

**NEW MEXICO MUSIC EDUCATORS ASSOCIATION
OFFICIAL HANDBOOK
GOVERNING PROCEDURES FOR INTERSCHOLASTIC MUSIC ACTIVITIES
2018-2019**

INTRODUCTION

The Philosophies and Operating Procedures set forth in this Handbook for the various Interscholastic Musical Activities recommended by NMMEA and approved by the New Mexico Activities Association are the results of many years of study and work by Music Educators, Public School Administrators and Music Departments of the Universities of New Mexico. By establishing the Philosophies, Rules and Regulations in a HANDBOOK OF PROCEDURES removed from the Articles of Incorporation and By-Laws of the Association, changes may be made, as conditions demand, at any regular meeting of the NMMEA Board of Directors and/or the NMMEA Executive Committee as per its authority, or at any regular business meeting of the Members of the Association without the process of a Constitutional Amendment. Any changes in procedures are subject to the approval of the New Mexico Activities Association.

SECTION I

PURPOSE OF THE ALL-STATE MUSIC FESTIVAL AND IN-SERVICE CONFERENCE IS:

- A. To provide the well prepared, talented high school music student an opportunity to participate in a fine musical organization under the direction of a recognized specialist not available in the student's local school music program
- B. To provide the talented music student motivation for the highest achievement in his / her musical education and development.
- C. To provide music teachers from the schools of New Mexico an opportunity to observe recognized specialists demonstrate successful teaching techniques in the field of music education and performance
- D. To provide music teachers with in-service opportunities which include; hearing new music, learning new teaching techniques, and reviewing music learning materials and textbooks.
- E. To provide music teachers with the opportunity to hear fine musical performing ensembles which they may not otherwise hear during the school year, and which may inspire them to achieve higher standards of instruction in their own education systems

SECTION II

ALL STATE MUSIC FESTIVAL AND IN-SERVICE CONFERENCE PROCEDURES

- A. **DATE:** the dates of the All-State Music Festival and In-Service Conference and Jazz All-State will be determined by the NMMEA Board of Directors at their annual meeting.
- B. **SITE SELECTION**
 1. Invitations for the site location for the All-State Music Festival and In-Service Conference and Jazz All-State shall be submitted in writing preferably one year in advance to the NMMEA Executive Director prior to the NMMEA Board of Director's meeting held the first day of the All-State Music Festival and In-Service Conference.
 2. An invitation must include the designated date, description of facilities and rehearsal space, commercial display area and may also include available lodging and meal service. Only those invitations describing facilities deemed adequate by the NMMEA Board of Directors will be submitted to the Association membership for balloting on the site location. If more than one invitation is received, the festival site will be chosen by a majority vote of the membership at the annual General Membership Business Meeting.
 3. NMMEA, along with the host school will provide all necessary personnel, security, facilities and equipment for the proper operation of the All-State Music Festival and In-Service Conference.
- C. **ALL-STATE MUSIC FESTIVAL AND IN-SERVICE CONFERENCE AND JAZZ ALL-STATE PLANNING AND OPERATION RESPONSIBILITIES**
 1. It is the responsibility of the NMMEA Executive Committee to plan and make arrangements for the NMMEA Annual All-State Music Festival and In-Service Conference and Jazz All-State.
 2. The NMMEA All-State Music Festival and In-Service Conference and Jazz All-State shall be self-supporting. Revenue is obtained through the following methods:

- a) NMMEA member and non-member conference fees
 - b) Student participation fee
 - c) NAFME collegiate conference fees
 - d) Commercial firms sponsoring concerts, displaying or participating must pay established fees.
 - e) Concert admission fee paid by the public.
 - f) Student audition fees.
 - g) Grants and donations.
3. The NMMEA Board of Directors will determine the amount of each fee
 4. The music for participating in an All-State music ensemble shall be furnished by the student or school
 5. Selection of clinician or guest conductor:
 - a) NMMEA members attending the NMMEA Band, Chorus, Orchestra, Guitar, Jazz, or General Music Section meeting during the All-State Music In-Service Conference will have the opportunity to nominate a minimum of five names for possible guest conductors and/or clinicians for the next two All-State Music Festival and In-Service Conferences. The members present will vote on order of preference of nominees. The Small School Band directors will select their guest conductor during the All-State Conference
 - b) The NMMEA Vice President shall contact in order of preference the clinician or conductor for acceptance.
 - c) The Vice President will advise the NMMEA President of the guest conductor or clinician acceptance. The President, with the approval of the NMMEA Executive Committee, will make the final contract arrangement with the guest conductor or clinician.
 - d) Active in-state university/ college music conductors may not be nominated for All-State performing groups with the exception of the Small School Band and Jazz Ensemble.
 6. Selection of All-State Music: The clinician/guest conductor will propose a program of music not to exceed twenty-seven minutes of performance time. The program of music will be subject to the approval of the NMMEA Executive Committee. Guest conductors, who are also composers, are asked to not program more than one (1) of their own compositional works, and that the composition is not to exceed more than 25% of the allotted performance time. The clinician/conductor must submit his/her program by February 1 (March 1 for Jazz Ensembles), and there will be no changes after March 1 (April 1 for Jazz Ensembles), so it can be published on the NMMEA Website and in the spring issue of the NEW MEXICO MUSICIAN. **Jazz ensembles will choose 6 selections for students to prepare, only 4 of which will be played on the program.**
 7. Non-standard instrumentation needs, as called for in a given year's repertoire, will be filled at the discretion of the relevant Vice President.
 8. All-State correspondence and materials will be sent to paid members only.
 9. NMMEA and/or the NMMEA All-State and In-Service Conference host will not be responsible for the theft, loss, or damage of private or school owned musical instruments and/or other property.

D. ELIGIBILITY RULES FOR STUDENT PARTICIPANTS IN ALL-STATE:

1. All participating schools must have directors who hold current membership status in NMMEA
2. **FULL-TIME STUDENT.** A student must be enrolled as a full-time student in grades 9-12 (as defined by the New Mexico Board of Education) in a New Mexico school during the semester in which the NMMEA activity takes place. If an audition takes place in one semester and the resultant concert or clinic takes place in another, the student must be enrolled as a full-time student during both semesters.
3. **MEMBERSHIP IN SCHOOL MUSIC ORGANIZATION.** A student desiring to audition must be certified by his/her NMMEA active member director as a viable member of the school's similar ensemble for which he/she is auditioning during the semester in which the NMMEA activity is held. If there is no similar musical group in the school, the student must follow the procedures outlined in Section II, D, 8. If a student is not enrolled in the given ensemble, due to scheduling restrictions (conflict with a class required for graduation not offered at a different time or semester), the director must petition the Executive Director to determine if the student will be allowed to audition and or participate in All-State. The on-line petition form must be used.

