

2023-24 MUSIC MANUAL

Kansas State High School Activities Association

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AT A GLANCE

Welcome

The official manual for high school music festivals with information concerning regulations and guidelines for conducting a festival.

The Kansas State High School Activities Association sponsored program with the most student participants is in the area of music festivals. Average attendance at these festivals has been in excess of 41,000 senior high school students.

Because of the size of the program, in terms of numbers of students and numbers of schools, music festivals have taken on new meaning in organization and operation. The music program itself has had to adapt to these increases in size. As a result, it becomes important for principals, music instructors, festival managers and adjudicators to read carefully the contents of this manual.

We believe that all of the information necessary to carry on an effective program is contained in this music manual. Please read it carefully, and if you have any questions, contact us immediately.

All entries will be made online by logging in to the Festival Manager program located on our KSHSAA Music webpage. It is recommended that each music director enter their own students.

We appreciate your continued support of the music activities program and welcome your suggestions for its improvement. .

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Calendar Dates

August 28 - Music Director required online rules meeting
October 29

September 1 Update your profile in the Festival Manager Music online system

January 16 Online Regional Piano Festival entry deadline

February 3 Regional Piano Festivals

February 6 Online State Piano Festival entry deadline

February 17 State Piano Festival

March 15 Online Regional Music Festival entry deadline for schools participating on **April 6**

March 22 Online Regional Music Festival entry deadline for schools participating on **April 13**

March 26 Online State Music Festival (Large Groups) entry deadline

April 6 Regional Music Festivals (Solos and Small Ensembles: 1st weekend)

April 13 Regional Music Festivals (Solos and Small Ensembles: 2nd weekend)

April 16 Online State Music Festival (Solos and Small Ensembles) entry deadline.
Online State Music Festival entries may be submitted starting at 6 p.m. the day of your Regional Festival (Solos and Small Ensembles)

April 17-18 State Music Festivals (Large Groups)

April 27 State Music Festivals (Solos and Small Ensembles)

Schools not submitting their online ENTRIES by the deadline dates indicated above will be charged a double entry fee. The penalty fee will be a maximum of \$50.

NOTE: All changes in music regulations, effective 2023-24, are shown in reverse type.

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REMINDERS

This manual is published for the 2023-24 school year. **All entries will be made online by logging in to the “Festival Manager” program located on our KSHSAA Music webpage. It is recommended that each music director enter their own students.** Please refer to the KSHSAA website (www.kshsaa.org) and the Activities Journal throughout the school year for information concerning music activities, festivals and assignments.

Neither a member school nor an approved school shall take any action to prevent a judge from officiating a contest because of the judge’s race, sex, religion or national origin. Neither shall a member school or an approved school participate in a contest for which a judge has been excluded from officiating because of the judge’s race, sex, religion or national origin.

Music Director Online Rules Meeting IS required

All high school music head directors are **required to complete** the KSHSAA online rules meeting each year. The online meeting will be available for credit from August 28 until October 29. Instructions for how to log on and view the online meeting will be mailed to athletic directors by the first of August along with the *Music Manual*. Schools with directors failing to complete the online meeting by October 29 will be subject to a \$100 fine and their school will be listed in the *Activities Journal*.

Heat Illness Prevention Education Requirement

On an annual basis and prior to the beginning of fall sports practices, each KSHSAA member school will provide all coaches/directors of its athletic and activities programs (marching band, cheer and dance teams, etc.) with an educational in-service program on prevention of heat illness and proper hydration of participants. Member schools are strongly encouraged to utilize the free NFHS Heat Illness Prevention course or an equivalent program for this purpose. Instruction may take place in a group setting or in an individual manner.

To: All KSHSAA Music Directors - READ and complete before September 1, 2023

Please read and follow the applicable directions as you begin your 2023-24 school year and prepare for the KSHSAA Music Festival entry process. Getting registered in our *KSHSAA Music Festivals* system or updating your profile is vital to assure you will be receiving communications from our association. We do not know if you are new or if you have changed schools or teaching positions unless you complete the following process. In 2009-10, the KSHSAA changed its music festival entry procedures to an online system. In 2018-19, we upgraded to a new system. Directors who want to enter a KSHSAA Festival must be registered in the *KSHSAA Music Festivals* system. Below are two sets of instructions for directors, one set for **new** directors and another set for directors **already registered** as a user. **New** directors need to register immediately. If you have any trouble or questions while registering, updating your profiles or entering students, please don't hesitate to give Kathy Wilhelm or Craig Manteuffel a call at 785-273-5329.

NEW DIRECTORS REGISTRATION INSTRUCTIONS:

Email will be the primary way to communicate, so it is essential that new directors register on the *KSHSAA Music Festivals* website as a director **immediately**. Please go to our website www.kshsaamusicfestivals.org and click on the 'Account Help' link located just below the 'Login' button. Creating a new account takes only a few minutes. You must have an email address, and that address must not already be registered in this system. Enter an email address and click on the 'Next' button. The system will attempt to send a confirmation message to verify that the address is correctly entered. The message will contain a *security key* which must then be entered in the site where prompted. Next, the site will ask for a new password. Once that is completed, respond to the short series of prompts to complete your initial profile. Incomplete answers can be corrected later, after logging in, by updating the profile. Each director's profile must indicate affiliation with at least one school building before registering for *KSHSAA Music Festivals*. **The school rosters are for the entire school, not just your department. Only list individual students who plan to do a solo or ensemble.** Feel free to look around the website. Notice there is some important information, including the *Prescribed Music List* under the heading "PML." All *KSHSAA Music Festival Entries* will be done here on this website. Check your email regularly, as last-minute changes, updates, etc., will be emailed, not mailed. Festival schedules will also appear on the web and will not be mailed out.

DIRECTORS WHO WERE REGISTERED LAST YEAR ON THE KSHSAA MUSIC FESTIVALS WEBSITE:

If you have previously registered into the system, you will not need to re-register this year. Your existing email address and password should still be valid. For any problems with the login, use the 'Account Help' tool. **You will need to update your profile and school rosters.** Remember, the school rosters will still include ALL students' names from the band, orchestra and choir in your school. Delete only those students who are no longer in the program and add new students. Only list individual students who plan to do a solo or ensemble. Please take the time to update your phone numbers, address, emails, etc. If you changed schools, it is very important that you remove your old school and add your new school. If you have changed email addresses, login to your account with the old email address. Click on the **Profile** tab, then follow the prompt for updating your primary account address to your new email address. The new email address must not already be registered in this system. Enter the new email address and click on the 'Next' button. The system will attempt to send a confirmation message to verify that the address is correctly entered. The message will contain a security key which must then be entered in the site where prompted. Upon completion, the site will automatically logout and will then be ready to login with the new address. Typing your new address into the *Email2* box in your profile will NOT update your primary account address. *Email2* is used only to give KSHSAA a secondary contact point. Detailed festival entry procedures may be printed from the *KSHSAA Music Festivals* website under the **Entry Info** tab.

SPORTS MEDICINE GUIDELINES

Concussion Management / Kansas Law

Below is a summary of our recommendations to our member schools to comply with the state law and the NFHS playing rule. A complete and detailed version can be found on the KSHSAA website in the sports medicine and safety section.

1. If concussion consistent signs or symptoms are observed in an athlete, the athlete should be immediately removed from the practice or contest.
2. The athlete should not be allowed to return to any practice or contest until written clearance is obtained from a health care provider (MD or DO).
3. The KSHSAA and the NFHS strongly recommend the athlete not be allowed to return to the practice or contest the same day the concussion consistent signs or symptoms were observed.
4. A gradual return-to-play protocol should be followed before the athlete is allowed to return to unrestricted participation in their sport.
5. The signed concussion and head injury information release form must be on file with the school.
6. Be sure all of your coaches view the free online course from the NFHS: Concussions in Sports, What You Need to Know. This course can be accessed through the sports medicine and safety section of our website or directly through www.nfhslearn.com. Schools may choose to use this course in group settings with parents, students or with school staff at in-service meetings.

NFHS Guidelines on Handling Practices and Contests during Lightning or Thunder Disturbances

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safe areas.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for 30 minutes and take shelter immediately.
 - b. Thirty-minute rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed before resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review annually with all administrators, coaches and game personnel.
5. Inform student-athletes of the lightning policy at the start of the season.
6. No matter how weather is monitored, hearing thunder or seeing lightning should always take precedence in decision making over information obtained from other sources.

KSHSAA Recommended Procedures to Consider When Inclement Weather Occurs During an Activity

The safety of participants, spectators, coaches/directors, school personnel and all others present at an activity must be the first and foremost concern to the activity officials and building administrators.

1. When an interscholastic activity has been scheduled and dangerous conditions exist or severe weather is anticipated, the following should be considered:
 - a. Prior to beginning an activity when severe weather is anticipated, the director/manager of the activity and the principals of each school, or designees, will review the suspension and/or postponement procedures.
 - b. The host school administrator will be responsible for informing activity officials, visiting school administrators and, if applicable, the individual responsible for public address announcements of designated shelter areas.
 - c. If a tornado WATCH has been issued, the host building administrator and the director of the activity will notify coaches/directors, school administrators and, if applicable, the individual responsible for public address announcements, that the possibility of abrupt suspension of the event exists.
 - d. If a tornado WARNING has been issued, the activity should be suspended immediately. Participants, spectators and all personnel involved with the activity will be advised to “take cover.” The procedure will be announced, when available, over the public address system.
 - e. When lightning is observed in the vicinity of an activity conducted outdoors, the event should be suspended.
 - f. If any other life-threatening condition occurs, the event should be suspended immediately, and predetermined directions to safe locations will be announced.
2. When a suspension of an activity occurs, the following should be considered:
 - a. If the suspension is 45 minutes or greater, resuming at a later date should be considered.
 - b. When it appears that weather conditions are no longer a threat to the safety of participants, spectators or activity officials, administrators from all schools involved will meet with the director of the activity to determine if the event will continue. If any administrator or the director of the activity casts a negative vote for the event to resume, the suspension should continue.
 - c. If the event is to be resumed, participants will be given at least a 15 minute warm-up period prior to the scheduled event.

Statement on Performance Enhancing Drugs and Nutritional Supplements

In order to promote the health and safety among all student-athletes, reduce health risk, maintain ethical standards as well as reduce liability risk, students should not use any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance-enhancement. All school personnel, including coaches and school nurses, should never recommend the use of any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance-enhancement.

School personnel should not dispense or administer any drug, medication (over-the-counter or prescription) or nutritional supplement, unless the student-athlete is under the direct care of a licensed health professional, licensed to practice in the state of Kansas and practicing within their scope of practice as defined by the Kansas Board of Healing Arts, and only as prescribed.

We recommend that coaches, athletic directors, nurses and other school personnel develop strategies that address the prevalence and growing concerns of using any drug, medication or nutritional supplement for the purpose of performance-enhancement. Athletes should be encouraged to pursue their athletic goals through hard work, appropriate rest, proper hydration and good nutrition, not unsubstantiated shortcuts. School personnel, coaches and parents should allow for open discussion about dietary supplement use, and should strongly encourage obtaining optimal nutrition through a well-balanced diet.

