 40th day of school of the current year.

1. High School	Class AAAA	1201+	
	Class AAA	401 - 1200	
	Class AA	151 - 400	
	Class A	1 - 150	
	Class B	First Year Players	
Middle/Jr. High	Class CCC	501+	(7-9)
	Class CC	201 - 500	(7-9)
	Class C	1 - 200	(7-9)
	Class CC	501+	(6-8)
	Class C	1 - 500	(6-8)
	Class E	Elementary	(6 or below)
	Class B	Beginners,	1 st year players only (5-9)

2. Mid High Schools (9-10) will perform in Class AA.
3. No member of a large group may perform in both the first and second groups in the same festival unless he/she plays a different instrument in the second group or the second group competes for comments only. Junior high students may perform with the high school group without affecting the junior high classification.
4. Any group may move up in classification if the director so desires, however no group may move down in classification.

B. Enrollment

1. The enrollment of the school shall be that which is certified to the State Department of Education on the 40th day. This enrollment must be included where asked for on all festival entry forms.
2. Member high schools shall be classified for participation in festivals on the basis of student enrollment in grades 9 thru 12, or 10 thru 12 where so organized. Member middle/junior high schools shall be classified for participation in festivals on the basis of student enrollment in grades 7 thru 9, or 7 and 8, or 6, 7, and 8 where so organized.
3. Performance groups which use students from another school must add that grades' enrollment from the other school to their official enrollment.

EVENT REQUIREMENTS

NWNMMEA will follow the same guidelines set forth by the NMAA regarding participation regulations; therefore we include the NMAA's rules verbatim...

Participation in interscholastic activities is a privilege granted to those students who meet the minimum standards of eligibility adopted cooperatively by the member schools through the Association and those additional standards established by each school for its own students.

- The player/participant must be a bona fide student of the member school in grades 8-12, for which he/she participates or represents.
- A student shall not have graduated from any four-year high school course or its equivalent.
- A student who leaves high school and attends a full-time early release post-secondary education/training program is no longer eligible for interscholastic competition even though the student later returns to high school.
- A student meeting requirements for graduation in less than four years, in a high school with a regular four-year course, is eligible to participate in school athletics during the fourth year, provided the student is enrolled a minimum of four classes, is in regular attendance at a member high school while participating, and meets all other eligibility standards of the Association.
- A senior student who is eligible in the spring semester continues to be eligible for all spring interscholastic activities even though graduation exercises may precede the completion of interscholastic activities for that specific semester. NOTE - A student enrolled in a post-secondary school must be in the regular high school for a minimum of four classes to be eligible for participation in athletics/activities. The courses enrolled in at the post-secondary institution must be applicable to high school graduation requirements. All other eligibility requirements must be met as a matter of procedure as well.
- A student becoming 19 years of age after August 31 of the current school year is eligible for the entire school year. A student who is 19 years of age or older prior to SEPTEMBER 1 (12:01 A.M. MIDNIGHT - MDT) is ineligible.

A. Entry and Eligibility

1. Directors must be active members of The New Mexico Music Educators Association in order that their groups/students be allowed to participate in NWNMMEA activities.
2. Understanding that music may be considered a co-curricular activity according to New Mexico Activities Association, Non-Athletic/Academic Activity Interpretations 6.1, A., 2 and 3, we as a Northwest District hold ourselves and our students to a higher level of eligibility in performance. Therefore, in order to participate in any NWNMMEA event, members of large groups, soloists and ensemble members must meet the eligibility requirements of The New Mexico Activities Association. An eligibility list must be submitted to the appropriate festival official before any student may participate in any NWNMMEA activities.
3. Entries will be accepted only on official forms which are included on the

NWNMMEA website at <http://www.nmmea.com>. Click on NW District. Forms will also be available from your selection president.