4. No students are to have major disciplinary referrals that result in expulsion or long-term suspension at the time of auditions or All-State.
 5. **EXTRACURRICULAR ACTIVITY.** NMMEA All-State Auditions and Festival are extra-curricular activities.
 6. **CURRENT ACADEMIC REQUIREMENTS.** All students desiring to audition and participate in All-State must meet the following rules and regulations:
 - a) Public, private, and parochial schools shall meet current NMAA academic eligibility requirements (for both auditions and participation in All-State) as stated on the NMAA website.
 - b) The student must meet any additional requirements established by the local Board of Education or school administrator.
 - c) By submitting the online registration, it is expected that every student registered meets all eligibility requirements.
 7. **HOME SCHOOL REGISTRATION**
 - a) Home school students may register for All-State auditions by providing the following documentation to the NMMEA Executive Director prior to the audition registration deadline: Public Education Department home school registration number, statement that the student meets NMAA academic eligibility as outlined on the NMAA website, current parent email address and phone number.
 8. **SCHOOLS WITHOUT MUSIC PROGRAMS**
 - a) Students from schools without music programs may register for All-State auditions by providing the following documentation to the NMMEA Executive Director prior to the audition registration deadline:
 1. Letter from school principal stating there is no music program at their school, that the student meets NMAA academic eligibility as outlined on the NMAA website, and that the student does not have any discipline referrals.
 9. **MULTIPLE AUDITION CONSIDERATIONS**
 - a) A student may audition for one or more All-State ensembles (band, orchestra, choir, guitar) but must declare a preference at the time of the audition registration. If a student is selected for guitar, orchestra or choir and that is their preference, they may not participate in the later wind auditions. No audition fee refund will be issued.
 - b) A student may audition on more than one string or wind instrument. Students who audition on more than one instrument will be placed according to their highest score or to meet necessary instrumentation. Students auditioning on multiple wind or percussion instruments must audition for either Small School Band or the Concert/Symphonic Bands on all instruments.
 10. **REGISTRATION FEES**
 - a) A student may not be allowed to audition unless registration and fees are paid and postmarked on or before the announced deadline date.
 11. **TRANSFER STUDENTS**
 - a) A transfer student, meeting all other eligibility requirements, may be permitted to audition for an All-State group. If the transfer is in state, a letter of approval from the student's former school administration, as well as from his/her new school, must be included in the registration information. **Students who audition and are selected in one school and transfer to another school prior to All-State must supply the executive director and new music teacher with a letter of approval from both principals stating they are in good standing.**
- E. STUDENT RULES FOR PARTICIPATION IN AN ALL-STATE GROUP**
1. Students selected to participate in an All-State ensemble are expected to have proper rehearsal etiquette and be respectful to guest conductors and NMMEA staff.
 2. Students are required to attend all scheduled All-State events including; orientation meeting, chair auditions, rehearsals, and their Saturday performance.
 3. Students accepted to participate in All-State are expected to honor their commitment as stated in the "All-State Music Festival Commitment Form". Students who do not honor it (NMAA academic eligibility, dropping for sports, vacation, job, testing, etc.) may not be eligible for the following year's audition or All-State Festival. Student absences will be handled on a case-by case basis.
 4. Music instructors at the local school may not choose a replacement for a previously selected student who cannot attend. Alternates are determined by audition. There are no alternates for the choirs.

5. As soon as the music instructor learns a student is unable to participate, the information shall be transmitted to the NMMEA Executive Director and the Vice President in charge of the ensemble. The Vice-President may name a replacement from the official certified list.
6. If disciplinary action of any kind concerning a student(s) is deemed necessary during All-State, it shall be the responsibility of the music instructor of the student(s) to take such action as necessary, based upon the standards set forth by the student(s) local Board of Education and/or school administration. As a result, students may be excluded from participation in the All-State rehearsals and/or performance.
7. If a student has been accepted for an All-State ensemble and changes schools or residency they may participate upon a letter of release from the previous school administration or director.
8. School directors are expected to chaperone their students during the All-State Conference. For home school students and students who do not have a music program in their school it will be the responsibility of the parent or designee to chaperone that student. If another person is designated to chaperone a student, it is the responsibility of the parent to notify the NMMEA Executive Director who that person is prior to All-State.

SECTION III

ALL STATE AUDITION PROCEDURES

A. AUDITION CENTERS

1. The number of Audition Centers shall be limited to five or less.
2. The Audition Centers, Chairpersons, date of auditions shall be designated by the NMMEA Executive Committee.
3. Delay/Cancellation of Auditions - In the event circumstances necessitate a delay or cancellation of auditions the section VP, the Executive Director, and the site chair will determine how to handle the situation. Every attempt will be made to complete auditions in a timely manner.

B. DUTIES OF THE AUDITION CENTER CHAIRPERSON:

1. The section Vice President shall appoint a chairperson for each audition center.
2. Procedures and duties for the Audition Center Chairperson:
 - a) Secure approval from local authority for use of necessary facilities and staff, with the understanding that all local expenses are the responsibility of the local center. Any unusual circumstances should be referred to the NMMEA Executive Director. NMMEA will reimburse the site chair for reasonable hospitality expenses and audition team lunches.
 - b) Provide the following facilities:
 1. Six rooms with tuned pianos for choral auditions
 2. Up to 4 rooms for string instrument auditions
 3. Up to 8 rooms for wind and percussion instrument auditions
 - a. One room set up for timpani, bass drum and auxiliary percussion as required by the audition material.
 4. 1 room for guitar auditions
 5. 2 room for Jazz auditions
 6. Each room should have a desk or table, chair for adjudicator, and a music stand when needed.
 - c) Provide an outside monitor for each audition room to facilitate auditions and to keep on schedule. Provide a recording **proctor** when auditions are recorded or inside room monitor when auditions are live. The section Vice President will secure recording **proctors** to record the wind, percussion, and string auditions.
 - d) The Audition Site chair or designee will prepare a realistic audition schedule which includes a lunch break.
 - e) Courtesy refreshments are to be provided by the site chair for the audition team and key volunteers who work the entire day.
 - f) A copy of the audition schedule will be sent to the appropriate directors, Vice President, and the Executive Director at least two weeks in advance of the auditions. Directors will have 48 hours from the time the schedules are sent to check his/her students and inform the Executive Director of any errors. After this time period no changes will be made.
 - g) Students auditioning on more than one instrument shall be allowed full time for each audition, which is seven (7) minutes, except percussion instruments, which are allowed ten (10) minutes. The student shall pay for each audition.
 - h) The Executive Director will alert adjudicators and the section Vice President of students who are auditioning on more than one instrument.
 - i) Audition Fees (except Jazz) - \$14.00 per student. This registration fee will apply up to 30 days prior to the first day of scheduled auditions. Late fees will be accepted for