(adopted by the KSHSAA Sports Medicine Advisory Committee and Executive Board, April 2017)

The KSHSAA Code of Ethics for Coaches, Directors, Aides, Adjudicators, Judges and Officials

Believing that mine is an important part in the nationwide school activity program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules, observe the work of other coaches, directors, adjudicators, judges, or officials and will, at all times, attempt to improve myself and the activity.
3. I will conduct myself in such a way that attention is drawn not to me but to the young people participating in the contest.
4. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning decisions made during the contest.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who participate under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches, directors, adjudicators, judges or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the contest is more important than the wishes of any individual.
11. I will make responsible decisions about consumption of alcohol, including abstinence from alcohol at least 12 hours prior to a contest in which I will be involved.
12. I will not use tobacco or e-cigarette products while directly involved in interscholastic activities.

KSHSAA POLICY INFORMATION

KSHSAA COACH/SPONSOR CPR/AED TRAINING REQUIREMENT

In April 2019 the KSHSAA Board of Directors adopted a rule requiring any head or assistant coach/sponsor for any KSHSAA sanctioned activity be certified or trained in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) administration (*KSHSAA Handbook Rule 10-1-9*).

Components of the rule are as follows:

1. Following an initial 30-day grace period from the start of the season, personnel are not eligible to work as a coach or sponsor for their school until proof of completion of CPR/AED training is on file with their school.
2. Every coach/sponsor must complete CPR/AED training every 2 years.
3. The training shall be coordinated by a certified CPR instructor.
4. Online only training courses are not accepted.
5. There must be a hands-on educational component to the training process.
6. On an annual basis by activity, a school administrator must acknowledge through the KSHSAA website that each coach/sponsor is currently trained in CPR/AED administration. To acknowledge rule compliance, a school administrator should login to the KSHSAA website and go to the Coach/Sponsor Requirements page. Select the activity and enter the date of CPR/AED training next to each coach/sponsor name. If you do not see the coach/sponsor listed, add that person through the Update Directory process online. All head and assistant coach/sponsors should be listed for every activity!

Board Policy: Heat Acclimatization Recommendations for Marching Band and Spirit Activities

Heat stroke is the leading cause of death in students participating in outdoor activities during warm weather months. Heat stroke and other heat illnesses **are preventable** by following these guidelines:

1. Prepare for Activity

Parents should make sure that students are in good general health and fit to perform.

2. Proper Acclimatization

Have a formal training plan in place for your students which incorporates a gradual increase in outdoor practice time over the first 1-2 weeks of practice. Research indicates the first five days of practice are when students are most susceptible to heat illness. It is during this period necessary physiologic adaptations are taking place in the body to better handle exercise stress in a hot/humid environment. During this time only single outdoor practices per day are recommended and total outdoor practice time should not exceed 2-3 hours per day.

3. Emergency Action Plan

Have an emergency action plan in place that addresses heat emergencies. Be sure the entire emergency action plan is rehearsed and reviewed with everyone involved, including local EMS personnel BEFORE practice begins in the summer.

4. Know Your At-Risk Students

Students with a previous history of exertional heat illness, are sickle cell trait positive, have a low fitness level or are recovering from a recent illness are more susceptible to heat illness. These students need to be monitored closely and adjustments may need to be made to their practice schedule. Students with a fever, nausea/vomiting, or other illness should not participate in warm weather activities.

5. Heat Policy

Every school should have a policy in place with mandatory activity and uniform modifications based on the current heat index or wet bulb globe temperature. The heat index or wet bulb globe temperature needs to be obtained at the practice site prior to any warm weather practice. Refer to the KSHSAA website for a heat index chart indicating risk levels based on the heat index reading.

6. What to Wear

Wear light or white colored shorts and t-shirts to avoid overheating during practice. This is especially important for anyone carrying heavy instruments for long periods of time. Save the formal attire – heavy hats, dark clothing and shoes – for dress rehearsals, and get comfortable in them before game day. Be aware that the weight of the material and dark colors keep heat “in.”

7. Monitor Band Members

Band members should be monitored at all times on the field for signs of heat illnesses by a parent, band director, certified athletic trainer or other individual.

8. Cooling Area

An area should be designated where your students can cool down and rest. This could be an area of shade, a canopy or easy access to an air-conditioned facility. During warm weather practices, a cold tub should be located in this cooling area. The tub should be large enough to submerge someone up to their torso in a seated position with the water temperature between 45-60 degrees. Any time heat stroke is suspected, rapid cooling in the cold tub should immediately take place. Current best practices recommend rapid onsite cooling before emergency transport to a hospital. This procedure should be reviewed and rehearsed with your local emergency medical personnel.

9. Hydration

Students should have unrestricted access to water. Schedule frequent hydration breaks – do not allow your students to wait to feel thirsty. Water is the best hydration choice. Sports drinks with low sodium and carbohydrate levels are also good options. Avoid energy drinks, soda, fruit juices, carbonated beverages and caffeine.

10. Promote Positive Overall Health Habits to Your Students:

Adequate sleep

Proper nutrition

Proper hydration habits on a daily basis

Avoid nutritional supplements and energy drinks

Unmanned Aircraft Systems or UAS (Drone Policy)

Unless granted special permission by the KSHSAA Executive Director, the use of drones (UAS) for any purpose is not permitted at any KSHSAA state tournament or postseason game or event. This prohibition applies to all fields of play, courts, arenas, mats, gym floors or pools, and includes a ban on the entire facility being used as part of the KSHSAA event, including the spectator areas and parking areas. During the regular season, member schools should have a drone policy. At no time should a drone be on or over the field of play during the game, even if the school policy permits the use of drones during the regular season.

ADMINISTRATION OF MUSIC ACTIVITIES

Individual Eligibility (Grades 7-12)

The provisions of the Eligibility Rules shall apply to all students who participate in interscholastic music activities. Rules governing these events are found in the *KSHSAA Handbook*.

A special junior high school division **may** be set up in regional and state festivals for ninth grade **soloists and small ensembles only**. (*A "small ensemble" shall have no more than 24 members.*)

EXCEPTION: Elementary students of the same school system or of an elementary school that lies wholly within an organized middle/junior high school district may participate in bands, orchestras, choruses or glee clubs without affecting their eligibility after they become middle/junior high school students. A grade school student is not eligible to represent a high school in any other type of activity.

NOTE: Middle/junior high schools must be members of the KSHSAA, if they wish to combine the seventh and/or eighth graders with the high school band, orchestra, chorus or glee club in KSHSAA music festivals and interscholastic competition.

Students representing member schools in interscholastic music activities shall be required to meet the same qualifications as those representing their school in all other interscholastic activities (i.e., grades, transfer, scholarship, etc.). (**See Rules 12-19.**)

A list of students shall be certified (**Form CW**) and retained by the school prior to regional and state music festivals. Entry forms include a statement to this effect. *Non-Athletic Activity Eligibility Worksheets (Form CW)* are available online at www.kshsaa.org (see principal for school's code).

NOTE: All students must contribute to the school music program in order to be eligible for regional and state music festivals. **The students must also meet all eligibility requirements of the KSHSAA for individual participation. The students' qualifications are approved by the local principal. It is also the principal who makes the final determination as to whether the students are to represent the school as one of the allotted entrants.**

Interpretation: The word "contribution" shall be interpreted to mean the student sings or plays an instrument as a performer for any phase of the school music program.

Student Participation - KSHSAA Handbook, Rule 46 - Music

Interscholastic Music: Music activities shall include those interscholastic competitive and/or evaluative events that are an outgrowth of the member school's music program. The term "evaluative" shall mean an individual and/or group could be "rated" (competition against a standard norm) and/or "ranked" (competition for position) according to achievement standards. "Ratings" with numbers assigned or "rankings" with scores assigned may be verbal and/or written.

Section 1: General Regulations (apply to grades 7-12)

Art. 1: All interscholastic music activities sponsored by outside agencies and non-member schools, and advertised as middle/junior/senior high school activities, festivals, or tournaments in which representatives from two or more schools participate shall be approved by the Executive Board.

The Executive Board shall have the authority to determine the qualifications for approval and to assess penalties for participating in events not approved.

Art. 2: Kansas music activities hosted by member schools or approved by the Executive Board may be rated and receive oral and/or written critiques, but shall not be ranked or receive cash or merchandise awards.

- a. Kansas marching band, jazz band and show choir activities hosted by member schools or approved by the Executive Board may be **ranked**, rated and receive oral and/or written critiques as long as the event falls within the guidelines of the KSHSAA mileage limitations.

Out-of-state music activities approved by the Executive Board and the out-of-state high school association may be ranked, rated and receive oral and/or written critiques as long as the activity falls within the guidelines of the KSHSAA mileage limitations. (*See Bylaw, Article XIV - Approval of Events.*)

Art. 3: No member school shall be permitted representation in a national music activity, festival or competition unless approved by the Executive Board. (See *Bylaw, Article XIV- Approval of Events.*)

Art. 4: Students representing member schools in interscholastic competitive and/or evaluative music activities shall be required to meet the same qualifications as those representing their school in all other interscholastic activities (i.e. grades, transfer, scholarship, etc.). (See **Rules 12-19.**)

- a. Students representing member schools in “support” music events shall not be required to meet KSHSAA individual eligibility requirements. “Support” music events are school activities where music groups perform at interscholastic activities under the jurisdiction of the KSHSAA.
- b. Students representing member schools in “field trips” shall not be required to meet KSHSAA individual eligibility requirements. “Field trips” within KSHSAA’s 500 road miles jurisdiction are school activities where music groups attend or perform for educational comments ONLY (no ratings, no rankings, no scores).
 - 1 The Executive Board may indicate no jurisdiction in a music group’s “field trip” **within KSHSAA’s 500 road miles limitation** sponsored by an outside agency upon receiving a written request from the principal on school letterhead thus allowing the music group to be ranked, rated and receive oral and/or written critiques.
 - 2 Music groups representing member schools in “field trip” activities sponsored by an outside agency may be ranked, rated and receive oral and/or written critiques provided the activities are **beyond KSHSAA’s 500 road miles limitation.** (See **Awards Rule 20-1-2d, EXCEPTION.**)

NOTE: “Field trip” activities are not covered by KSHSAA’s Liability and Catastrophic Insurance plan.

Art. 5: Each music group is limited to a maximum of **four** interscholastic competitive and/or evaluative music activities each school year.

- a Kansas Music Educators Association (KMEA) activities do **not** count as one of the allowable events.
- b. KSHSAA regional and state music festivals do **not** count as one of the above events.

Interpretation: A music group is defined as a named combination of students in a recognized music group such as a stage band, concert band, marching band, jazz band, madrigal, mixed chorus, tenor/bass choir, treble choir, quartet, show choir, etc. A stage band could attend four festivals; a school’s concert band could attend four festivals, etc. The fact a stage band attends four festivals does not then restrict any other music group from attending a similar number of activities.

Approval of Events - KSHSAA Handbook, Article XIV - Approval of Events

Sec. 3. Any contest or activity **under the jurisdiction** of the KSHSAA, sponsored by an outside agency which is on the approved list of the **National Association of Secondary School Principals**, shall be considered automatically approved.

