

**OFFICIAL HANDBOOK OF THE
WEST TENNESSEE SCHOOL BAND AND ORCHESTRA ASSOCIATION
Policies, Procedures, and Regulations
Governing the Association And Its Activities**

July 14, 2010

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**THE CONSTITUTION
ARTICLE I
THE ASSOCIATION**

SECTION 1. The name of this Association shall be the West Tennessee School Band and Orchestra Association.

SECTION 2. The purpose of the Association shall be to promote the study of instrumental music through band and/or orchestra programs in the schools of West Tennessee.

SECTION 3. The Association shall be affiliated with the Tennessee State Music Educators Association and the Music Educators National Conference and through those bodies with the Tennessee Education Association and the National Education Association respectively.

SECTION 4. Membership.

A. ACTIVE MEMBERSHIP shall be extended to any band or orchestra director of a graded public school, or accredited private school within the western division of the State of Tennessee upon payment (\$100.00 by September 1) of the current annual WTSBOA dues provided the director maintains current membership in the Music Educators National Conference. Schools needing to pay later because of budget concerns may request an extension on school letterhead signed by the principal prior to deadline.

B. ASSOCIATE MEMBERSHIP may be granted to any person or party interested in the welfare of the Association and the promotion of instrumental music study in the schools of West Tennessee upon the payment of not less than \$25.00 per year. Associate members have no voting privileges and cannot hold office or enter students in Association sponsored events.

C. HONORARY OR LIFE MEMBERSHIP may be conferred upon an individual who has rendered distinctive service in the promotion of instrumental music either within or without the State of Tennessee and when passed by unanimous vote of those present and voting at any regular meeting.

D. COLLEGE MEMBERSHIP may be granted to any person affiliated with an accredited public or private college within the western division of the State of Tennessee upon payment of the current annual (\$25.00) College Membership dues provided the College Member maintains current membership in the Music Educators National Conference. College Members have voting privileges and may hold office, but may not enter students in Association sponsored events.

E. MUSIC SUPERVISOR MEMBERSHIP may be granted to any person affiliated with an accredited public or private school system within the western division of the State of Tennessee upon payment of the current annual (\$25.00) Music Supervisor dues provided the Music Supervisor maintains current membership in the Music Educators National Conference. Music Supervisor members have voting privileges and may hold office, but may not enter students in Association sponsored events.

SECTION 5. The power and duties of the Association shall be:

- A. To elect and remove from office any and all officers as provided for in the By-Laws,
- B. To alter and amend this constitution and its By-Laws as provided herein,
- C. To exercise all powers not herein delegated to its officers and Executive Committee.

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**ARTICLE II
GENERAL MEETINGS**

SECTION 1. This organization shall meet four times a year. The time and place of these meetings shall be decided at the first meeting along with dates and places of Association events. Members are required to attend two of the four meetings a year to be eligible for participation in Association events.

SECTION 2. Special meetings may be called by the President of the Association at the request of a majority of the active membership.

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ARTICLE III

OFFICERS AND GOVERNMENT

SECTION 1. These officers of the Association shall be elected or appointed as provided for in the By-Laws.

- A. President
- B. First Vice-President (President-Elect)
- C. Second Vice-President (Past-President)
- D. Recording Secretary
- E. Executive Secretary/Treasurer
- F. All State Chair

SECTION 2. Control.

- A. Full control of the WTSBOA shall be vested in the officers of the Association duly elected by the membership.
- B. It shall be the duties of the Officers of the Association:
 - 1. To transact all business of the Association,
 - 2. To enforce the rules of the Association,
 - 3. To sponsor all festivals and other events of the Association.

SECTION 3. The Executive Committee shall be composed of the President, Vice-Presidents, Recording Secretary, Executive Secretary/Treasurer and All State Chair.

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ARTICLE IV CONSTITUTIONAL AMENDMENTS, ALTERATIONS, AND ADDITIONS

An amendment may be proposed at the May meeting of the Association and if passed by a majority vote, shall be in temporary status for a period of one year. This same Amendment must be presented at the next annual meeting under the heading "Old and Unfinished Business." If passed at this meeting by a two-thirds majority of those present and voting, it shall become a part of this constitution. If it should fail to pass a two-thirds majority of those present and voting, it shall go on temporary status for another year. If the Amendment fails to carry a majority vote of the third reading, it shall be dropped entirely.

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BY-LAWS

ARTICLE I GENERAL MEETINGS

SECTION 1. This organization shall hold four general meetings. The time and place of the meetings shall be decided at the first meeting of the school year along with the dates and places of Association events. The proposed calendar shall be submitted and approved at the May meeting.

SECTION 2. Special meetings may be called by the President or at the request of a majority of the Active Membership.