one additional week (7 days). The late audition fee is \$27.00 per audition. No audition registrations will be accepted after this first late period of one week nor will walk on registrations be accepted at the audition sites. Specific dates regarding audition registrations will be published on the NMMEA website.

- j) Jazz Audition Fees - \$20.00 per student. This registration fee will apply up to 30 days prior to the first day of scheduled auditions. Late fees will be accepted for one additional week (7 days). The late audition fee is \$40.00 per audition. No audition registrations will be accepted after this first late period of one week nor will walk on registrations be accepted at the audition sites. Specific dates regarding audition registrations will be published on the NMMEA website

C. THE AUDITION REGISTRATION FORM

1. Audition registrations must be completed via the online registration forms found on the NMMEA website (www.nmmea.com)
2. Upon receipt of a copy of the P.O the form will be processed. Registrations that include a check number will be processed upon receipt of the check. Forms without a PO or check number will not be processed. The Executive Director will enter the list of participants and forward it to the person designated to do the site scheduling.
3. Students shall not be allowed to audition unless registered with fees paid or a hard copy of the purchase order is on file in the NMMEA office prior to auditions.
4. Students with special needs will be handled on an individual basis. The student's director must inform the appropriate Vice President and Executive Director of the need at the time the student is registered for the audition. The director is responsible for all accommodations.
5. Rules and regulations change from year to year to meet changing conditions. Each local music instructor is responsible for knowing and abiding by the changes. Only the student suffers if rules are not observed.

D. THE AUDITION SCORE SHEET

1. The audition rubric is a tool for adjudicators to use to assist in the selection of the most qualified students.
2. The Executive Director shall provide one copy of the audition rubric for each adjudicator to use as a guide when entering scores into the score recording template.
3. The audition rubric shall be prescribed by the NMMEA Executive Committee and furnished by the Executive Director.
4. For all auditions (live and recorded), adjudicators will record scores in a provided excel scoring template based on the approved audition rubrics
5. The recorded numeric score will determine ranking order for all auditions.

E. AUDITION PROCEDURES FOR VOCAL STUDENTS

1. The choral audition team, nominated by the Choral Vice President and approved by the NMMEA Executive Committee, shall conduct all choral auditions.
2. Each audition will be limited to 7 minutes
3. **Each student will have the opportunity to sing each part of the audition. However, if they are exceeding the allotted time they will be stopped.**
4. It is required that the adjudicator conduct the audition in the following order:
 - a) **Prepared Solo:** The student should be prepared to perform a solo of worthwhile educational value, selected by the student and music instructor to display range, quality of tone, technical ability, and artistry. All solos must be performed with piano accompaniment; acapella solos are not acceptable. **Students must provide an original score for the adjudicator at the time of the audition.** Long solos, lengthy piano introductions and popular music should be avoided. The solo audition will be stopped at two minutes regardless of the length of the selection. Music instructors should select and mark the two minutes they wish the adjudicator to hear. The NAFME, Texas, or New York lists are suggested guides. **All music must be memorized for the audition.** Value: 40% of the audition.
 - b) **Choral Audition Piece:** Choral music students will be required to perform their part of the All-State Mixed Choral audition piece by memory with the official NMMEA accompaniment recording. This recording will be comprised of opposing voice parts and piano accompaniment (as required). (1 Minute) Value: 40% of audition.
 - c) **Sight-Reading:** The NMMEA Choral Vice President will provide sight-reading material to the choral audition team for use in the sight-reading audition. Students will sing one of three 8-measure sample sight-reading exercises of equal difficulty. All sight-reading exercises will be limited to 2/4, 3/4, 4/4. Skips and intervals will be in the tonic triad. No skips shall be larger than a fifth. Sight Reading materials will be in major keys of up to 3 sharps or 3 flats. Exercises may include whole, half, quarter, and eighth notes and corresponding rests. Exercises will begin on either the tonic or the dominant and will end on the tonic. Students will be given the same procedure in each

audition room: Students may sing through the assigned exercise during a one-minute preparation and study time. At the end of the one-minute study time, the student will sing the exercise for adjudication. Before and after the study time, the accompanist or judge will play the following (2 minutes - Value: 20% of audition):

1. Octave Scale
 2. Arpeggio (1-3-5-8-5-3-1 ↓ 5♯1↓7♯1)
 3. Tonic
 4. Starting Pitch
- d) No musical materials are to be posted outside an audition room.
 - e) Each audition is to be heard without interruption.
 - f) No tempo setting devices are allowed in the audition room.
5. The number of choir members needed for each part (Soprano 1 & 2, Alto 1 & 2, Tenor 1 & 2, and Bass 1 & 2) in the Mixed Chorus is suggested to be thirty-one per part. The number suggested for each Treble Choir section (SSAA) is thirty-six.
 6. Male singers may be moved within their section (from T1 to T2 or B1 to B2 or vice versa) at the discretion of the judge to fill out the section and balance the choir.
 7. Vocal students auditioning shall provide their own accompanist. A recorded accompaniment may be used in place of the live accompaniment. Accompanists may play for no more than 30 students for All-State Auditions
 8. Students selected to each All-State group will be posted on the NMMEA website no later than one week following the close of auditions. Students will be listed in alphabetical order within each section.
 9. There will be no alternates for either choir.