NOTE: *Contests or activities where schools or individuals qualify through Association sponsored activities shall not be approved on a regional or national basis.*

Sec. 4. KSHSAA **member schools** desiring to host or participate in a multiple-interscholastic event (three or more schools) involving an out-of-state school(s) shall be limited to those within **500 road miles** of the border (perimeter) of the state of Kansas.

Each event must be approved by the KSHSAA **and the out-of-state high school’s association.** Such approval must be initiated by the host member school not later than **30 days prior** to the date of the activity. Application forms are provided by the KSHSAA or the out-of-state high school’s association.

EXCEPTION: The Executive Board may approve interstate activities for individual schools when mileage is in excess of those stated provided the travel distance is less than for a similar event in Kansas. When a KSHSAA member school competes with an out-of-state school, it may not waive or exceed any KSHSAA standards.

Music competition takes place when the individual or group is rated or ranked. If a musician or group, such as a band, participates only in a parade where no judging takes place, then competition is not involved. **“Field trips”** may be critiqued for educational comments, ratings or rankings. (See **Music Rule 46-1-4b.**)

Middle/Junior High Schools

Elementary, sixth, seventh and eighth graders of KSHSAA member schools may participate only as members of their senior high school bands, orchestras, choruses and glee clubs, if approved by the principals. Ninth graders in a three-year junior high school are eligible to enter the **solo and small ensemble sections**, for which a special junior high school division may be set up if there is a need. Ninth graders must enter the festival attended by their senior high school. The provisions of the *Individual Eligibility Rules* shall apply to all who participate.

Awards

See *KSHSAA Handbook*—The issuance of awards shall be governed by the regulations of **Rule 20 - Awards**. Schools may give additional individual awards, excluding cash, if the cost does not exceed \$25. **“Field trips”** may receive trophies, medals, ribbons and certificates. (See **Music Rule 46-1-4b** and **Awards Rule 20-1-2d**.)

Music and Citizenship/Sportsmanship: Rule 52

Activities are an important aspect of the total education process in American schools. They provide an avenue for participants to grow, to excel, to understand and to value the concepts of Citizenship/Sportsmanship. They are an opportunity for directors and school staff to teach and model Citizenship/Sportsmanship, to build school pride and to increase student/community involvement; this ultimately translates into improved academic performance.

As professional music educators, desirable and unacceptable behavior should be demonstrated and discussed in and out of the classroom. The following five “desirable” and “unacceptable” behavior illustrations are encouraged and recommended by the Kansas State High School Activities Association.

1. Be courteous to all:

Desirable Behavior—As we participate in music activities, we should be constantly applauding the efforts of other schools and students. Applause is always a positive show of appreciation; students meeting with other students after an event in a congratulatory manner; and appropriate behavior during the performance.

Unacceptable Behavior—Disrespectful actions, noises or gestures show disrespect for the efforts of others (students or teachers); disturbing or entering a performance room in progress.

2. Know the rules, abide by and respect decisions:

Desirable Behavior—Utilize every opportunity to promote understanding of the rules of the competition or festival within the school and community; accept the decisions of the adjudicators; respond in a positive manner; utilize proper avenues for challenges; cooperate with the host managers and aides in interpretation and clarification of rules.

Unacceptable Behavior—Disrespectful display concerning a decision; criticizing the merits of the adjudicators; displays of temper and arguing with adjudicators and host managers; derogatory remarks toward the adjudicators, host managers and aides.

3. Display appreciation for good performances regardless of the school:

Desirable Behavior—Teachers, students, parents searching out participants to recognize them for outstanding performances; recognizing an outstanding performance with appropriate response; discussing outstanding performances of schools and students with others in attendance.

Unacceptable Behavior—Laughing, gesturing or other types of movements in an attempt to distract; to degrade an excellent performance by other students or schools.

4. Exercise self-control and reflect positively upon yourself, students and school:

Desirable Behavior—Support other schools and students by a display of total unity; respect the efforts and facilities of the host school.

Unacceptable Behavior—Display of anger, boasting, use of profanity, antics which draw attention to you; trashing, vandalizing, or showing disrespect for the host school's facilities or personnel.

5. Permit only positive, citizenship-like behavior to reflect on your school or its activities:

Desirable Behavior—Positively encourage those around you to display only citizenship-like conduct; report poor conduct to school, administration or host managers; member schools insist that citizenship be a priority; administrators help teachers to teach, model and reinforce citizenship; recognize teachers for positive conduct; teachers need to acknowledge students who display positive citizenship; teachers and administrators need to take appropriate action to insure positive behavior.

Unacceptable Behavior—Teachers, students or other school supporters unwilling to get involved and take a stand to defend one of the main tenets of school activities - teaching and promotion of Citizenship/Sportsmanship.

Music educators need to be leaders in the development of Citizenship/Sportsmanship. The attitudes developed in the classroom reflect what is displayed by students at activities. Music educators must read and abide by the rules and regulations set forth by each activity. Breaking rules through loopholes is not a way to justify improper actions or conduct.

Host managers volunteer their time and facilities for music activities. Directors who verbally abuse managers or adjudicators and talk negatively to their students and parents cannot expect students or parents to display respect or positive attitudes at music activities. Directors' actions set the tone for others in attendance. It is important to keep the educational value of the activity at a high level.

Citizenship/Sportsmanship, Rule 52, is a positive development for activities in Kansas. The continued growth of music activities requires the need for ethical conduct to become as much a teaching tool in the classroom as the development of musical fundamentals.

04 REGIONAL AND STATE PIANO FESTIVALS

Regional Piano Festivals - February 3, 2024 (All Classes)

Online Entry—Submit Regional Piano Festival entries by **January 16**. **NOTE:** *Adjudication comments, medals and certificates will not be given until entry fees are paid.*

Sites and Assignments—Regional piano sites, addresses and managers will be listed on the KSHSAA website (www.kshsaa.org>*non-athletic*>*piano*). Schools may attend any regional they choose.

State Piano Festival - February 17, 2024 (All Classes)

Online Entry—Submit State Piano Festival entries by **February 6**. **NOTE:** *Adjudication comments, medals and certificates will not be given until entry fees are paid.*

Sites and Assignments—State piano site, address and manager will be listed on the KSHSAA website (www.kshsaa.org>*non-athletic*>*piano*). All classes attend one state site.

Regulations for Piano Festivals

Section 1. All schools are to enter their nearest festival site and may **not** enter their students (grades 9-12) in more than one festival site. Regional and state piano entries will be made online by logging into the *KSHSAA Music Festivals* program located on our KSHSAA music webpage. Instructors should read the *KSHSAA Code of Ethics* published on the inside back cover of this manual.

Sec. 2. Students not participating in or contributing to the school music program are not eligible for these festivals.

- The student's qualifications are approved by the local principal. It is the principal who makes the final determination as to whether the student is to represent the school as one of the allotted entrants.
- "Participating in" or "contributing to" shall be interpreted to mean the student participates in the music program and/or plays the piano as an accompanist or as a piano soloist for any phase of the school program.

Sec. 3. Schools may have unlimited entries. Soloists only will participate. If possible, the managers will provide grand pianos for performances and warm-up rooms with pianos. Each student shall be limited to one performance time.

Sec. 4. All soloists who complete their pre-designated selection as marked on judge's copy will receive a rating. **EXCEPTION:** soloists not memorizing their music will receive *Comments Only*. **Entries will be scheduled seven (7) minutes apart with a maximum of six (6) minutes playing time** (no minimum time requirement). Students will announce the title of their composition.

Sec. 5. Students must receive a First Division rating at the Regional Piano Festival to be eligible to participate at the State Piano Festival.

Sec. 6. Instructors are responsible for collecting all critiques and music for their schools before leaving the festival sites. **Managers are not responsible for sending critiques or music to individual schools.**

Sec. 7. It has come to the attention of the KSHSAA that an official school representative has not always accompanied students to regional and state piano festivals. Non-school personnel have been allowed to receive certificates, medals, ballots, etc., on behalf of the school following the festival. The policy of the KSHSAA, imposed for the protection of the school, is **always** to have a school representative in attendance with students from that school. This is the **only** individual who should be given the above-mentioned materials. Non-school personnel must present a letter from the school's administration to be allowed to receive certificates, medals, ballots, etc., on behalf of the school. Schools must provide their participants with adult supervision.

Sec. 8. It is strongly recommended that teachers select literature for their students that has **not** been performed by the students at a festival within the previous two years. To perform the same composition(s) from year to year is considered educationally and ethically unacceptable.

Sec. 9. Unacceptable Behavior—No **individual** (student, director, parent, relative, friend, etc.) shall negatively confront an adjudicator during a music festival. An infraction by a **student performer** will result in disqualification and loss of

awards and ratings received. An infraction by a **director or observer** shall result in a letter of **reprimand** sent to the school's administrator by the KSHSAA. Further action may be taken by the KSHSAA Executive Board.

Instructions for Piano Festival Managers

The KSHSAA will assign adjudicators to each festival site based on the numbers estimated to be needed.

Make certain you establish a "festival headquarters" to handle problems and to be the nerve center for the activity. Provide a room separate from where ratings are posted, from which instructors may pick up awards, music and adjudicator evaluation sheets. Quality pianos should be made available that have been properly tuned and ready for performance. Entrants appreciate a piano which may be used for a warm-up period before their contest presentation. **If possible, separate soloists from the same school.**

Complete the financial report furnished by the KSHSAA. Return the report and the balance due to the KSHSAA.

Prior to the festival, contact each adjudicator to assure they have located the online schedule and festival information. Managers are to meet with all adjudicators on the morning of the festival, 30 minutes prior to the first performance. Please cover the following topics:

- Stress importance of keeping on schedule, noting break time and lunch.
- No **oral** critiques—rate each performer before the next performance begins.
- Explain the procedure you will follow in collecting rating sheets.
- Appoint a room assistant for each adjudicator and make introductions at this time.
- Review *Standards of Ratings* in this manual.

Entries and Fees

Once entries are submitted, the online entry is a commitment by the school to pay the total fee **before** the date of the festival. Adjudication sheets, medals and certificates are not to be awarded until entry fees are paid.

Note: A copy of a school purchase order with the correct amount will serve as payment proof.

Awards

Medals will be awarded at **regional festival sites**.

- **First Division Rating:** Medal to each soloist.
- **Second Division Rating:** Certificate to each soloist. (*Fill out and print online at www.kshsaa.org.*)

Medals will be awarded at the **state festival site**.

- **First Division Rating:** Medal to each soloist.
- **Second Division Rating:** Certificate to each soloist. (*Fill out and print online at www.kshsaa.org.*)
- **Certificate of Recognition:** Certificate to each soloist participating. (*Fill out and print online at www.kshsaa.org.*)

Suggestions for Adjudicators

Please read the *Important Festival Information for Adjudicators* pages of this manual. Instructions, directions and recommendations given on these pages are the culmination of years of study and research. Adjudicators should note particularly the *Standards of Ratings*. The KSHSAA asks all adjudicators not to smoke in the rooms where events are being held, nor shall smokeless tobacco, in any form, be used. Review the *KSHSAA Code of Ethics* published on the inside back cover of this manual. Please be available for a meeting with the festival manager **30 minutes** prior to the first contest in your section.