4. An adjudication form must be completed and duplicated for each judge.
 5. Adjudication forms should be filled out completely including classification and titles of selections being performed and their composers.
 6. Academic eligibility is not based upon teacher-given grade checks, but is set by the school's last official grading period prior to the event. 9th and 6th grade students are considered eligible the 1st quarter of their 9th or 6th grade year regardless of prior grade performance.
- B. Festival sites and dates for the coming year will be voted on by the membership at the Spring meeting.
- C. Festivals may be combined, separated, or otherwise changed by a majority vote of the membership present at a scheduled or called meeting if such action is needed to meet financial or scheduling needs of the Association for the coming year.

DEADLINES FOR ENTRIES

- A. Festival entries should be postmarked no later than thirty (30) days prior to the scheduled event, or at the date established by the appropriate Secretary in consensus with the appropriate site chair. Late entries will be assessed a \$50.00 late fee. Any group that has not placed an entry will be ineligible to participate.

DISQUALIFICATION

- A. All official entries will be screened by the site chair. If any entry fails to fulfill NMAA requirements or district requirements as listed herein, the appropriate Vice President or a member of the Executive Committee will notify the director immediately so that the problem can be corrected.
- B. Failure to comply with NMAA requirements or the District Requirements will result in disqualification.
- C. The site chair will return disqualified entries to the director with a letter of explanation signed by the appropriate Secretary and the District President.
- D. If the entry requirements are not met, the site chair in conjunction with an Executive Committee member will make the decision as to whether or not the group will be allowed to perform.

RATINGS AND AWARDS

A. Large groups, solos and ensembles will be rated in five divisions as follows:

Division I	Superior
Division II	Excellent
Division III	Good
Division IV	Fair
Division V	Poor (Needs Improvement)

B. The following chart indicates the five divisions in Roman numerals. This chart will be used when three adjudicators are serving to determine the final rating.

I	II	III	IV	V
I,I,I	I,II,II	I,III,III	I,IV,IV	I,V,V
I,I,II	I,II,III	I,III,IV	II,IV,IV	II,V,V
I,I,IV	I,II,IV	I,III,V	III,IV,IV	III,V,V
I,I,V	I,II,V	II,III,III	IV,IV,IV	IV,V,V
	II,II,II	II,III,IV	III,IV,V	V,V,V
	II,II,III	II,III,V	II,IV,V	
	II,II,IV	III,III,III	I,IV,V	
	II,II,V	III,III,IV		
		III,III,V		

C. The district will furnish awards for all soloists, ensemble members, and large groups earning Division I Ratings.

1. Soloists and Ensemble members will receive a medal for a Division I rating and a certificate for Division II ratings.
2. Large groups will receive a trophy or plaque for earning a Division I rating in Marching, Concert and/or Sight-Reading.
3. Bands earning Division I ratings in Marching, Concert, and Sight-Reading will receive a Sweepstakes Trophy.

D. All final results, ratings, and awards may be picked up at the festival headquarters by the directors only.

SELECTION OF JUDGES

A. Judges for large group festivals, marching, concert, and sight-reading, will be nominated and voted on in their respective section meetings at the Spring meeting. It shall be the duty and responsibility of the elected District Vice President or their designee to contact the judges and present the panels at the Fall District meeting. The list of nominees and the outcome of the voting shall be a part of the minutes of the Spring District meeting as presented in the Fall District meeting. The District Vice President shall make a report that includes the order of the names of the judges that were contacted, those that declined, and those that have accepted. If there were not

enough names available the District Vice President will request more nominations at the Fall District Meeting.

- B. Solo and Ensemble judges will be selected by the designated site chair.