F. AUDITION PROCEDURES FOR ORCHESTRA STRING INSTRUMENTS

1. The orchestra audition team, nominated by the Orchestra Vice President and approved by the NMMEA Executive Committee, shall conduct all string auditions.
2. Each audition will be limited to 7 minutes
3. **Each student will have the opportunity to play each part of the audition. However, if they are exceeding the allotted time they will be stopped.**
4. String auditions will be recorded at all sites using the following procedures:
 - a) The Orchestra Vice President or designee shall have the responsibility of securing recording **proctors**. It is expected that the recording **proctors** volunteer their services. Refreshments and lunch will be provided if auditions extend into the afternoon.
 - b) Recording **proctors** will receive training on how to use recorders and administer auditions.
 - c) Recording **proctors** will follow the script provided in administering auditions and record each audition in one take (no stopping or pausing recorder during audition). If the recorder is stopped, a reason must be provided.
 - d) No tempo setting devices are allowed in the audition room.
 - e) Upon completion of auditions, recordings will be made available, in an acceptable format, to each member of the audition team. The section Vice President shall determine the format that will be used.
 - f) Adjudicators shall listen to each recorded audition and enter scores in the provided Excel scoring template and return electronically by stated deadline to the Orchestra Vice President. Orchestra Vice President will use scores to create a final ranking / placement and create ensemble rosters.
 - g) The orchestra auditions are to be blind. Student names are not to be included in recordings nor are students allowed to speak during audition.
5. AUDITION MATERIALS TO BE PLAYED
 - a) Scales: One major and one melodic minor scale as specified **on the website**. The scale shall be played in the following manner: violin, viola and cello play three octaves; string bass play two octaves. Both scales are to be played without vibrato as single bowed quarter notes, the quarter note equaling MM 90. All scales must be memorized. Value: 50 points each.
 - b) Two specified orchestra excerpts, one from Symphony and one from Concert Orchestra music. Specified bowings are to be followed. Value: 50 points each.
 - c) A required solo to be selected from a list of solos provided by the selection committee. Value: 150 points.
 - d) One sight-reading selection. Value: 40 points.
 - e) No musical materials are to be posted outside an audition room.
 - f) Each audition is to be recorded without interruption.
6. Adjudicators will rank students based on audition scores. Final chair placement will be determined through a chair placement at all-state.

7. The recommended string instrumentation should be as follows for each orchestra string section.
 - a) The personnel of the Symphony Orchestra will be selected first, then Concert Orchestra: 1st Violin: 16-18; 2nd Violin: 16-18; Viola: 12-14; Cello: 12-14; String Bass: 8-8.
8. Four string adjudicators are to be used. One each for violin, viola, cello and bass.
9. There will be **three** audition sites for string instruments.
10. The local audition center chairperson will be in charge of the string instrument auditions.
11. Students selected to each All-State group will be posted on the NMMEA website. Students will be listed in alphabetical order within each section.
12. Up to three alternates will be listed by the audition team for each instrument provided the score of their audition warrants it. Alternates will be listed on the website. If a student in any orchestra cannot attend All-State, the Orchestra Vice President will contact the alternate's director to determine if the alternate can learn the music and is available to participate. If a vacancy occurs in the Symphony Orchestra a student may be moved from the Concert Orchestra to the Symphonic Orchestra and the alternate placed in the Concert Orchestra. The Orchestra Vice President will decide if this movement is feasible pending the date the vacancy occurs and how many other students may be affected by the change. No alternate is to attend All-State unless his or her director is contacted by the Orchestra Vice President and officially named to a group. No placement will be made after January 1.

G. AUDITION PROCEDURES FOR BRASS, PERCUSSION AND WOODWIND INSTRUMENTS

1. The band audition team, nominated by the Band Vice President and approved by the NMMEA Executive Committee, shall conduct all band auditions.
2. Each audition will be limited to 7 minutes
3. **Each student will have the opportunity to play each part of the audition. However, if they are exceeding the allotted time they will be stopped.**
4. Wind **and percussion** auditions will be **audio** recorded at all audition sites using the following procedures:
 - a) The Band Vice President or designee shall have the responsibility of securing recording **proctors**. It is expected that the recording **proctors** volunteer their services. Refreshments and lunch will be provided if auditions extend into the afternoon.
 - b) Recording **proctors** will receive training on how to use recorders and administer auditions.
 - c) Recording **proctors** will follow the script provided in administering auditions and record each audition in one take (no stopping or pausing recorder during audition). If the recorder is stopped, a reason must be provided.
 - d) No tempo setting devices are allowed in the audition room.
 - e) Upon completion of auditions, recordings will be made available, in an acceptable format, to each member of the audition team. Acceptable formats include CD, **thumb drive, and digital download from a file share server.**
 - f) Adjudicators shall listen to each recorded audition and enter scores in the provided Excel scoring template and return electronically, by stated deadline to the Band Vice President. Band Vice President will use scores to create a final ranking / placement and create ensemble rosters.
 - g) Wind **and percussion** auditions are to be blind. Student names are not to be included in recordings nor are students allowed to speak during audition.
 - h) Each audition is to be recorded without interruption
5. No musical materials are to be posted outside an audition room.
6. **THE AUDITIONS WILL INCLUDE THE FOLLOWING:**
 - a) **Scales:** Required scales for winds shall be played in straight eighth notes – quarter note = 92. Scales include all twelve (12) major scales, and the chromatic scale for each instrument. All scales must be memorized. Starting pitch and minimum ranges will be specified on the NMMEA website on April 1 and in the spring and fall issues of THE NEW MEXICO MUSICIAN. Refer to audition rubric for scoring values.
 - b) **Etudes:** The Band Vice President or designee will select suitable etudes for each instrument from the approved materials. The etudes will be announced on the NMMEA website on April 1 and in the spring and fall issues of THE NEW MEXICO MUSICIAN. The etudes will require technical ability and a lyrical style. Metronomic markings will be published with the etudes. Refer to the audition rubric for scoring values.
 - c) **Sight Reading:** Sight reading material will be selected by the adjudicator and be the same for each student. **Sight reading material may not be chosen from the same source as audition etudes.** All percussionists will be required to sight read on mallets.