Remember, entrants are senior high school students (9-12); however, a quality performance is expected of all students, and those entrants awarded a First Division rating should have demonstrated skill and artistry.

REGIONAL AND STATE MUSIC FESTIVALS

Regional Music Festivals (Solos And Small Ensembles)

April 6, 2024

Online Entry—Submit Regional Music Festival entries by **March 15**.

NOTE: *Adjudication comments and medals will not be given until entry fees are paid.*

Sites and Assignments—Schools are assigned to the nearest festival, when possible. The assignments, sites, addresses and managers will be listed on the KSHSAA website (www.kshsaa.org>*non-athletic*>*music*).

April 13, 2024

Online Entry—Submit Regional Music Festival entries by **March 22**.

NOTE: *Adjudication comments and medals will not be given until entry fees are paid.*

Sites and Assignments—Schools are assigned to the nearest festival, when possible. The assignments, sites, addresses and managers will be listed on the KSHSAA website (www.kshsaa.org>*non-athletic*>*music*).

State Music Festivals (Large Groups)

April 17-18, 2024 (All Classes)

Online Entry—Submit State Music Festival entries—Large Groups by **March 26**.

NOTE: *Adjudication comments and plaques will not be given until entry fees are paid.*

Sites and Assignment—Schools are assigned to the nearest festival, when possible. The assignments, sites, addresses and managers will be listed on the KSHSAA website (www.kshsaa.org>*non-athletic*>*music*). Music classifications can be found in **Rule 5 - Classifications** in the *KSHSAA Handbook*.

State Music Festivals (Solos And Small Ensembles)

April 27, 2024 (All Classes)

Online Entry—Submit State Music Festival entries—Solos and Small Ensembles (by **April 16**). Entries may be submitted starting at 6 p.m. the day of your regional festival. **NOTE:** *Adjudication comments and medals will not be given until entry fees are paid.*

Sites and Assignments—Schools are to attend the site assigned for their classification. Addresses and managers will be listed on the KSHSAA website (www.kshsaa.org>*non-athletic*>*music*).

Regulations for Music Festivals

Section 1. Schools may **not** enter their students in more than one festival and must attend their nearest festival, unless assigned elsewhere because of crowded conditions. **All ninth grade solos and small ensembles must enter wherever their senior high participates.**

Sec. 2. Supervisor—Each school must **always** have a school representative in attendance with students from that school. This is the **only** individual who should be given certificates, medals, ballots, etc., for that school. Instructors are responsible for collecting their critiques and music before leaving the festival sites. **Managers are not responsible for sending critiques or music to individual schools.** Non-school personnel must present a letter from the school's administration to be allowed to receive certificates, medals, ballots, etc., on behalf of the school.

- Students must be adequately supervised. Extra adult supervisors should be used if necessary. When homerooms are assigned, a sponsor must be in the room at all times and the manager notified when the school checks out for the day.
- Due to lack of space, all host centers **cannot guarantee homerooms. Damages to homerooms or host property are the responsibility of the visiting school(s).**

Sec. 3. Only those individuals or groups receiving a First Division rating at regional music festivals qualify for participation at state music festivals. Eligible students may be substituted in ensembles. No substitutions are allowed for soloists.

Sec. 4. Copyright—No copied/duplicated music may be used at the regional or state music festivals by **performers, adjudicators, or accompanists**, unless a letter of permission from the publisher or his agent is available to the adjudicator and/or the festival manager. The adjudicator will report infractions of the copyright law to the festival manager.

Transposed music is acceptable as long as an original copy is provided to adjudicator and there is an original copy beside the accompanist.

Internet downloaded music will NOT be allowed at regional or state music contests with the following exceptions:

1. Music that is downloaded from a public domain site must include website link for verification by manager.
2. Music downloaded directly from the original composer's website. A letter from the composer granting permission to use and number of copies authorized must be attached.
3. Music downloaded from a publishing company. A letter from publishing company or receipt must be attached, clearly marked with number of copies purchased.

Sec. 5. Music Literature—There are no required selections for small ensembles and solos. Large groups shall be required to perform literature from the *Required Music List* (see page 25). **Schools must furnish judges' scores, with all measures numbered** (three scores for large groups).

NOTE: *Schools (solos, small ensembles, large groups) not furnishing judges' scores will receive Comments Only.*

Sec. 6. It is strongly recommended that directors select literature for their students, small ensembles and large groups that has **not** been performed by the students at a festival within the previous two years. To perform the same composition(s) from year to year is considered educationally and ethically unacceptable by the music educators' profession.

Sec. 7. Participating schools must furnish all equipment except music stands, unless notified otherwise by the festival manager.

Sec. 8. Accompanists—Piano accompanists are important to the musical performance; however, adjudicators have been directed to use discretion in ratings when accompanists do not measure up to the soloist or ensemble. The soloist or ensemble is the primary focus of criticism and rating in any performance. An accompanist is **required** for all solos or ensembles published with accompaniment at regional and state solo and small ensemble festivals.

Piano accompanists need not be students, but we have many talented student pianists in Kansas. We encourage directors to utilize student accompanists when available and appropriate.

- All accompaniments must be performed as written in order to receive a "1" rating.
- In string or percussion ensembles, the pianist is a member of the ensemble and will be rated and critiqued accordingly. **The pianist must be an eligible student.**
- Piano and other instrumental accompanists for groups may be eligible students or adult musicians of the director's choice. Instrumental accompaniment shall not be considered part of the ensemble and should not influence the judging of the choral performance.
- Piano accompanists may serve, whether connected with the school or not. Each school must have a sufficient number of accompanists so that events will not be delayed. The same accompanist may not be used at two different music festival sites on the same day. **In order to support our festival host site managers with entry scheduling, it is strongly recommended accompanists limit their events to less than 12. No accompanist may play for more than 22 events.** There is no charge for piano or non-piano accompanists of vocal or instrumental entries.
- If the piano or non-piano accompanist(s) of a First Division rated soloist or ensemble desires a medal, it may be purchased from the KSHSAA at \$2.35 each.

- Every effort should be made by music directors to secure qualified accompanists before alternative accompaniment options are allowed for solos. These options shall include intelligent accompaniments, copyright compliant recorded accompaniments played on computers, CD players, or cell phones. All devices may use external speakers to amplify the sound. Alternative accompaniment options must be piano recorded music. Due to possible technical issues, the last option should be a live communications platform that allows users to connect with video and audio (e.g., Zoom). Schools shall bring their own equipment to be used at festivals, and the scheduled performance time limit of 7 minutes must include setting up, testing, and taking down equipment. The 7-minute time limit per solo entry is required for all alternative accompaniment options. Malfunction of equipment that causes the time limit to exceed 7 minutes will not be allowed and rescheduled performance times will not be granted.

Note: If internet access is needed for alternative accompaniment, the director must secure access outside of the host site service.

- Piano Accompanists (Additional) Paid Instructors - Any coach and/or sponsor that works with students should be paid by a school district and/or school supplemental with a signed school contract. These payments must be made from a school activities or USD supplemental fund account. Booster Clubs should never directly pay coaches and/or sponsors for these duties. Booster Clubs may contribute money to a school activity fund which then makes the direct payment to the coach/sponsor. *KSHSAA Handbook Rule 10 - Qualifications of Coaches, Directors and Rule 20 - Awards* are to safeguard students, directors and schools and should help schools with compliance of IRS school regulations.

Sec. 9. Unacceptable Behavior—No **individual** (student, director, parent, relative, friend, etc.) shall negatively confront an adjudicator during a music festival. An infraction by a **student performer** will result in disqualification and loss of awards and ratings received. An infraction by a **director or observer** shall result in a letter of **reprimand** sent to the school's administrator by the KSHSAA. Further action may be taken by the KSHSAA Executive Board.

KSHSAA Handbook, Rule 28 — Music Festivals and Athletics

(apply to grades 7-12)

Athletic events for any student who has been or is a member of a large instrumental or vocal group (during the current school year) are not approved prior to **6 p.m. on a school day** of the State Music Festival, if these groups are entered in the festival. This applies only on the **school day** a school's music festival is scheduled for large instrumental or vocal groups. School administrators and music directors should remind music students in their groups of this regulation. **This applies to both boys and girls.**

Entries and Fees

All entries will be made online by logging into the *KSHSAA Music Festivals* program located on our KSHSAA music webpage.

- **Make checks payable to the payee listed on your invoice and mail to the address listed on the invoice.**
- The submitted online entry will be a commitment by the school to pay the correct fee **before** the date of the festival.
- Adjudication comments, plaques, medals and certificates will not be given until entry fees are paid.
- **Schools not submitting their entries by the deadline date indicated in this manual will be charged a double entry fee. The penalty fee will be a maximum of \$50.**

Note: A copy of a school purchase order with the correct amount will serve as payment proof.

Pianos and Keyboards

The first choice for pianos in solo event rooms is good quality, accurately tuned, normal acoustic pianos. However, if an adequate supply of acoustic pianos is not available, electronic keyboards may be placed in solo event rooms, **ONLY IF** the electronic keyboards meet these quality standards:

- full sized keys
- full 88-key keyboard
- weighted, touch sensitive keys
- sustaining pedal
- grand piano tone

Recorded Critique - Large Groups

Large groups (only) may be critiqued either digitally or on cassette tape, if desired. The format will be at the discretion of the site manager. If cassette tape format is used, then individual schools will provide labeled, blank cassette tapes with each adjudicator's musical scores. Instructors are responsible for collecting all scores, tapes and music for their schools before leaving the festival sites. **Managers are not responsible for sending music or critiques to individual schools.** Music directors wanting written critique need to request this prior to the performance.

Medals - Large Groups

First Division medals for each member of a large group (band, orchestra, mixed chorus, boys glee club, girls glee club) may be purchased from the KSHSAA at \$2.35 each. See order form on page 36.

Photography

No photography will be allowed in performance rooms during festivals.

Video and Audio Recording

No commercial recordings of any kind, audio and/or video, will be allowed in performance rooms during festivals. Personal recordings, audio and/or video, will be allowed in solo performance rooms with the festival manager's approval.

Definition: Commercial is defined as a company or an individual who will receive money for providing this recording service of one or more student soloists, small ensembles, bands, choirs or orchestras.

Definition: Personal is defined as any parent, relative or friend of a student performer or teacher.

Festival managers and the KSHSAA will **not** listen to audio tapes nor view video tapes in disputes over a judge's ratings.

Schedules

No changes will be made in the time schedules after completion of the programs. All requests for special consideration must be sent with entries. Priority in performance will be given the larger ensemble in case of schedule conflicts.

Code of Ethics

Please read the *KSHSAA Code of Ethics* for directors, aides and adjudicators printed on the inside back cover of this manual. To maintain a professional atmosphere, music directors are to avoid contact with adjudicators during the festival day. Festival challenges need to be addressed to the host managers or KSHSAA.

