

NMAA State Concert Band Contest Advisory Council (NSCBCAC) Responsibilities

Statement of Purpose

The purpose of the NSCBCAC is to work in conjunction with New Mexico Activities Association providing professional content policies and making recommendations, which support the rules and regulations set forth by NMAA to provide New Mexico band programs an educationally sound and equitable State Concert Band Contest.

Advisory Council Membership

Membership shall consist of directors of schools who represent a variety of populations, school sizes and geographic locations. Districts will elect a representative from their band membership to serve on the NSCBCAC at the time of their District officer elections. District representatives will serve a minimum of a 2 year term but may not serve more than 2 consecutive terms.

NSCBCAC Responsibilities

1. Continually create a pool of adjudicators to be given to NMAA to call. All HS judges should be from out of state. MS contest adjudicators shall be limited to within driving distance (mileage only).
2. Set forth qualification criteria.
3. Set forth judging criteria and provide judging sheet of said criteria.
4. Attend two annual meetings: 1) Friday of the NMMEA All-State Festival & In-Service Conference and 2) a day scheduled in the summer.

NMMEA Responsibilities

1. Districts will elect a representative to serve on the NSCBCAC.
2. The State Band VP will serve as a liaison between NSCBCAC and NMAA.
3. The State Band VP will select 3 adjudicators for the Middle School portion of the Band State Contest.
4. The State Band VP will provide Annual Report to NMMEA Board of Directors at summer meeting.
5. The State Band VP will provide Annual Report to band directors at NMMEA state section meeting.
6. The Executive Director will provide and confirm a list of qualifying bands to NMAA after monitoring NMMEA District MPA ratings.
7. The Executive Director will act as announcer and timer for the HS Contest and the State Band VP will act as announcer and timer for the MS Contest.
8. The Executive Director will meet with judges prior to the start of the HS contest and the State Band VP will meet with the MS judges prior to the start of the MS contest. They will advise judges to use the provided adjudication rubric and ask judges to manage points wisely.

Contest Site Host Responsibilities

1. Provide a Check-In Area with band guides, runners, tables, and chairs.
2. Provide a Warm-Up room and performance stage.
3. Provide music stands and chairs.
4. Provide the following Concert Percussion (in good working condition): 4 Timpani, Bass Drum, Xylophone, Vibraphone, Marimba, Orchestra Bells, Chimes, Tam-Tam/Gong, and piano.
5. Provide an audio recording of the performance.

Contest Site Host Responsibilities (Continued)

6. Provide three judges tables and lamps, extension cords, pencils.
7. Provide a Stage Crew.
8. Provide runners for judges to collect and distribute judging folders from Check-In/Headquarters and to provide necessary hospitality items.
9. Provide door monitors for all performance public access areas.
10. Submit any additional projected costs (ie. piano or timpani tuning) to NMAA at least one week prior to contest.
11. Optional: Manage/provide food and beverage service and keep profit earned.

NMAA Responsibilities

1. Secure location and sponsor/site-host for State Band Contest.
2. Pay host honorarium.
3. Receive/track all entry forms and fees for contest and create/manage contest schedule (warm-up and performance times).
4. Manage all monies (except school or Booster group concessions).
5. Mail and obtain contract for judges prior to booking travel and lodging arrangements.
6. Book and pay for judges airfare or mileage.
7. Book and pay for judge's lodging (up to three nights).
8. Pay for or provide judge's local transportation.
9. Pay or reimburse for judge's meals.
10. Pay judge honorariums.
11. Provide office supplies.
12. Provide recorders for adjudicator comments (Band VP will supply for Middle School Contest).
13. Provide hospitality supplies or reimburse Band VP for any hospitality supplies for Middle School Contest (coffee, water, and snacks for judges and contest workers).
14. Contract custodial and security services (one person each at school district rate).
15. Manage NMAA Web State Concert Band Contest page to include:
 - Map to contest site which also notes nearby restaurants and lodging
 - Registration form
 - Contest guidelines
 - Seating chart template
 - NMAA Contest Representative contact information
 - Contest Schedule with band performance and warm-up times
 - Contest Results (to be posted on the NMAA web page no later than the following Monday)
 - NSCBCAC Responsibilities Document
 - State Band Contest History
16. Provide and manage contest Check-In.
17. Collect (via runners) judge's folders, judge's ratings, and track/compile all results. Make available a band packet with scores and ratings to each director.
18. Provide trophies and present trophies at ceremony immediately after contest.
19. Promote news media contest coverage.
20. Provide programs.
21. Manage, and coordinate with host, audio recording services.
22. Optional: Sell NMAA State Concert Band Contest shirts, etc., and keep any profit.
23. Optional: Display sponsor banners in the entrance way (by check-in, not viewable from the performance area).