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**ARTICLE II
ORDER OF BUSINESS**

SECTION 1. The presiding officer shall call for business in the following order:

- A. Minutes of the last meeting.
- B. Minutes of any special or called meeting.
- C. Treasurer's report.
- D. President's report.
- E. Reports of standing committees.
- F. Old or unfinished business.
- G. Elections (if any)
- H. New business.
- I. Caucus meetings (August Meeting)

SECTION 2. Robert's Rules of Order (revised version) shall govern procedures of meetings.

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**ARTICLE III
OFFICERS, ELECTIONS, AND TERMS OF OFFICE**

SECTION 1. Election of officers of the Association shall be held at the May meeting of each school year in which elections are needed, and officers shall assume office on July 1st following said meeting.

SECTION 2. All terms of office shall be for two years. The Executive Secretary/Treasurer shall be given an honorarium of not more than \$10,000.00 per annum.

SECTION 3. In the event the office of President-Elect, Executive Secretary/Treasurer or Recording Secretary is vacated before the end of said term, a special election shall be held at the next meeting to fill this office. (See Article IV, Section II, concerning a vacancy in the office of President.)

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**ARTICLE IV
DUTIES OF THE OFFICERS**

SECTION 1. The President shall preside at all meetings of the Association and shall be chairperson of the Executive Committee. He shall administer the rules of the Association. He shall represent the Association on the TMEA Council. The President may vote at all WTSBOA meetings.

SECTION 2. The President-Elect shall perform the duties of the President during the latter's absence or upon the request of the President. In case the office of President becomes vacant for any reason, the President-Elect shall fill the unexpired term.

SECTION 3. The Recording Secretary shall keep an accurate record of proceedings of meetings of the Association. He/she shall write letters of appreciation to all persons connected with clinics and festivals and forward to the President for his signature and mailing. He/she shall conduct other association business as necessary. He/she shall keep attendance for meetings.

SECTION 4. The Executive Secretary-Treasurer shall be a non-voting, paid member. He shall keep all books and financial records. He will serve as Webmaster and receive registration materials for all

association events. He shall be responsible for receiving and distributing plaques, patches, trophies, and medals. He shall purchase all supplies and stationary for the Association. He shall edit the Association publications which include the directory, handbook, official music lists, and newsletter. He shall notify the membership concerning dues and deadlines. He shall be responsible for duplication and distribution of clinic and festival forms. He shall send an accurate membership list to the MENC and TMEA by December 1. This list shall include school and home addresses. He shall attend all meetings of the Association. He shall be responsible for any other duties as delegated by the President. He shall notify all members of Association and Professional meetings.

SECTION 5. The All State Chair is responsible for assimilating the All State personnel list, distributing information and music to directors and student participants and collecting fees and forms for All state groups.

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ARTICLE V THE EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall have administrative duties as follows:

- A. Interpret the Constitution and its By-Laws and the rules and regulations passed by the Association.
- B. Authorize expenditures and audit the treasury account annually.
- C. Serve as Resolution Committee in the absence of same.
- D. Establish a Representative Board of Directors to facilitate the various association events from year to year.
 1. The representative board shall consist of the following coordinators:
 - a. Orchestra
 - b. Jazz Band
 - c. Band - 2 (1 Junior High and 1 Senior High)
 - d. Registration Chair
 - e. All-State Chair
 - f. Members at Large
 2. This board will meet with the executive committee at least annually. The board of directors is to oversee the functioning of the named areas. They will be the liaison between the various chairpersons and the executive committee. They are directly accountable to the executive committee.
 3. Directors will be appointed for a two-year term to these positions by the general membership in caucus at the August meeting. The Executive Committee may replace anyone who is unable to fulfill the duties of the Board of Directors.
 4. These coordinators are responsible for securing rehearsal chairpersons for corresponding clinics.
 5. These coordinators will be responsible for other duties as assigned by the Executive Board.

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ARTICLE VI AMENDMENTS AND ALTERATIONS

SECTION 1. These By-Laws may be amended at any meeting of the Association by a majority of the members present and voting.

SECTION 2. Membership dues and fees:

A. Directors must be a member of MENC/TMEA/WTSBOA.

1. MENC and TMEA dues are paid to MENC directly by the individual members. Members must provide the Secretary their current MENC number. MENC rebates that portion of the MENC dues representing TMEA dues to the TMEA office for support of the Tennessee All-State Clinics and In-Service Conference.