- d) Students auditioning for percussion will be required to play all mallet, snare drum, timpani, and multiple percussion etudes. Students will not be allowed to audition for one “specialized” percussion instrument. Students must demonstrate the ability to tune timpani.
 1. The auxiliary percussion etude will be announced on the NMMEA website on April 1 and in the spring and fall issues of THE NEW MEXICO MUSICIAN. Ten (10) minutes shall be allowed for the percussion etude.
7. Students wishing to audition for multiple instruments must prepare all etudes required for each instrument they wish to audition on. Students auditioning on more than one instrument shall be allowed full time for each audition and pay the full fee for each audition.
8. Recommended personnel for wind and percussion instrumentation for each of the performing groups shall be determined by the following procedures:
 - a) The wind and percussion personnel for the Symphony Orchestra shall be selected on the basis of first, third, and fifth best players for the various positions to complete the orchestra instrumentation as specified in the music score.
 - b) The wind and percussion personnel for the Symphonic Band shall be selected on the basis of the second, fourth, and sixth best players plus as many additional players as the instrumentation calls for until all the positions are filled.
 - c) Wind and percussion personnel for the Concert Orchestra shall be selected from the Concert Band on the basis of first, third, and fifth best players of each section to complete the Concert Orchestra instrumentation as specified in the music score.
 - d) The personnel of the Concert Band will be filled from the remaining available qualified wind and percussion players.
 - e) Students who audition for trombone and bass trombone may be moved within their section (trombone to bass trombone or vice versa) at the discretion of the Vice President to fill out the section and balance the bands.
9. The NMMEA Band Vice President will provide the following instrumentation to the wind and percussion audition team:
 - a) **CONCERT BAND** Picc.(1), 1st Fl.(7), 2nd Fl (7), 1st Ob. (2), 2nd Ob.(2), 1st Bsn. (2), 2nd Bsn.(2), 1st Cl.(6), 2nd Cl.(8), 3rd Cl.(10), B. Cl. (4), 1st A.Sax.(2), 2nd A.Sax.(2), T. Sax.(2), B. Sax.(2), 1st **Tpt.**(4), 2nd **Tpt.**(4), 3rd **Tpt.**(5), 1st Hn.(3), 2nd Hn.(3), 3rd Hn.(3), 4th Hn.(3), 1st Tromb.(3), 2nd Tromb.(3), Bass Tromb.(3), Euph.(5), Tuba (6), Perc.(4), Mallets(2), Timp.(1),
 - b) **SYMPHONIC BAND** Picc.(1), 1st Fl.(6), 2nd Fl.(6), 1st Ob.(2), 2nd Ob.(2), 1st Bsn.(2) 2nd Bsn.(2), 1st Cl.(6), 2nd Cl.(8), 3rd Cl.(8), B. Cl.(4), 1st A.Sax(2) 2nd A.Sax (2), T.Sax.(2), B.Sax.(2), 1st **Tpt.**(4), 2nd **Tpt.**(4), 3rd **Tpt.**(5), 1st Hn.(2), 2nd Hn.(2), 3rd Hn.(2), 4th Hn.(2), 1st Tromb.(3), 2nd Tromb.(3), Bass Tromb.(3), Euph.(4), Tuba (6), Perc.(4), Mallets(2), Timp.(1),
 - c) If needed, the band VP will assign specialized instruments (Alto Flute, English Horn, Eb Clarinet and etc.) from the pool of students already selected for all state.
10. Students selected to each All-State group will be posted on the NMMEA website
11. Up to three alternates will be listed by the audition team for each instrument provided the score of their audition warrants it. Alternates will be listed on the website. If a student in any band cannot attend All-State, the Band Vice President will contact the alternate’s director to determine if the alternate can learn the music and is available to participate. If a vacancy occurs in the Symphonic Band a student may be moved from the Concert Band to the Symphonic Band and the alternate placed in the Concert Band. The Band Vice President will decide if this movement is feasible pending the date the vacancy occurs and how many other students may be affected by the change. No alternate is to attend All-State unless his or her director is contacted by the Band Vice President and officially named to a group. No placement will be made after January 1.

H. AUDITION PROCEDURES FOR GUITAR

1. The guitar adjudicator, nominated by the Guitar Vice President and approved by the NMMEA Executive Committee, shall conduct all guitar auditions.
2. Each audition will be limited to 7 minutes
3. **Each student will have the opportunity to play each part of the audition. However, if they are exceeding the allotted time they will be stopped.**
4. Audition material will be listed on the NMMEA Website and printed in the NEW MEXICO MUSICIAN
5. All guitar auditions are to be blind.
6. Students must audition on a standard nylon string acoustic classical guitar.
7. The guitar auditions will include the following:

- a) Scales. The required scales for guitar will be one major and one melodic minor. The range of each scale will be 2 or 3 octaves played in eighth notes with the quarter note equaling MM 72. All scales must be memorized. Value: 20% of audition.
 - b) Etude: The Guitar Vice President will select one suitable etude from representative didactic material to demonstrate the depth of technical ability and musicianship of each student auditioning. Metronome markings will be published with the announcement of the etudes. Value: 40% of the audition
 - c) Excerpt: The Guitar Vice President will select a representative guitar excerpt. Specified fingerings, dynamics and articulations, if present, are to be followed. Value 20% of the audition.
 - d) Sight Reading: Each audition will include sight-reading, which will be selected by the audition team. The sight-reading will be the same for all students. Value: 20% of the audition.
 - e) The scoring sheet will include one major and one minor scale -Value 20%; Etude - Value 40%, Excerpt - Value 20%; and Sight reading - Value 20%. Total points will be 100.
8. Each audition is to be heard without interruption.
 9. No tempo setting devices are allowed in the audition room.
 10. A total of 72 students will be selected (18 per part).
 11. The Adjudicator will rank students based upon audition score and submit to Guitar Vice President. The Guitar Vice President will place students into parts (1, 2, 3, 4) with the first four ranking students being the principal players for parts 1, 2, 3, and 4. Each successive ranking group of four students will be placed in parts 1, 2, 3, and 4 consistently throughout the group. Each part will be listed alphabetically. The clinician has the right to move players from part to part at his or her discretion for balance or any other reason.
 12. Should the need arise to have soloists in certain pieces, solo responsibilities will be assigned by the Guitar VP.
 13. Auditions will be held in Albuquerque.
 14. The local audition center chairperson will be in charge of the guitar audition.
 15. Students selected to be members of the All State Guitar Ensemble will be posted on the NMMEA website.
 16. At the discretion of the audition team, as many as four alternates will be listed on the NMMEA website if their auditions warrant. If a student cannot attend All State, the Guitar Vice President will notify the director to determine if the alternate will be able to fill the vacancy. No alternate is to attend All-State unless his or her director is contacted by the Guitar Vice President and officially named to a group. No placement will be made after January 1.