FEES

- A. The fee schedule shall be reviewed by the membership at the Spring meeting. A current fee schedule will be presented at the fall meeting.
- B. An invoice reflecting completed entry form information will be sent for prompt payment. All entry fees must be made payable to NWNMMEA and must be sent to the appropriate Secretary. Payments from school officials in the form of a school purchase order or request, money order, check, or cash will be accepted. Personal checks from parents will not be accepted.
- C. Directors shall have a maximum of 5 days between the time of the registration due date deadline before the festival to cancel participation and not face any penalties. In the event a school has been invoiced but does not show up at the festival, they will still be responsible for fees assessed. Cancellations must be in writing or email to the section VP and Secretary/Treasurer. The section VP will evaluate extenuating circumstances regarding cancellations.
- D. Current fee schedule:
 - 1. NWNMMEA Honor Choir \$12 per person
 - 2. NWNMMEA Honor Band Auditions \$5 per person
 - 3. NWNMMEA Honor Band Participation after Acceptance \$10 per person
 - 4. NWNMMEA Honor Orchestra \$10 per person
 - 5. NWNMMEA Vocal Solo and Ensemble \$8 per person/per performance
 - 6. NWNMMEA Instrumental Solo and Ensemble \$5 per person/per performance. At Orchestra Solo and Ensemble, an ensemble of 8 or more will be charged a flat fee of \$40.00.
 - 7. NWNMMEA Vocal Large Group \$125 per choir
 - 8. NWNMMEA Instrumental Large Group
\$125 per elem. - junior high ensemble
\$150 per high school ensemble
 - 9. NWNMMEA Jazz Festival \$125
 - 10. NWNMMEA Marching Fee \$175
- E. Secretary/Treasurers will send invoices 5 days after the registration deadline is due in order to give Directors the 5 day free cancellation time. Once an invoice has been sent or postmarked, money is due.

MARCHING FESTIVAL

- A. The Marching Festival will alternate in sites each year with one year it being hosted in a Southern location in the district and the following year at a Northern location; North on even years, South on odd years. Site location may be altered by consensus and vote of the division at the Fall District Meeting.
- B. Festival Chair will be the host director. If the host director cannot assume the responsibility as Chair, the District Band Vice President will be the Festival Chair.
- C. Bands are to be scheduled in classification according to drawing twenty minutes apart.
- D. Each band will have twenty minutes to enter, set-up, perform and exit. Exit will be when the last person steps off the sideline.
- E. The following procedure must be followed.
 - 1. Band enters the stadium at start of the twenty minutes. There will be an announcement from the stadium press box public address system. At this time the twenty minutes will commence.
 - 2. Band goes to placement for start of the show.
 - 3. Equipment for auxiliary group, band or percussion is set up.
 - 4. Announcer welcomes band, reads off information, and requests the drum major to start the show.
 - 5. The performing band completes the show and exits the field. The stadium p.a. will announce the following band when the twenty minutes are up. The following band will enter the stadium and adhere to the same schedule.
- F. Each band will be provided a warm-up area forty minutes prior to performance time. Warm-up time plus travel time to stadium cannot exceed forty minutes.
- G. The host director will provide monitors for the bands during warm-up and as they travel toward the stadium.
- H. Bands sitting in the stands after their performance must sit with their respective schools.
- I. Band students may keep their instruments with them but may not play in the stadium.