VOCAL AND INSTRUMENTAL EVENTS

Schedule for Vocal and Instrumental Events

The following schedule should be used (when possible):

Solos—(7) seven-minute schedule

(five minutes tuning and performance)

Groups of 3-7 percussion, 3-9 winds and strings, 3-11 vocals and drum set solos—(8) eight-minute schedule

(seven minutes tuning and performance)

Groups of 8-24 percussion, 10-24 winds and strings, 12-24 vocals—(10) ten-minute schedule

(eight minutes tuning and performance)

Choirs and glee clubs—15-minute schedule

(10 minutes performance)

Bands and orchestras—25-minute schedule

(15 minutes performance)

Regulations for Vocal Events

Solos and Small Ensembles combined (grades 9-12)

Each school may enter a maximum of:

6A, 5A - 38; 4A - 30; 3A - 26; 2A - 26; A - 21; Jr. High (9th only) - 22

Vocal soloists shall meet requirements as follows:

1. Each student **must** sing two selections in **five (5) minutes** and announce the numbers.
2. Each student shall be limited to one vocal performance time.
3. Soloists not singing two selections by memory will receive *Comments Only*.
4. A student shall announce the composition(s) to be performed.
5. Students performing show tunes, pop tunes and/or jazz literature will receive *Comments Only*.

Small vocal ensembles shall meet requirements as follows:

1. Each vocal ensemble shall include not less than three (3) nor more than 24 students.
2. All ensembles must perform **without being conducted**. (If conducting occurs, the group will be disqualified and receive *Comments Only*.)
3. Only one selection is required, but two will be permitted within the prescribed time limits. (The same students must perform both selections.)
4. **Each student is limited to two ensembles.**
5. A student shall announce the composition(s) to be performed.
6. Memorization is optional.
7. A vocal ensemble cannot use the same vocal literature at regional or state music festivals (solos and small ensembles) and state music festival (large groups) during the same school year.
8. Madrigal or mixed vocal ensembles of 24 or fewer students may be entered as small ensembles or large groups, **But Not Both!**
9. Piano and other instrumental accompanists for vocal groups may be eligible students or adult musicians of the director's choice. Instrumental accompaniment shall not be considered part of the ensemble and should not influence the judging of the choral performance.

10. Show choirs or jazz choirs are **NOT** to participate at regional or state solo and small ensemble music festivals. (Schools performing vocal literature representative of these choirs will receive *Comments Only*.)

Large Groups — Schools may enter a total of three (3) large choral groups. Students may participate in multiple choral groups. However, no student shall participate as a member of more than one ensemble of the same type (i.e., two mixed, tenor/bass, or treble choirs) unless the student is enrolled in both choirs. Example: A school may enter three mixed choruses and no tenor/bass or treble choirs; or three treble choirs and no mixed chorus or tenor/bass choir; or one in each division, etc. Madrigals or mixed vocal ensembles of 24 or less voices may be entered as small ensembles or large groups, **BUT NOT BOTH!** There is no limit on the number of students who may participate. Memorization for large groups is optional. Piano and other instrumental accompanists for vocal groups may be eligible students or adult musicians of the director's choice. Instrumental accompaniment shall not be considered part of the ensemble and should not influence the judging of the choral performance.

- Tenor/bass choirs and treble choirs shall sing two numbers in **eight (8) minutes**. **ONE** selection shall be from the *Required Music List*. **The same students must perform both selections.**
- Mixed choruses in Classes 3A, 2A, 1A, and second and third mixed choruses in Classes 6A, 5A, 4A, shall perform two selections (**ONE** from the *Required Music List*) like glee clubs or perform the four-piece repertoire option. **The same students must perform all selections.**
- Mixed choruses in Classes 6A, 5A and 4A shall meet repertoire requirements as follows:
 1. Each mixed chorus shall prepare three (3) numbers of contrasting styles to show the musicality of the group. Two (2) selections shall be from the *Required Music List*.
 2. Each mixed chorus shall perform three (3) numbers during its allotted time.
 - a. At least one number **MUST** be performed a cappella.
 - b. The director will decide the order of performance and announce the numbers.
 3. Each mixed chorus shall be allowed **10 minutes** performance time.
 4. The same students must perform all selections.

NOTE: A vocal group cannot use the same vocal literature at state music festival (large groups) and regional or state music festivals (solos and small ensembles) during the same school year.

Choral Literature Requirements: All large groups shall be required to perform selections from the *Published Music List* (PML) in their appropriate classification. **The only exception to the *Published Music List* is if your selection has the identical composer and arranger but a different publisher or a different edition.** NO other exception is permitted. Second and third designated groups may perform music from one classification lower than the first choral large group. All selections to be performed (identify the *Published Music List* selections) shall be submitted to the festival manager with state entries.

Classification and Required Performance Level

- 1A and 2A - Level I or above
- 3A and 4A - Level II or above
- 5A and 6A - Level III or above

Choral groups, with their principal's consent, may request permission to perform literature from one classification lower than the required level. The written request on school letterhead, with the signatures of the music director and the school's principal, must be submitted to the festival manager on the day of performance. All requests correctly submitted will be automatically approved. Similar requests must be resubmitted each school year.

NOTE: School groups not meeting the music literature requirements will be allowed to perform for *Comments Only*. A letter of noncompliance will be mailed to the school's principal.

Regulations for Instrumental Events

ONLY the following instruments listed may be entered in regional or state solo and small ensemble festivals: Flute family, Oboe, English Horn, Clarinet family, Bassoon, Saxophone family, French Horn, Cornet/Trumpet family, Baritone Horn, Trombone, Tuba/Sousaphone, Xylophone, Marimba, Vibraphone, Timpani, Snare Drum, Drum Set, Multiple Percussion, Harp, Violin, Viola, Cello, String Bass. **A performance may not include electronically sequenced material or pre-recorded sounds.**

Solos (grades 9-12)

Instrumental soloists shall meet the following requirements:

1. Music must be provided to the adjudicator for all solos.
2. Students may perform solos in **no** more than **two** instrumental solo events.
 - a. Each student shall be limited to **one** performance time on the same instrument. **If a student enters a second instrumental solo, the student must play music by a different composer.**
3. The student will announce the title of their solo(s).
4. A soloist may play more than one solo or parts of one, as long as they adhere to the **five (5) minute** performance time; tuning included.
 - a. Multiple percussion and drum set soloists may have **seven (7) minutes** performance time.
5. **Instrumental soloists** are encouraged, but **not required** to memorize their music for regional or state music festivals.
6. Students performing show tunes, pop tunes and/or jazz literature will receive *Comments Only*.

Small Ensembles (grades 9-12) –Each ensemble, composed of only instruments listed above, shall include not less than three (3) nor more than 24 students. **Music published as a duet CANNOT be used regardless of the number of performers.**

Small instrumental ensembles shall meet the following requirements:

1. Music must be provided to the adjudicator for all ensembles.
2. Each student is limited to two string ensembles and two wind/percussion ensembles.
 - a. A student may not be in more than two instrumental ensembles on the same instrument.
3. A student shall announce the composition(s) to be performed.
4. Piano accompanist for most instrumental ensembles need not be a student.
5. The piano is considered a member of string and percussion ensembles and will be critiqued and rated accordingly.
 - a. **The pianist must be an eligible student.**
6. Conducting:
 - a. Groups of 10 or more may be conducted.
 - b. Percussion ensembles of five (5) or more that are non-rudimental (marching style) may be conducted.
 - c. Any other groups which are conducted will receive *Comments Only*.
7. Only one selection is required but two will be permitted within the time frame scheduled.
 - a. **The same students must perform both selections.**
8. Percussion ensembles may have eight (8) minutes performing time.
9. Percussion groups comprised primarily of novelty instruments are **not** to participate at regional and state festivals. (Schools bringing such groups to festival will receive *Comments Only*.)
10. Small bands or mixed jazz ensembles are **NOT** to participate at regional or state solo and small ensemble festivals.
 - a. Schools performing literature representative of these groups will receive *Comments Only*.
 - b. Jazz ensemble literature specifically written for a like group of instruments is acceptable.
11. String orchestras of 24 or less persons may be entered as small ensembles or large groups, **BUT NOT BOTH.**

Each school may enter a maximum of:

Winds & Percussion (combined solos and ensembles)
6A, 5A - 54; 4A, 3A - 42; 2A, 1A -30; Jr. High (*9th only*) - 24

Strings (combined solos and ensembles)

6A-38; 5A-36; 4A, 3A - 24; 2A, 1A -16; Jr. High (*9th only*) - 14

Large Groups — Schools may enter a total of two bands and two orchestras. Jazz ensembles are not permitted. There is no limit on the number of students that may participate.

The bands must have completely different personnel with the exception of students who are academically (officially) enrolled members of more than one band.

Schools may enter a total of two orchestras, but no student shall participate in more than one full orchestra and one string orchestra with the exception of students who are academically (officially) enrolled members of more than one orchestra.

1. A school may enter two string orchestras or one string orchestra and one full orchestra or two full orchestras.
2. Wind and percussion players from either of the two bands may participate in the school's full orchestra.
3. A string orchestra of 24 or less persons may be entered as a small ensemble or large group, **BUT NOT BOTH!**

Each large group will be adjudicated by the same criteria. Each band, string orchestra or full orchestra will be allowed 15 minutes performance time and must perform two different compositions of **contrasting** styles each by different composers.

1. **The same students must perform both selections, except for orchestral wind/percussion players. No student(s) may enter or leave the stage between compositions.**

Band and Orchestra Literature Requirements: At least **one** composition shall be selected from the *Published Music List* (PML) in the appropriate classification. **The only exception to the *Published Music List* is if your selection has the identical composer and arranger but a different publisher or a different edition.** No other exception is permitted. Playing one or two movement(s) versus the entire work is allowed due to time restraints. Full orchestras may play two full orchestra selections or one full orchestra and one string selection. The school's second designated group may perform music from one classification lower than their first large group. All selections to be performed (identify the *Published Music List* selection) shall be submitted to the festival manager with state entries.

EXAMPLE: *The second band or orchestra from a 5A or 6A school may select literature from the 3A and 4A Required Music List.*

Classification and Required Performance Level

1A and 2A - Level II or above

3A and 4A - Level III or above

5A and 6A - Level IV or above

Bands, string orchestras and full orchestras, with their principal's consent, may request permission to perform literature from one classification lower than the required level. The written request on school letterhead, with the signatures of the music director and the school's principal, must be submitted to the festival manager on the day of performance. All requests correctly submitted will be automatically approved. Similar requests must be resubmitted **each** school year.

NOTE: *School groups not meeting the music literature requirements will be allowed to perform for Comments Only. A letter of noncompliance will be mailed to the school's principal.*

INSTRUCTIONS FOR FESTIVAL MANAGERS

Regulations

Success depends on careful planning. Flexibility and adaptability are essential characteristics for fitting a music festival into any given set of conditions.

All participants must meet the KSHSAA requirements for eligibility. Double entry fees (maximum \$50) will be charged schools whose entries are submitted after the deadline date. No late entries will be accepted the day preceding the festival. Substitutions in "like" events may be made at **regional music festivals only** (girls voice for girls voice, clarinet solo for clarinet solo, etc.). Eligible students may be substituted in ensembles at **state music festivals**.

No photography will be allowed in performance rooms during festivals.

No commercial recordings of any kind, audio and/or video, will be allowed in performance rooms during festivals. Personal recordings, audio and/or video, will be allowed in performance rooms with the festival manager's approval. Festival managers and the KSHSAA will **not** listen to audio tapes nor view video tapes in disputes over a judge's ratings.