I. AUDITION PROCEDURES FOR JAZZ

1. The jazz audition team, nominated by the Jazz Vice President and approved by the NMMEA Executive Committee, shall conduct all band auditions.
2. Each audition will be limited to 7 minutes
3. **Each student will have the opportunity to play each part of the audition. However, if they are exceeding the allotted time they will be stopped.**
4. Wind auditions will be audio recorded (percussion, video recorded) at all audition sites using the following procedures:
 - a) The Jazz Vice President or designee shall have the responsibility of securing recording **proctors**. It is expected that the recording **proctors** volunteer their services. Refreshments and lunch will be provided if auditions extend into the afternoon.
 - b) Recording **proctors** will receive training on how to use recorders and administer auditions.
 - c) Recording **proctors** will follow the script provided in administering auditions and record each audition in one take (no stopping or pausing recorder during audition). If the recorder is stopped, a reason must be provided.
 - d) No tempo setting devices are allowed in the audition room (with the exception of the accompaniment track)
 - e) Upon completion of auditions, recordings will be made available, in an acceptable format, to each member of the audition team. Acceptable formats include CD, digital download from a file share server, or closed/private format such as YouTube.
 - f) Adjudicators shall listen to each recorded audition and enter scores in the provided Excel scoring template and return electronically, by stated deadline to the Jazz Vice

- President. Jazz Vice President will use scores to create a final ranking / placement and create ensemble rosters.
- g) Wind auditions are to be blind. Student names are not to be included in recordings nor are students allowed to speak during audition.
 - h) Each audition is to be recorded without interruption
5. No musical materials are to be posted outside an audition room.
 6. THE AUDITIONS WILL INCLUDE THE FOLLOWING:
 - a) Scales: Memorized chromatic scale played in straight eighth notes (quarter note = 92). Starting pitch and minimum ranges will be specified on the NMMEA website on April 1 and in the spring and fall issues of THE NEW MEXICO MUSICIAN. Refer to audition rubric for scoring values.
 - b) Etudes: The Jazz Vice President or designee will select suitable etudes for each instrument from the approved materials. The etudes will be announced on the NMMEA website on April 1 and in the spring and fall issues of THE NEW MEXICO MUSICIAN. Metronomic markings will be published with the etudes and etudes will be performed with an accompaniment track of piano, bass and drums. Refer to the audition rubric for scoring values.
 - c) Improvisation: All students will be required to improvise as part of their audition. Material and details will be announced on the NMMEA website on April 1.
 7. Students wishing to audition for multiple instruments must prepare all material required for each instrument they wish to audition on. Students auditioning on more than one instrument shall be allowed full time for each audition and pay the full fee for each audition.
 8. Recommended personnel for the three All-State Jazz Ensembles are:
 - a) 2 Alto, 2 Tenor, 1 Bari, 5 Trumpets, 4 Trombones, 1 piano, 1 guitar, 1 bass, 1 drum set, 1 vibraphone.
 9. Students selected to each All-State group will be posted on the NMMEA website
 10. Up to three alternates will be listed by the audition team for each instrument provided the score of their audition warrants it. Alternates will be listed on the website. If a student in any band cannot attend All-State, the Jazz Vice President will contact the alternate's director to determine if the alternate can learn the music and is available to participate. No alternate is to attend All-State unless his or her director is contacted by the Jazz Vice President and officially named to a group. No placement will be made within 2 weeks of the event.

J. LATE AUDITIONS

1. In the event a student has an unavoidable conflict (sickness, death in the family) with the audition, the director of the student may petition for a late or early audition by contacting the Vice-President overseeing the ensemble immediately upon finding out about the conflict. Decisions will be made on a case by case basis.
2. All early or late auditions must be completed by the final day of auditions for that category.
3. The Vice President shall transmit the name of a student to be added to an All-State group to the NMMEA Executive Director, who will notify the student's instructor and place the name on the official list of participants.

K. RECORDED AUDITION PROCEDURES DUE TO DISTANCE

1. All students are encouraged to audition live. Schools located 185 miles or more from the nearest audition center site to site as determined by Google Maps may submit a recorded audition if they have no more than three (3) students auditioning. If four (4) or more students audition they are expected to travel to the nearest audition site.
2. Students must be registered for auditions online following all deadlines and procedures
3. All recordings used in place of a live audition must be in the hands of the appropriate Vice President one week prior to the first audition.
4. Any engineering, editing or tampering in any way with the audition recording after the actual performance is expressly prohibited.
5. Recorded audition procedures:
 - a) The only identifying information on the band, guitar and orchestra recording will be the provided student code. Choral students are to be identified by name and voice classification.
 - b) Recordings will be proctored by an NMMEA member not affiliated with the student's music program and must follow the script provided by the VP.
 - c) The Section VP will select a sight-reading excerpt.
 - d) Recording should be high quality.
 - e) A separate recording must be submitted for each recorded audition.

- f) Recordings must be submitted in a fashion so that various adjudicators may listen to the recordings at any center, at their respective offices, or at home and in a format specified by the Vice President.
- g) There may be other scenarios for which audition recordings may be used. Each scenario must be submitted in written form to the section Vice President and Executive director for approval. If agreement cannot be reached, the President of NMMEA will make the final decision.
- h) Recorded auditions must be done in a single take in the presence of an approved proctor as designated by the section VP. Written documentation signed by the individuals who observed the recorded audition must be submitted to the section VP before the recorded audition is adjudicated.