DISTRICT HONOR GROUPS

- A. District Honor Groups will be organized by audition and presented in concert/clinics. Participating students will be given a keepsake patch.
- B. Junior High/Middle School Group
 - Students trying out for this category must be in 9th grade or below.
- C. High School Group
 - Students trying out for this category must be in grades 9 thru 12. Any student that is participating with a high school group and is currently enrolled in a grade below the 9th grade must be certified by the director.
- D. BAND
 - 1. Assigned Music for Honor Band Auditions
 - a. Scales will be: (Memorized)
 - 1. See Appendix A for high school scales.
 - 2. See Appendix B for junior high and below scales.
 - 3. Tempo for major scales is: quarter note = 100mm
 - 4. Scales may be assigned tongued or slurred, no combinations. All players will use uniform articulation.
 - 5. Judging criteria for major scales is tone and accuracy. Playing the scale slower or faster than the assigned tempo will detract from the performance.
 - 6. Chromatic scale is to be slurred with the judging criteria being tone, tempo and accuracy.
 - b. Exercises will be:
 - 1. All-State exercises as assigned to small band see Appendix C.
 - 2. Honor Band Audition Tapes
 - a. Tapes will not be allowed due to difficulty of making a valid judgment and the impossibility of monitoring the taping.
 - b. In the case of extenuating circumstances such as illness (doctor's excuse) or death in the immediate family, the audition chair can listen to the student and assign or deny the student a place in the band other than first chair. It will be up to the student (family) to request an appointment and present the student for audition with the audition chair.
 - 3. Audition Procedure for Honor Bands
 - a. Students will draw for order.
 - b. Audition chair will provide monitors for each audition room.
 - c. It will be the duty of the monitor to:
 - 1. Conduct the drawing and register the names with the drawn numbers.
 - 2. Call out the number of each player performing.
 - 3. Relay questions from players to the judge.
 - 4. Present numbers to the judge of any discipline problems.
 - 5. Make sure that memorization rules are followed.
 - 6. Make sure the room is in order before and after the audition.

7. Give instructions to the group auditioning that will expedite and control the discipline of the audition procedure.
- d. The audition will be completed in two steps.
 1. Step One: (Total of 40 points)
 - All students will be outside the room. They should get in consecutive order to expedite the procedure of entering and exiting the room.
 - Play chromatic scale and two major scales as assigned by the judge(s). Chromatic scale is 0 to 20 points, the two major scales together are 0 to 20 points.
 - Judge will total the score and place scores on plotting sheet.
 2. Step Two: (Total of 60 points)
 - Students called in one at a time.
 - Students are called from weakest to strongest order according to points in step one. In case of tie follow the drawn order.
 - Play part (not more than 50% nor less than 25%) of two of the assigned exercises according to judges' assignment. Points allotted are 0 to 30 for each exercise.
 - Ties are to be broken by calling tied students back for a replay. If there is a replay, the music selected will be from the assigned music that has not been performed.

Final audition result order is on the basis of the score of all music performed except replay.

All students will play for the entire audition. However, the judge may instruct a student to move on to the next part of the audition when, in the judges' opinion, the student is unprepared for that exercise or scale.

E. CHOIR

1. Music Selection
 - a. Appropriate choral selections for the SA Beginning, SA Intermediate, SSA, and SATB Honor Choirs will be chosen by a designated committee made up of directors from the site location. Chosen selections will be announced at the spring meeting for the following year.
2. Audition Procedures
 - a. Choral Directors may bring up to 40% of their 6th grade choir and up to 30% of their 7th and 8th grade choirs.
3. Because there is no district audition fee, the audience will be charged \$2.00 per person at the door for the HC Concert held in the evening.
4. Directors may bring up to 40% of 6th grade choir and 30% of 7th/8th grade choirs to Honor Choir

F. ORCHESTRA

1. Music Selection
 - a. Appropriate string selections for each Honor Orchestra will be chosen by all orchestra directors.
2. Audition Procedures
 - a. Orchestra directors will select as many area students, to include home schooled students, as are able to perform the selected music.

SOLO AND ENSEMBLE FESTIVAL

1. The Solo and Ensemble Festival site will be decided at the Spring Meeting.
2. Scheduling will be done by the site chair.
3. Schedule changes to accommodate conflicts will be requested by the director. These changes may not be from one judge to another except in extreme circumstances and with the approval of the site chair.
4. Vocal/choral music must be memorized and String solos are strongly encouraged to also be played my memory.
5. Selections from pop genres (pop, Broadway, jazz, etc.) are discouraged from being sung at Vocal Solo and Ensemble. Singing songs from these genres will result in the lowering of the final score by one level.
6. The following is a list of suggested literature books to be used by the Vocal Soloists.
 - Soprano songs (in voice parts) – Boosey and Hawkes – ed. and arr. by Sydney Northcote
 - Pathways of Song, vol. 1-4 (high/low voice) – Warner Bros. – ed. and arr. by Frank La Forge and Will Earhart
 - Arias for Soprano (in all voice parts) – G. Schirmer – ed. by Robert Larsen
 - Twenty-Four Italian Songs and Arias (high/low) – G. Schirmer
 - Fifty-Six Songs Your Like to Sing – G. Schirmer
 - Folk Songs for Solo Singers, vol. 1-2 (high/low) – ed. Jay Althouse – Alfred