If homerooms are available and assigned, each school should be informed that a school representative must be there at all times. Managers should be notified when a school checks out for the day. Failure to comply with this regulation will cause the school in question to lose the room.

Schedule

Impress upon the room managers, adjudicators' assistants and adjudicators the importance of following the time schedule. **It is the responsibility of the room manager to keep accurate time and events moving.** Send schedules to the various schools so they will be in the hands of the music instructors a week prior to the festival.

The following schedule should be used (when possible, depending on the number of entries):

Solos—(7) seven-minute schedule

(five minutes tuning and performance)

Groups of 3-7 percussion, 3-9 winds and strings, 3-11 vocals and drum set solos—(8) eight-minute schedule

(seven minutes tuning and performance)

Groups of 8-24 percussion, 10-24 winds and strings, 12-24 vocals—10-minute schedule

(eight minutes tuning and performance)

Choirs and glee clubs—15-minute schedule

(10 minutes performance)

Bands and orchestras—25-minute schedule

(15 minutes performance)

Each entry shall have a specific scheduled time. Performance centers should be arranged according to events (all brass events, all solo voices, all woodwind events, etc.).

Schedule **ensembles and solo events** from the same school at least five minutes apart in the same half day when possible. If possible, arrange for all **bands, choirs or orchestras** in 1A, 2A and 3A, 4A and 5A, 6A to perform with the smaller classifications performing first.

Students (soloists and small ensembles) should **not** be judged by the same judge at regional festival and state festival within a given year. If this does occur, and if the music instructor requests the student(s) be reassigned to a different judge, the festival manager will make the requested change.

Time schedules will **not** be changed after they have been set. Instructors must notify managers in advance if there is a valid reason for requesting a specific time on the schedule. Priority in performance will be given the larger ensemble in case of schedule conflicts.

Pianos and Keyboards

The first choice for pianos in solo event rooms is good quality, accurately tuned, normal acoustic pianos. However, if an adequate supply of acoustic pianos is not available, electronic keyboards may be placed in solo event rooms **ONLY IF** the electronic keyboards meet these quality standards:

- full sized keys
- weighted, touch sensitive keys
- grand piano tone
- full 88-key keyboard
- sustaining pedal

Adjudicators

Adjudicators are assigned by the KSHSAA for all festivals and a list is posted on the *KSHSAA Music Festivals* site. Confirmation and time of arrival should be received from adjudicators so that motel reservations can be made. **Notify the KSHSAA if more adjudicators are needed.**

The manager will advise their adjudicators of the events they are to judge and email them notice of the published schedule. **List the name on the schedule of events.**

The manager shall meet with the adjudicators before the festival begins, explaining regulations. **Remind all adjudicators they are not to give oral critiques, except on tape/digital recording.** The manager may provide quality cassette/digital recorders for the adjudicators of large group events (orchestras, bands, choirs, etc.). Review the Five-Rating plan and adjudicator sheets they will be using. Remind adjudicators that ratings should be given at the conclusion of each performance, except that three or four entries may be heard early in the event to establish a standard.

It is recommended adjudicators be scheduled no longer than from 8 a.m. to noon and 1 p.m. to 5 p.m., with a 10-minute break each morning and afternoon. Adjudicators will receive a full day's pay for a schedule going past 2 p.m. KSHSAA feels they should be willing to work a few minutes extra to complete an event. If 30 minutes or more are required, overtime at the rate of **\$25** per hour or portion thereof will be paid by the festival manager.

Ratings

All ratings shall be posted onsite as soon as possible in locations easily accessible to students and instructors.

Ratings will be posted online following the State Large Group Festivals on the *KSHSAA Music Festivals* site. These state-wide ratings will be accessible online to the public. Any other inquiry for ratings by news media, parents or community must be referred to the local school district's administration.

Ratings will **NOT** be posted online for Regional or State Solo and Small Ensemble Festivals. Any inquiries regarding ratings by news media, parents or community must be referred to the local school district's administration.

The festival manager will tabulate the ratings of the large groups which require three judges. Any combination of two **I** ratings will entitle the performance to a **I**. Possible combinations where five ratings are used will be figured as follows:

- **Rating I**
111, 112, 113, 114, 115
- **Rating II**
122, 123, 124, 125, 222, 223, 224, 225
- **Rating III**
133, 134, 135, 233, 234, 235, 333, 334, 335
- **Rating IV**
144, 145, 244, 245, 344, 345, 444, 445
- **Rating V**
155, 255, 355, 455, 555

Awards

Medals will be awarded at **regional festival sites**.

- **First Division Rating:** Medal to each soloist or member of a small ensemble.

Plaques and medals will be awarded at the **state festival site**.

- **First Division Rating:** Medal to each soloist or member of a small ensemble; plaques for large groups (bands, orchestra, mixed chorus, boys glee club, girls glee club).

Certificates for regional and state festivals can be printed from the KSHSAA website.

First Division ratings should be recorded in a notebook as they come in, listed by towns. When instructors pick up their medals they can indicate receipt by signing the book.

Plaques and medals for the First Division state festival winners will be mailed to the managers direct from the factory or the KSHSAA. **All plaques and medals not used should be returned to the KSHSAA.**

First Division medals for each member of a large group (band, orchestra, mixed chorus, tenor choir, treble choir) may be purchased from the KSHSAA at \$2.35 each. See order form on page 35.

Finance

Although managers need not keep an elaborate set of books, it is necessary they be accurate and careful in handling the money involved. Festival managers should also be prepared to pay the adjudicators. Financial report forms will be mailed to the managers from the KSHSAA. **Adjudicators are to be paid the announced honorarium (\$225) per full day (past 2 p.m.) plus a \$17 meal per diem, NO MEAL RECEIPTS WILL BE REQUIRED. Adjudicators will be paid \$112.50 for a 1/2 a day and \$168.75 for 3/4 of a day.** The KSHSAA will designate the adjudicators who are to receive mileage. Car pools will be arranged in order to cut down on travel expense and those who prefer to furnish their own transportation must do so at their own expense. It is recommended adjudicators be scheduled no longer than from 8 a.m. to noon and 1 p.m. to 5 p.m., with a 10-minute break each morning and afternoon. Adjudicators will receive a full day's pay for a short schedule. KSHSAA feels they should be willing to work a few minutes extra to complete an event. If 30 minutes or more are required, overtime at the rate of \$25 per hour or portion thereof will be paid by the festival manager. The host school of the regional and state music festivals will receive **40%** of the net receipts for *local expenses*, plus all penalties for late entries. *Local expenses* apply to such items as piano tuning, postage, telephone calls, and refreshments for directors' and/or adjudicators' lounge and meals for persons helping with the festival, other than judges. Lunch will be provided by the host school the day of the festival for ONLY adjudicators and KSHSAA will pay \$8.00 per meal. Adjudicator hotel rooms will be reserved and paid for by the host site and will ONLY be reserved if the adjudicator's trip is more than 75 miles from their home address to the music festival site address.

Entries and Fees

Once entries are submitted, the online entry is a commitment by the school to pay the total fee **before the date of the festival**. Adjudication sheets, medals and certificates are not to be awarded until entry fees are paid.

Note: A copy of a school purchase order with the correct amount will serve as payment proof.

Code of Ethics

Please read the *KSHSAA Code of Ethics* for directors, aides and adjudicators printed on the inside back cover of this manual. To maintain a professional atmosphere, music directors are to avoid contact with adjudicators during the festival day. Festival challenges need to be addressed to the host managers or KSHSAA.

Checklist For Music Festival Preparation

- Post on *KSHSAA Music Festivals* information for schools concerning the exact **time** and **place** for events, and rules concerning **student conduct**. Also include information on meal arrangements, such as a list of local eating establishments or campus food services, directions with maps, etc.
- Notify local eating establishments concerning the possible number of visitors expected in your community.
- Make lodging reservations for your adjudicators (must live more than 75 miles away).
- Arrange to provide the following necessities:
 - Storage rooms for instruments
 - Warm-up rooms for participants
 - Sufficient music stands for all rooms, auditoriums, etc.
 - Quality cassette/digital recorders for all adjudicators of large groups
 - A schedule to post on the door of each room, giving performance times
 - Information center for those attending your festival
 - A central room for tabulating and posting results, with a responsible adult in charge
- Arrange for the following personnel:
 - A general trouble shooter besides yourself
 - Personal assistants to maintain communications
 - Responsible adult to be in charge of tabulation room and posting results
 - Secretaries and/or assistants for adjudicators, if desired
 - A room manager for each performance room who will follow the time schedule, keep events moving and stop the presentation when the allotted time limit has expired
 - Student ushers for halls and auditorium

Setting up the schedule

- Check all entries and fees for correctness.
- Check the number of entries carefully. This is the basis of your schedule.
- Make the following master lists to help in scheduling:
 - Time schedule setup for placement of entries
 - Master list of all entries by towns; by voices and groups; by instruments and groups
- If possible**, arrange for bands, choirs and orchestras in 1A, 2A and 3A, 4A and 5A, 6A to perform with the smallest classification first.
- Arrange the schedule to avoid conflicts, such as woodwind solos scheduled to avoid conflict with woodwind ensembles.
- Schedule reserved time slot at hour intervals to adjust solo and ensemble times if necessary.
- IMPORTANT**—Once the schedule is established, verify with Craig Manteuffel (cmanteuffel@kshsaa.org) before posting.
- Send email to all schools entered notifying all directors the schedule is posted.
- Print adjudication ballots into proper groups in the order of appearance.
- Have a meeting with your festival personnel. Advise your room managers of procedures in following time schedules.
- Review the rating system and *KSHSAA Code of Ethics* with your adjudicators.

Follow up

- Devise a system to return scores, tapes and rating sheets to proper owners.
- Complete financial reports as promptly as possible and send to KSHSAA. (Include copies of all adjudicator expenses and motel bills.)**

FESTIVAL INFORMATION FOR ADJUDICATORS

Regulations

Adjudicators will be selected by the KSHSAA. Adjudicators shall accept responsibility for maintaining proper performance standards. Helpful critiques should be given to performers in a positive and encouraging manner.

All festivals will have the same standards and only the finest performers are to receive First Division ratings. Adjudicators should use III's, IV's and V's if the performance merits it. **Do not use plus or minus.**

Contestants should be rated on performance, not on their selection of music. Suggestions for better composition are in order but there should be no criticism on this point. They should not be graded down on uniform or dress. The adjudicators should make no remarks to participants or directors while the festival is in progress (other than a friendly greeting). The performers are to be allowed to finish without interruption unless they run out of time. The schedule is very important; therefore, adjudicators should write their comments during the performance, not after the number is completed.

Ratings should be made immediately following each performance, except that the first three or four entries may be heard in order to establish a standard. Three adjudicators are used for large groups (bands, orchestras, choruses and glee clubs) **and should not be seated together.** Each should arrive at their own decision. Managers will average the three ratings for each large group.

Adjudicators are **not** to smoke or use smokeless tobacco in any form in the buildings where events are being held.

No recruiting will be permitted. University or college name tags or apparel should not be worn.

Time schedules will be posted on the *KSHSAA Music Festivals* website. Managers will send email notifying when schedule is posted.