L. FINAL AUDITION PROCEDURES FOR ALL-STATE

- 1. All students selected to participate in any All-State group may be tested on their preparation of the All-State music in a final audition held as scheduled.
- 2. Any student failing to pass this final audition or test on any of the All-State music will not be allowed to participate. Any unprepared student will be the responsibility of his/her instructor.
- 3. Students passing the final audition or test will be given a seating assignment in their respective group.
- 4. Choral students will sing selected passages from their All-State music from memory in the final audition.
- 5. Band and orchestra students will audition for chair positions based on the student's preparation of the All-State music. Emphasis will be placed on tone, technique, and general musicianship.
- 6. At the Vice President's discretion, band and orchestra students who are in a section with multiple overlapping parts, i.e., trumpet/cornet and percussion, may be required to attend a sectional rehearsal where preparation will be assessed by a qualified educator.
- 7. Band and orchestra seating audition procedures: All students of each section will assemble in the designated room for a chair placement audition.
 - a) During the auditions, the adjudicator may give instructions to the student; however, the student may not speak directly to the adjudicator who sits with his back to the students.
 - b) The adjudicator will announce the order of chair placement by number after all students have been auditioned, more than once, if necessary.
 - c) The adjudicator will then record the student's placement on the audition form, sign his name and return the form to the chairperson in charge of the group.
 - d) All chair placements will be final. **There will be no challenges.**

SECTION IV

SMALL SCHOOL ALL-STATE BAND

STATEMENT OF PURPOSE

The New Mexico Small School All-State Band is organized to promote, encourage participation in, and maintain small schools in the State of New Mexico. The organization shall maintain a cooperative relationship with the New Mexico Music Educators Association whose purpose is the development of music education in the New Mexico Public Schools.

A. MEMBERSHIP

- 1. Membership in the Small School All-State Band (SSASB) will include New Mexico schools which maintain an enrollment 1200 and below. Ninth grade students who are enrolled, or will be enrolled, in a high school with 1201 students or more will not be eligible to audition for the SSASB. Enrollment verification is based on the current years' 40-day count unless the 40-day count occurs later than the close of audition registrations. In that case, enrollment would be based on the last official enrollment from the previous year.
- 2. Students must decide in advance to audition for only the SSASB or the Symphonic or Concert groups.
- 3. All eligibility rules concerning student All-State participants in Section II, D of the NMMEA Official Handbook are applicable.

B. SMALL SCHOOL ALL-STATE BAND AUDITION PROCEDURES

- 1. Audition materials will be determined by NMMEA and will be the same materials used for Concert Band and Symphonic Band auditions. It may be determined to use an abbreviated version of the audition materials for students auditioning for the Small School Band. Content of audition material will not be changed or modified.

2. The wind and percussion auditions shall be conducted by the audition team members assigned to the band division of the All-State Audition Team as nominated by the Band Vice President and approved by the NMMEA Executive Committee. Small school band applicants will be responsible for the same audition fees as set by NMMEA

C. SMALL SCHOOL ALL-STATE BAND GUEST CONDUCTOR SELECTION

1. During a Small School Band Director Meeting at the All-State Music In-Service Conference, the small school band directors will select their guest conductor from university conductors located in state as well as retired NM music educators who are still active clinicians for the next two All-State Music Festival and In-Service Conferences. The members present will vote on order of preference of nominees. On occasion they may select conductors from out of state with the approval of the NMMEA Executive Committee.
2. The NMMEA Band Vice President shall contact in order of preference the clinician or conductor for acceptance.
3. The Band Vice President will advise the NMMEA President of the guest conductor or clinician acceptance. The President, with the approval of the NMMEA Executive Committee, will make the final contract arrangement with the guest conductor or clinician.

D. SMALL SCHOOL ALL-STATE BAND INSTRUMENTATION

1. Pic.(1), 1st Fl.(6),2nd Fl (6) 1st Ob.(1), 2nd Ob.(1), 1st Bsn.(1) 2nd Bsn.(1), 1st Cl.(4), 2nd Cl.(5), 3rd Cl.(6), B.Cl.(3), 1st A.Sax.(3), 2nd A.Sax.(3), T. Sax.(2), B.Sax.(2), 1st Tpt.(3), 2nd Tpt.(4), 3rd Tpt.(5), 1st Hn.(2), 2nd Hn.(2), 3rd Hn.(2), 4th Hn. (2), 1st Tromb. (3), 2nd Tromb.(3), Bass Tromb.(3), Euph.(4), Tuba (6), Perc.(3), Mallets(3), Timp.(1)
2. If needed, the band VP will assign specialized instruments (Alto Flute, English Horn, Eb Clarinet and etc.) from the pool of students already selected for all state.

SECTION V

THE ALL-STATE AUDITION TEAM

A. AUDITION TEAM

1. The section Vice President will determine the audition team members with the approval of the Executive Committee. Vice Presidents are to select qualified personnel **which may include high school choral directors who have been retired four or more years**, in addition to university personal. When using university personnel, the following rotation order should be followed if possible: Eastern New Mexico University, New Mexico State University, Western New Mexico University, Highlands University, and University of New Mexico.
2. It is suggested that prospective audition team members be contacted during the All-State conference for the following fall auditions. The proposed team members are to be approved by the NMMEA Executive Committee at its winter meeting.
3. The audition team members who are hearing live auditions are to be contracted as follows: \$100 per day for audition service, and mileage reimbursement based on "Sliding Mileage Reimbursement Scale" with mileage not to exceed 1100 miles. When lodging is required, the motel/ hotel will be paid directly by NMMEA. Breakfast and lunch will be provided as well as \$20 per day for dinner.
4. Audition Team members who hear recorded auditions will be contracted at the rate of \$3.00 per audition heard. No other amenities will be provided.

B. DUTIES OF THE AUDITION TEAM

1. The audition team shall select from the total number of students auditioned the most qualified students as participants in the All-State bands, choruses, orchestras, and guitar ensemble according to the instrumentation and balance as prescribed by the NMMEA Vice Presidents of the bands, choruses, orchestras, and guitar. Recruiting of auditioning students is absolutely prohibited in any form!
2. Adjudicators are not to discuss, at any time during the auditions, the student attending the adjudicator's college or university.
3. Following auditions at the final audition site, a prioritized list of all sections shall be compiled by the appropriate Vice President or designee and submitted to the Executive Director or his designee.

SECTION VI

ALL-STATE HONOR ENSEMBLES

A. PURPOSE

1. To recognize outstanding New Mexico school musical ensembles.
2. To recognize outstanding student achievement in musical performance.
3. To provide outstanding performing musical groups an opportunity to perform for their peers at All-State.

4. To provide teachers and students with an opportunity to hear fine musical performing ensembles which they may not hear during the school year in their local school situation.
5. To motivate teachers and students toward higher achievement in musical performance.
6. To inspire teachers and students to achieve and maintain high standards of instruction, learning and performance.