LARGE GROUP FESTIVAL

- A. The Large Group Festival will alternate in sites each year with one year it being hosted in a Southern location in the district and the following year at a Northern location. Site location may be altered by consensus and vote of the division at the Fall District Meeting. North is on even years, South on odd years.

MUSIC SELECTION FOR LARGE GROUP FESTIVAL

- A. Three-year high school groups and junior high groups: two District Festivals must intervene before a music selection can be used again.
- B. Four-year high school groups: three District Festivals must intervene before a music selection can be used again.
- C. It shall be the duty of the Instrumental and Choral Secretaries to keep a list of the performed musical selections. Festival Chair should send that list to the Secretaries at the completion of the festival.
- D. It shall be the responsibility of each director to comply with this rule.
- E. Repeats in music may be omitted unless their omission adversely affects the musical form. It will be up to the discretion of the judge if the musical form has been adversely affected by the omission of the repeat. The omission may affect the rating by judges' decision.
- F. Photocopies of music are not to be given to judges. Written permission from the publisher or documentation of music on order must be supplied to the site chair upon checking at the festival. Unpublished music can be used with the written permission of the composer. Groups that bring only photocopied music will not be allowed to perform.
- G. BAND
1. Three selections will be performed by the large group. It will be up to the director to select the music the group will perform. The selections will be a march-type number (for band) and two other numbers of difficulty comparable to the conference level of the group performing. Since there is no prescribed music list, it will be up to the discretion of the judges to evaluate the appropriateness of the selections performed. This can affect both the rating and the comments of the adjudicators. A large multiple movement work can be viewed as two selections. (Example: The thirteen movements of Carmina Burana or all of La Fiesta Mexicana could be considered as two selections.)

The judges will be informed that the director interprets the work in that manner. This may affect the rating by judges' decision.

H. CHOIR

1. Although there is no required list from which to choose performance selections, it is recommended that directors select three pieces of differing genres, with contrasting tonalities, tempos, and languages. Selections from pop genres (pop, Broadway, jazz, etc.) are discouraged. Jazz Choirs will perform in the NW District Jazz Festival.
2. Three memorized selections will be performed by the choir. There should not be any student on stage with music except student accompanists. The division rating will be lowered by one level if a choir's music is not memorized.
3. There is an a cappella requirement for all advanced junior high choirs and all high school choirs. Beginning and "for comment only" choirs are exempt from this a cappella requirement. Choirs not singing an a cappella piece will have their division rating lowered by one level.

OPERATING PROCEDURE

A. BAND

1. High school groups will be scheduled in thirty minute intervals. Middle school / junior high and below will be scheduled in twenty minute intervals.
2. Warm-up will be scheduled for the same amount of time as performance. The warm-up time will commence early enough to allow a five minute travel time to the stage after warm-up.
3. Director must provide a seating arrangement chart for stage.
4. The host school will provide a set-up crew for stage. Some members of the performing band such as percussion should assist.
5. Set-up will commence as soon as the previous band exits the stage.

B. CHOIR

1. All group lists and scheduling requests and concerns (i.e., accompanists, spacing, etc.) must be addressed with the event site chair no later than 30 days prior to the scheduled event. No schedule changes will be permitted after that time. The directors' philosophy concerning scheduling is that the youngest and least experienced choir will perform first and the schedule will keep SSA, SAB, TTB, and SATB choirs together as much as possible.
2. Choirs need to be at the event site 30 minutes prior to their warm-up time and be ready to enter the warm-up room on time.
3. Warm-up times will be scheduled for the same amount of time as performances. When the warm-up time is up, the director and choir need to move to the performance area.
4. Choirs will be scheduled in 15-20 minute intervals. All choirs that perform at

District Large Group Choir Festival will be required to sight read. The choir's overall rating will be lowered by one level if a choir does not sight read. Judges' comments will be held back from "for comment only" choirs that do not sight read.