Adjudicators should notify the manager of arrival time, need for accommodations and the specific events they are best qualified to adjudicate.

Festival managers will pay each adjudicator an honorarium **(\$225)** for a full day. Adjudicators are to travel together if possible. When there is more than one adjudicator from an area, one will be designated as the driver and will receive mileage. **If an adjudicator has been assigned to a car pool but prefers to provide their own transportation, this must be done at their own expense. Motel will not be reserved and paid by the host site, unless more than 75 miles from home.**

Written comments and reactions from adjudicators concerning the different phases of the festivals (students, directors, managers, assistants, schedule plans and general arrangements) are welcomed, and can aid in improving these events. Managers are asked to send comments of this nature to the KSHSAA.

BE JUST BUT KIND! Remember, these are high school, not college students!!

Recorded Critique - Large Groups

Large groups (only) may be critiqued either digitally or on cassette tape, if desired. The format will be at the discretion of the site manager. If cassette tape format is used, then individual schools will provide labeled, blank cassette tapes with each adjudicator's musical scores. Adjudicator's name and the identity of the performing group shall be at the beginning of each recording. Any music director may request only written critique.

Accompanists

Accompanists are important to the musical performance; however, use discretion in ratings when accompanists do not measure up to the soloist or ensemble. The soloist or ensemble is the primary focus of criticism and rating in any performance. An accompanist is **required** for all solos published with accompaniment at regional and state solo and small ensemble festivals. **In string or percussion ensembles, the pianist is a member of the ensemble and should be rated and critiqued accordingly.**

- Piano and other instrumental accompanists for groups may be eligible students or adult musicians of the director's choice. Instrumental accompaniment shall not be considered part of the ensemble and should not influence the judging of the choral performance.
- Intelligent accompaniments (e.g., SmartMusic) will be allowed for solo performances only when a qualified accompanist is not available. Schools shall bring their own equipment to be used at the festivals, and the scheduled performance time limit must include the setting up and taking down of equipment. The intelligent accompaniment unit must be set on the interactive mode for all performances and the intelligent accompaniment must follow the performer. It must be used as piano accompaniment only and is not to be used in orchestral or any other accompaniment modes. Non-interactive accompaniment recording, such as CD or MIDI, etc., will not be allowed. Intelligent accompaniments should only be utilized as a last option when a qualified accompanist is not available.
- All accompaniments must be performed as written in order to receive a "I" rating.

Standards for Ratings

It is required that all adjudicators report to the local manager at least **30 minutes** before the starting time of the festival for instruction and to become familiarized with the rules and regulations of the festival. Particular emphasis will be placed on the Five-Rating plan, which follows.

The concept of regional festival qualification for state music festival participation implies that greater perfection in performance will be expected at the state level than at the regional. This is not a double standard but an increase of expectations.

KSHSAA rating forms will be used at all festivals. The following standards of the Five-Rating plan will assist in arriving at ratings for performances. **Use no plus or minus signs with ratings.**

Rating I - An outstanding performance, with few technical errors and exemplifying a truly musical expression. **This rating should be reserved for the truly outstanding performance.**

Rating II - An excellent performance in many respects, but not worthy of the highest rating due to minor defects in performance techniques, interpretation or ineffective use of existing instrumentation or choral voicing.

Rating III - An average performance, showing accomplishment and marked promise. Lacks one or more essential musical qualities, has musical weakness, and ineffectively uses existing instrumentation or choral voicing.

Rating IV - A poor performance with many technical errors, poor musical conception, lack of musical interpretation, ineffective use of existing instrumentation or choral voicing, and musically-essential qualities seldom evident.

Rating V - An ineffective performance indicating major deficiencies in tone quality, intonation, balance, blend, musical expression and effective use of existing instrumentation or choral voicing. The fundamentals of good performance need careful attention. This rating should be used sparingly, citing ways to improve major problems.

Last Minute Reminders to Adjudicators

- There is a required meeting to review festival procedure prior to festival starting time (usually 7:30 a.m.).
Festival managers will read the following KMEA statement:
 1. Rate the performance you hear today on its merits, **not on potential.**
 2. **Justify your ratings** with comments, regardless of the rating assigned.
 3. Take this time to **review the justification paragraph and the ratings sheet** given to you this morning. Please refer to the information sent to you by the Kansas State High School Activities Association.
- Write comments during performance.
- **Do not use plus or minus on rating.**
- Do not withhold assignment of ratings except to hear the first three (3) or four (4) entries in order to establish a standard. Ratings need to be posted as soon as possible.
- **All piano and vocal soloists** at both **regional and state music festivals** not memorizing their music will receive *Comments Only*.

- **Instrumental soloists** are **not required** to memorize their music for **regional or state** music festivals. Memorization will not be a determination in the adjudication decision.
- An accompanist is **required** for all solos published with accompaniment at regional and state solo and small ensemble festivals.
- Piano and other instrumental accompanists for groups may be eligible students or adult musicians of the director's choice. Instrumental accompaniment shall not be considered part of the ensemble and should not influence the judging of the choral performance.
- Intelligent accompaniments (e.g., SmartMusic) will be allowed for solo performances. The intelligent accompaniment unit must be set on the interactive mode. Non-interactive accompaniment recordings such as CD or MIDI, etc., will not be allowed.
- Oral critique is NOT permitted during solo and small ensemble contests.
- When recording, the adjudicator should identify themselves and the performing group at the beginning of the recording.
- Take responsibility of informing conductors when to begin performance of second selection in large groups.
- Adjudicators for large groups shall be seated apart and shall not confer before a final rating is given.

ATHLETIC BANDS

Marching Band (Additional) Paid Instructors (such as, but not limited to: drumline, flag corps, color guard, brass specialist, woodwind specialist, etc.)

Any coach and/or sponsor that works with students should be paid by a school district and/or school supplemental with a signed school contract. These payments must be made from a school activities or USD supplemental fund account. Booster Clubs should never directly pay coaches and/or sponsors for these duties. Booster Clubs may contribute money to a school activity fund which then makes the direct payment to the coach/sponsor. *KSHSAA Handbook Rule 10 - Qualifications of Coaches, Directors and Rule 20 - Awards* are to safeguard students, directors and schools and should help schools with compliance of IRS school regulations.

Marching Contest/Festival/Parade: KSHSAA Recommended Procedures to Consider When Inclement Weather Occurs

Host managers and/or onsite school administrators should monitor all weather conditions. If dangerous or severe weather is anticipated, onsite monitoring equipment or access to emergency weather data should be available to provide information as to the threat of lightning within the vicinity. When lightning is observed in the vicinity of a parade or marching contest/festival conducted outdoors, the event should be suspended. Participants should be removed from the field or parade route at that time.

Host managers and/or onsite school administrators should monitor weather conditions in order to make a determination as to whether the contest/festival/parade should resume, be postponed or resume at a later date/time.

Ban on Fireworks, Cannons and Other Explosive Devices

By policy of the KSHSAA Executive Board, use of fireworks, cannons, air concussion cannons, hand-held explosives and other devices is not permitted at all KSHSAA postseason athletic events. Member schools have authority to determine if they permit such devices at their regular-season events.

Football: Marching Bands, Pep Bands

The participating schools are to inform the manager if their bands will be performing at halftime. Each will be entitled to **eight (8) minutes** of performance time, with the visiting school being first. Bands should be prepared to enter the field immediately following the conclusion of play in the second quarter. **The coaches and the officials should be informed the halftime will be twenty (20) minutes in length if both bands perform.** Marching bands will be permitted to attend at no charge, provided they perform on the field during the halftime of their school's game.

In the absence of a marching band at postseason football games, pep bands, not to exceed 50 members plus two (2) directors, are to be admitted free for the game during which their school participates. If more than 50 members are used as a pep band, those in addition to the 50 must pay the regular student admission price.

Bands are not to play (including the beating of drums) or taped (electronic) music and artificial noisemakers (including megaphones) are not to be used while the game is in progress (when the ball has been marked for play by the official until the play has been completed and the whistle blows). Bands may play, or taped (electronic) music and artificial noisemakers **may be used during charged timeouts or intermissions only.** Band directors should meet prior to the contest to work out a schedule so they are not competing for performance time.

Basketball and Soccer: Pep Bands

Pep bands will be permitted (only if space allows) at all regional and sub-state tournaments provided they pay the regular student admission prices. The tournament manager may appoint an *official pep band* for each night of the tournament and that band may be admitted without charge the night of their performance. It shall not exceed 25 members. If more than 25 members are used, those in addition to the 25 must pay the regular student admission price.

At the state tournament, basketball and soccer pep bands, not to exceed 50 members plus two (2) directors, are to be admitted free for each session during which their school participates. If bands or other groups are used for halftime entertainment or accompaniment, no more than 50 members of such an accompanying group can be admitted without charge.

Bands are not to play instruments (including the beating of drums) or taped (electronic) music while the game is in progress. Bands may play instruments or taped (electronic) music, and artificial noisemakers **may be used during charged timeouts or intermissions only.** Band directors should meet prior to the contest to work out a schedule so they are not competing for performance time.

Volleyball: Pep Bands

Pep bands will not be allowed to participate in postseason volleyball tournaments (sub-state and state). **Rationale:** The nature of volleyball differs from many other school activities, i.e. multiple matches played simultaneously, playable/non-playable areas, space to set up.

Basketball: National Anthem

School vocal ensembles wishing to perform the *Star-Spangled Banner* are welcomed at the KSHSAA state basketball tournaments. On or after January 1 preceding the tournament, high school principals should send a letter or fax requesting the opportunity to perform. **Vocal ensembles should be music festival quality** and will be considered and assigned, regardless of their school's team qualifying for the tournament. Letters of request will be accepted until noon on Friday preceding state basketball tournament week.

The *Star-Spangled Banner* will be performed before the first game of each session (two sessions on Saturday) on each of the four days. Performance times not assigned by the KSHSAA will be scheduled by tournament management during the state basketball tournament week. Only bands of participating teams will be permitted to play if requested by tournament management.

ADDITIONAL BALLOTS AND MEDALS

Music Festival Adjudication Rubrics Or Piano Ballot

All rubrics and ballots are available online. You can print any music festival adjudication rubric "free of charge" by going to the KSHSAA website and accessing them on the piano or music page.

Music Festival Medals

Directors: Please use this form to order medals for large groups. There is no need to remove this page from your manual. Send a completed photocopy of this form to the KSHSAA as soon as you determine how many medals you will need.

Music Medals Order Form *(please send check with order)*

Medals - First Division State Large Groups **(\$2.35 each)** _____

Accompanists **(\$2.35 each)** _____

Total Number Ordered # _____

Total Amount due KSHSAA \$ _____ **(\$10 minimum)**

SEND TO:

NAME _____ DATE NEEDED _____

SCHOOL _____

ADDRESS _____

CITY _____ STATE _____ ZIP+4 _____

MUSIC FESTIVAL ENTRY INSTRUCTIONS

How to Enter a KSHSAA Solo and Small Ensemble Music or Piano Festival:

The following information is designed to provide information to the Kansas directors who wish to enter any KSHSAA Piano or Solo and Small Ensemble Festival using the *KSHSAA Music Festivals* website. Please note, you must have registered as a user and updated your profile, school roster and accompanist(s) before creating festival entries. Prior to creating entries you must complete the following steps:

Step #1 - Click **Profile**, then **Edit Profile**. Select your school in the pull-down for **School 1**. If you will be submitting entries from another school, indicate that school in the **School 2** pull-down. Click **Save Changes** when ready. Each account is limited to two school buildings.