B. QUALIFICATION

1. The director submitting an audition recording for an honor group must be a member in good standing of NAFME and NMMEA at the time of the audition submission, selection, and performance.
2. Performance based classes such as band, orchestra, or choir must compete in their own area.
3. Unclassified ensembles, such as non-public schools, must have permission of the NMMEA Executive Committee to audition and perform as an honor ensemble.

C. PROCEDURES FOR SELECTION OF HONOR ENSEMBLES

1. HIGH SCHOOL, MIDDLE SCHOOL BAND, JAZZ, ORCHESTRA AND CHOIR
 - a) Ensembles may apply to their respective NMMEA Section Vice President to perform on the Honor Concert by submitting the application, three (3) copies of an AUDIO recording of a live concert performance recording of the ensemble (the performance should not be more than one year old) along with three sets of unmarked scores of the pieces being performed.
 1. Do not send photocopies of scores unless accompanied by an official letter of permission from the publisher or the ensemble will be disqualified.
 2. Any engineering, editing, or tampering in any way with the audition recording is expressly prohibited.
 - b) There should be nothing on the recording or scores (markings, names, announcements, etc.), which would identify your ensemble to the audition team (this is a totally BLIND audition process). Please check your scores and recordings thoroughly. Violation of this rule will result in the ensemble being disqualified.
 - c) Ensembles applying and auditioning for an honor performance designation must provide a letter from the local Superintendent of Schools or Board of Education, or Principal, that if selected, the group has permission to attend and perform at the All-State Music Festival and In-Service Conference.
 - d) Only ensembles deemed outstanding will be considered for an honor performance.
 - e) NMMEA assumes no financial responsibility for honor ensemble expenses for a performance at All-State.
 - f) **NOTE:** The Official Application Form (available under forms on the NMMEA Website at: [http:// www.nmmea.com](http://www.nmmea.com)), letter of permission, performance recordings, and scores **should all be sent by registered mail to the appropriate NMMEA Vice-President postmarked by June 1, of the year proceeding All-State.** Final selection will be announced at the summer NMMEA Board of Directors meeting.
2. GENERAL MUSIC HONOR ENSEMBLES
 - a) A general music ensemble is a group of students who participate in a wide variety of musical activities, including singing, playing and movement and may perform using one or more of these activities. Any elementary school ensemble may be considered (including band, orchestra, Orff, ukulele and etc.). Preference will be given to elementary music ensembles in years when all-state falls in even years. Preference will be given to unique ensembles of any grade level during odd years (excluding secondary band, orchestra and choir).
 - b) Recordings may not be more than two years old. Any engineering, editing or tampering in any way with the audition recording after the actual performance is expressly prohibited.
 - c) Recordings will be numbered by the NMMEA Vice President and sent to a selection committee. Scores of published performance numbers should be sent with the video recordings.
 - d) Ensembles applying and auditioning for an honor performance designation must provide a letter from the local Superintendent of Schools or Board of Education, that if

selected, the ensemble has permission to attend and perform at the All-State Music Festival and In-Service Conference.

- e) Only Ensembles deemed outstanding will be considered for an honor performance.
- f) In the event no recordings are submitted for the General Music Honor Ensemble the General Music Vice-President has the authority to find an appropriate performance ensemble. If recordings of poor quality are submitted, it is up to the discretion of the recording review committee to suggest the General Music Vice-President to find an appropriate ensemble.
- g) NMMEA assumes no financial responsibility for honor group expenses for a performance at All-State.
- h) **NOTE:** The Official Application Form (available under forms on the NMMEA Website at: <http://www.nmmea.com>), letter of permission, and performance recordings should be sent by registered mail to the **General Music Vice President by June 1 of the year preceding All-State.** Final selection will be announced at the summer NMMEA Board of Directors meeting.

D. FREQUENCY OF PERFORMANCE

1. The same performing ensemble may not be chosen more often than once every three years

E. CONCERT PERFORMANCE DATES AND TIMES

1. The NMMEA Executive Committee will set the concert dates and times of performance according to the schedule of All-State events.
2. Performance time must not exceed 25 minutes of music and 40 minutes total stage time (first person entering until last person leaves).
3. The Executive Committee will determine consequences when they meet in February in the event an ensemble exceeds their honor ensemble performance time allotment.
4. Program literature, technical diagram, and performance times are to be submitted to the respective VP by October 1 and will be subject to approval by the NMMEA Executive Committee due to time and logistical limitations

F. PREFERENCE ROTATION BASED ON CLASSIFICATION

1. Classifications are based on the basketball classifications as designated by the New Mexico Activities Association.
 - a) High Schools: 6A, 5A, 4A, 3A, 2A, and A and Mid/JH schools.
2. Choir and Orchestra - When All-State occurs on an even numbered year, preference in selection of orchestra and choir honor ensembles will be given to smaller schools - Mid/JH-A-2A-3A. On odd numbered years, preference will be given to 6A, 5A, and 4A schools but not excluding Mid/JH-A-2A-3A.
3. Band - When All-State occurs on an even numbered year, preference will be given to any middle School, mid high, or junior high and high schools with school enrollment of 1200 students or lower. In odd numbered years preference will be given to high schools with school enrollment of 1201 students and higher.
4. Jazz – Honor ensemble preference will be on a 3 year rotation: small school (middle School, mid high, or junior high and high schools with school enrollment of 1200 students or lower); high schools with school enrollment of 1201 students and higher; non **big** band ensemble. As a point of reference 2019 is a small school year.
5. Ninth grade schools will have preference with small / middle school one year and then with large schools the following two years. For example, they are considered with Small Schools in 2018 and large schools in 2019 and 2020.
6. All classifications are encouraged to submit audition applications every year

G. HONOR ENSEMBLE PERFORMANCE GUIDELINES

1. Honor Ensemble performances must be performed by the ensemble that submitted the recording for acceptance. Performing students must be officially enrolled in the ensemble at their school; for example, additional students that are not in the ensemble may not be added for this performance (2nd performing group, community ensemble, middle school feeder etc.). Additionally, any soloist must be a student within the ensemble. The only exception allowed is for students who performed on the recorded submission to participate in one selection not to exceed 25% of the performance time.

Revised 2/9/2019