5. Choirs will not be permitted to perform without the choral director under the employ of their respective school.
6. All Directors who bring choirs to Large Group will be placed on a judging rotation that will occur during both LG days. Directors should make arrangements with their schools to attend as a service to Vocal NWNMMEA.
7. A choir being unruly during a performance at Large Group Festival will have their score lowered by one rating level. Complaints made by teachers or adult monitors will be turned into the site chair. Warnings will be made by monitors throughout the day.

SIGHT READING RULES AND PROCEDURES

- A. Sight reading selection committees of three to five directors shall be appointed for each division, instrumental and vocal, by the District President at the fall meeting.
- B. The committees are to meet and select the sight reading music for each classification at the State Convention.
- C. Music to be selected for sight reading
 1. First groups will perform at their classification level. Second groups may perform at the same level or one level lower if they fall under the rule listed in this manual under Classification A3; i.e., Class AAA Sight reading selection is for first groups in class AAA, second groups in class AAAA, and second groups in class AAA.
- D. The committee must select multiple numbers for a class that has more than one band being directed by the same director.
- E. When a school enters two groups in the same class that have students participating in both groups, the second group will read from the music a class below.
- F. The committee may designate a sight reading selection to be used for more than one classification.
- G. INSTRUMENTAL Instructions for sight reading.
 1. Once the ensemble is seated, all music belonging to the ensemble will be placed underneath the chairs. Sight reading folders will be passed out, one folder containing all the parts per section.
 2. The judge will instruct the section leaders to open the folder and distribute the music to their section. Once the music is distributed and checked for the

correct part, it is to be placed face down on the stand.

3. The time allotted for study is:

- a. AAAA and AAA = 10 minutes
- b. AA, A, and Jr. High = 8 minutes
- c. Middle School and below = 7 minutes

The time keeper will give you a warning when you have 3 minutes left, any other warnings such as 2 minutes and 1 minute must be requested by the director.

4. Rules during the allotted time.

- a. The director may sing, clap, or describe the music in any way other than playing on an instrument.
- b. The director may use any counting system to describe the music.
- c. The students may finger but may not sing, clap, count or perform the music in any way that is audible. Fingering will not be considered as performance.
- d. The students may ask questions at any time.
- e. When the allotted time is up, all activity will cease and the band will be allowed to play a scale or chorale as warm-up.
- f. The band will sight read the selection.
- g. The director may not talk during the performance time. The director may give a countdown to start the sight-reading. If it is a multiple movement work, the director may countdown at the beginning of each movement. Visual signals are allowed.

5. After the performance, the judge may or may not address the band. The students are to return the music to the section leader. The section leader will place the music back in the folder, close the folder and leave it face up on the music stand. The ensemble may then exit the sight reading room.

H. CHOIR Instructions for sight reading.

- 1. The director will have 2 minutes to look at the selection. The director does not communicate with the ensemble in any way and music remains closed.
- 2. Groups will have 4 minutes to study and work the music. The director may establish the key anytime during this period. Directors may give instruction, i.e., bring attention to certain rhythmic patterns, call out intervals by name, number, syllable, etc., but may not sing the intervals. Groups may work in sections at this time.
- 3. The group will sing the selection with parts played by piano once.
- 4. A one minute study period for the group.
- 5. A final reading, a cappella. The director has the option of shortening the study period. All music is to be collected before the ensemble exits.

ENFORCEMENT

The official NWNMMEA Executive Committee will be the final voice in deciding any violation of the rules and regulations contained in this manual.

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