Step #2 - In the navigation menu, click **Students**. You will see a list of students for each school you indicated in step 1, unless no students were entered previously. To add a student to the list click **Add New Student**. Complete the **First Name**, **Last Name**, and **Grade**. Then **Save** when ready. Repeat until all students appear in the list. You will not be allowed to duplicate a name within a school building. Student names are NOT required when entering State Large Group Festival. NOTE: Only enter students who are going to Solo and Small Ensemble Festivals. Prior to each school year, senior students will move to the archive and all other grades move up a level. Each director should only enter freshmen and new students. Only one director per school should do this. All directors have access to the full student list within the school.

Step #3 - Click **Accompanists**. Follow the prompts for adding a new accompanist. Only add a new accompanist if they are not already listed. IMPORTANT: All accompanists are listed for all directors regardless of who entered each one. This is due to how accompanists commonly help students from multiple schools within a festival.

Registering for a Solo and Small Ensemble Festival:

After logging in to the *KSHSAA Music Festivals* website, hover your mouse cursor over the **Registration** tab in the navigation menu. Then click on **Create New Form**. Festivals to which your school(s) are assigned will be listed. Click on the appropriate **New Form** button for the desired festival and the proper school. Follow the prompts to **Save Form** when ready. Forms can be updated after they are created.

To create an entry, hover over the **Registration** tab in the navigation menu and click on **Form Status**. Click on the **Entries** button for the appropriate festival (solo or ensemble). The next screen displays any saved entries from your school building for that festival on the left side. Use the prompts on the right side to create each new entry. IT IS VERY IMPORTANT TO NOTE THAT SOLOS AND ENSEMBLES USE DIFFERENT FORMS! After each entry is saved, it will appear on the left side of the screen. Forms can contain multiple entries.

To enter a Purchase Order number or **special requests**, click on the **Form** button for the appropriate festival and follow the prompts. **These UNAVOIDABLE requests must be extremely limited and must list individual student(s) affected; they cannot apply to the entire school.**

Please note that even though you have filled out the forms and added groups, solos and ensembles, you have not electronically submitted the entry form to the KSHSAA and to the contest manager. When you are confident that you have finished a form, open the form and follow the prompts to **Submit** it. Submitting a form constitutes an obligation to pay the fees for the entries contained in that form. If you have multiple forms for a single festival, they must be submitted individually. The manager will not be able to schedule your entries until they are submitted. Your entries must be submitted by 11:59:59 PM CST on the deadline date or you will be charged a late fee and be subject to any spot left on the schedule. After submitting a form, it will contain a link to the invoice for that form. No invoice will be sent, so it is important that you print each invoice at the time the form is submitted.

IMPORTANT - The Form Status displays the status of all forms (Not Submitted, Submitted, Awaiting Scheduling, Scheduled). Once a festival has been scheduled, you will receive an email notification. Follow the prompt from the Form Status page to obtain the schedule for your entries.

Directors are STRONGLY encouraged to submit forms a day or two prior to the deadline. This gives the director and the festival manager additional time to work on any problems.

LATE ENTRIES WILL NOT BE ACCEPTED without approval and a late fee. There will not be a question regarding when entries were submitted due to the computer time stamp.

Fees for Solos and Small Ensembles at KSHSAA Music Festivals

Solos: The cost of all instrumental and vocal solos will be \$12 per solo, and piano will be \$15 per entry for all regional and state festivals. If a soloist makes a superior rating at the regional level, they qualify to enter the state level solo contest.

Ensembles: All instrumental and vocal ensembles are divided into three sizes: small, medium and large. The number of members allowed in each size ensemble differs, as does the price of each ensemble:

Small ensembles (3-6 members)	\$23	Regional and State
Medium ensembles (7-12 members)	\$29	Regional and State
Large ensembles (13-24 members)	\$40	Regional and State

How to Enter a KSHSAA State Large Group Music Festival:

The following information is designed to provide guidance to the Kansas directors who wish to enter any KSHSAA State Large Group Festival using the *KSHSAA Music Festivals* website. Please note, you must have registered as a user and updated your profile before creating festival entries. Prior to creating entries you must complete the following:

Click **Profile**, then **Edit Profile**. Select your school in the pull-down for **School 1**. If you will be submitting entries from another school, indicate that school in the **School 2** pull-down. Click **Save Changes** when ready. Each account is limited to two school buildings.

After logging in to the KSHSAA Festival Manager, hover your mouse cursor over the **Registration** tab in the navigation menu. Then click on **Create New Form**. Festivals to which your school(s) are assigned will be listed. Click on the appropriate **New Form** button for the desired festival and the proper school. Follow the prompts to **Save Form** when ready. Forms can be updated after they are created.

To create an entry, hover over the **Registration** tab in the navigation menu and click on **Form Status**. Click on the **Entries** button for the appropriate festival. The next screen displays any saved entries from your school building for that festival on the left side. Use the prompts on the right side to create each new entry. Instrumental groups need to indicate number of chairs and music stands. Choral groups may omit these fields. After each entry is saved, it will appear on the left side of the screen. Forms can contain multiple entries.

Do NOT check the Secondary Group box or the Principals Permission box unless it applies to you. (Note: If you do need to check Principal Permission box, you are required to bring an authorization letter on school letterhead signed by the principal to the festival.)

Music selections are entered at the bottom. Use the provided pull-down(s) to select title(s) from the PML. For non-PML selections, type the title(s) in the box(es) provided. The appropriate number of required and non-required selection fields are provided on-screen based on the group type and permission letter option.

YOU CAN ADD MULTIPLE GROUPS ON THE SAME FORM! (Each director should enter their own groups on their own form.)

To enter a Purchase Order number or **special requests**, click on the **Form** button for the appropriate festival and follow the prompts. **These UNAVOIDABLE special requests should only be used in rare cases where building principal has been consulted (detailed reasons for such request must be given).**

Please note that even though you have filled out the forms and added large groups, you have not electronically submitted the entry form to the KSHSAA and to the contest manager. When you are confident that you have finished a form, open the form and follow the prompts to **Submit** it. Submitting a form constitutes an obligation to pay the fees for the entries contained in that form. If you have multiple forms for a single festival, they must be submitted individually. The manager will not be able to schedule your entries until they are submitted. Your entries must be submitted by 11:59:59 PM CST on the deadline date or you will be charged a late fee and be subject to any spot left on the schedule. After submitting a form, it will contain a link to the invoice for that form. No invoice will be sent, so it is important that you print each invoice at the time the form is submitted.

IMPORTANT – The Form Status displays the status of all forms (Not Submitted, Submitted, Awaiting Scheduling, Scheduled). Once a festival has been scheduled, you will receive an email notification. Follow the prompt from the Form Status page to obtain the schedule for your entries.

Directors are STRONGLY encouraged to submit forms a day or two prior to the deadline. This gives the director and the festival manager additional time to work on any problems.

LATE ENTRIES WILL NOT BE ACCEPTED without approval and a late fee. There will not be a question regarding when entries were submitted due to the computer time stamp.

Fees for Large Groups at State Music Festivals

Up to 50 students is \$75

51 to 100 students is \$90

Over 100 students is \$100

Questions?

Call or email Kathy Wilhelm, kwilhelm@kshsaa.org or Craig Manteuffel, cmanteuffel@kshsaa.org

Craig Manteuffel, Assistant Executive Director, KSHSAA, 785-273-5329

The Kansas Festival Rubrics: Clarity for Large and Small Ensembles

Dana Hamant, Festivals Chair

A number of years ago, the festival committee that I chair began the still ongoing process of writing new adjudication forms for high school festivals sponsored by KSHSAA. The impetus for this task was based on comments from directors whose groups attended out of state festivals that adjudicated using forms that gave them better information about their performances than the Kansas sheets did. The large group forms that were being used at the time were very general and were totally reliant on the skill of the adjudicator in writing helpful comments. Then, a rating would be assigned that sometimes seemed to be at odds with the comments that were written. The committee decided a tool was needed to give more meaningful information to the students and teachers, especially the more inexperienced teachers. Any new form should also keep the adjudicators on task by asking them to justify any rating with easily readable numbers representing the success or failure of the many facets of performance.



We collected just under twenty adjudication sheets from various states and festivals. The goal was to take the best ideas from these sheets and adapt that information into something that would improve the current forms. Our goal was to have a form that was simple, legible and still gave the adjudicator a chance to write about both specifics and overall impressions. We also thought that some facets of a performance are more important than others and the form should reward accordingly. Once the committee decided upon the multi-caption weighted rubric format that we now have, each member of the committee submitted a prototype. I still find it amazing how similar the prototypes were.

The large group forms have been adjusted twice since the original printing. The first time was three years after they were adopted by KMEA and KSHSAA, and once again this past spring. The first time some minor adjustments were made to the numbers within the rubric and some of the explanatory language was refined. This past spring we focused on the language being consistent within each form and across the different disciplines (band, orchestra and choir). A few leagues "borrowed" the prototypes for use in small festivals. We were able to gather some "live" feedback before we designed the final product. All of the sheets were copied at two of the KSHSAA state large group festivals and sent to music researchers to study the reliability. The results were very positive and have been shared at various conferences.

The small ensemble/solo forms we have now are a result of teachers asking for the committee to redesign them as we had done the large group forms. We chose to keep the format similar to those forms since teachers, students and judges were now accustomed to the format. They too have been refined since being put into use to improve the language, legibility and amount of feedback that judges can give and students can receive. The most drastic change occurred this past spring to the percussion solo and ensemble forms. At some point in time I hope that the committee will take on the task of writing three different percussion forms to reflect the different instruments that are currently covered on one form.

Although not perfect, the KMEA board and KSHSAA feel that the current forms are a vast improvement over the prior forms. This development and refining process has occurred under the guidance of several KMEA presidents and three different KSHSAA assistant directors. Dozens of directors have served as members of the committee and contributed greatly to the development and subsequent adjustments to the adjudicator forms. I feel that the forms have been successful because of the input of so many different directors from all three disciplines and all sizes of schools from across the state. I am sure that they will be improved once again in the near future.

An incidental side effect from developing these forms is the teaching opportunity they provide for students. Students can use these forms (downloadable from the KSHSAA website) in assessing recordings of their own performance. They will have to listen more critically than they might be in the habit of doing in order to assign appropriate numbers in the various captions. Students can keep them in their folder to use during class. Just by having them on their stands, they can be reminded of the various components of their own performance. I know of teachers who will have the students adjudicate a group or two at festival and compare their score to the announced rating.

This process has been and continues to be one that is having a positive effect on music education in our state. A quick glance provides input on our strengths and weaknesses. We are reminded that a superb musical performance is much more than merely playing the right notes at the right time. I don't believe that at any time did the committee think that these are perfect sheets. They will continue to be studied and refined. KMEA and KSHSAA are very serious about using the best tools available to assist our students in reaching the highest achievement level possible. We are at least on track in this never ending pursuit.