2. WTSBOA membership dues are \$100.00 per active member, \$25.00 per College or Music Supervisor member. Deadline shall be September 1. A \$10.00 per day late fee, based on the post-marked date, shall be charged for any late payment, up to seven (7) calendar days. At that time a letter and a copy of the invoice will be sent to the school principal. After said seven days no payment will be accepted and membership in WTSBOA will be denied for the year. Exceptions can be made at the discretion of the Executive Board.

3. All directors must be present at any WTSBOA event that they have students participating.

4. All directors must attend any two of the four meetings per year in order for their students to participate in any events the following year. The director of record must have met the attendance requirements in order for their student to participate in all WTSBOA sponsored events the following year. The director may elect to pay a fine of \$100 per meeting infraction (two required meetings) in order to enter WTSBOA events.

5. All directors must work any event that his/her students participate.

6. All directors must register his/her students at all events.

7. Proxy must be a current WTSBOA member (director) or a retired director.

8. The band director is responsible for referring to the website www.wtsboa.com for all information regarding WTSBOA events. Director is responsible for providing email address to Executive Secretary/Treasurer.

B. Entry and registration fees will be listed under each specific event. A \$100 late fee, based on the post-marked date, shall be charged for any late registration entries up through seven calendar days. After said seven days, no late entries will be accepted. Changes will be honored through the seven day period. An invoice for the late fees will be sent to the band director. (Exceptions can be made at the discretion of the Executive Board)

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**ARTICLE VII
WEST TENNESSEE MARCHING FESTIVAL**

SECTION 1. General rules and procedures.

A. Classification

1. CLASS A---High schools with 48 or less total musicians (winds & percussion)
2. CLASS AA---High schools with 49-72 total musicians (winds & percussion)
3. CLASS AAA---High schools with 73 or more total musicians (winds & percussion)
4. Bands cannot enter a lower classification but can enter a higher classification upon request.

B. Fees: The entry fee shall be \$75.00 for groups of 25 or fewer members, \$100.00 for groups of 26-50, \$150.00 for groups with more than 51 members, and is not refundable. Admission to event will be \$7.00 per person.

C. Ratings

1. Bands will be adjudicated in the following areas:
 - a. Field performance (a composite of the three field judges' scores is used for the final rating (trophy))
 - b. Field Commander (medal)
 - c. Percussion (trophy)
 - d. Auxiliary (trophy)
 - e. Participating plaque for each band
2. The ratings used in adjudication are as follows:
DIVISION I SUPERIOR
DIVISION II EXCELLENT
DIVISION III GOOD
DIVISION IV FAIR
DIVISION V POOR
3. A director may submit in writing to the festival chairperson a request for criticism only, in which case no ratings will be given.
4. Sample adjudication forms can be obtained from the festival chairperson.
5. In marching performance, the officials of the Association will tabulate the ratings given to each participating group and determine final composite ratings according to the following plan:

DIVISION 1 ["Superior"] (1,1,1), (1,1,2), (1,1,3), (1,1,4), (1,1,5)
DIVISION II ["Excellent"]... ..(1,2,2), (1,2,3), (1,2,4), (1,2,5), (2,2,2), (2,2,3), (2,2,4),
(2,2,5)
DIVISION III ["Good"].....(1,3,3), (1,3,4), (1,3,5), (2,3,3), (2,3,4), (2,3,5), (3,3,3),
(3,3,4), (3,3,5)

DIVISION IV ["Fair"](1,4,4), (1,4,5), (2,4,4), (2,4,5), (3,4,4), (3,4,5), (4,4,4), (4,4,5)
DIVISION V ["Poor"](1,5,5), (2,5,5), (3,5,5), (4,5,5), (5,5,5)

D. Awards. Bands receiving SUPERIOR ratings will be awarded trophies. Auxiliary units receiving SUPERIOR ratings will be awarded trophies. Percussion sections receiving SUPERIOR ratings will be awarded trophies. Field Commanders receiving SUPERIOR ratings will be awarded medals. Bands receiving SUPERIOR or EXCELLENT ratings may purchase medals for students from the Secretary.

E. Time requirements. Field performance time shall be no greater than 12 minutes. This includes warm-up time, on time, performance time, and off time.

F. Scheduling. Scheduling will be done by random drawing according to classification.

G. Warm-up. A room or space will be provided according to the facilities available.

H. Field Performance.

1. At the scheduled time, the runner will instruct the band to enter the field.
2. The band will then be announced. The announcer will then ask, "Field Commander _____ (student's name) ____ is your band ready?"
3. When the band is ready, the Field Commander will salute. The band will then perform for adjudication.

SECTION 2. General organizational information.

A. Duties of the President.

1. Appoint Chairperson of festival.
2. Introduce judges at festival.
3. Announce ratings at festival, or appoint announcer
4. Assist Pres-Elect in handing out awards

B. Duties of the President-Elect.

1. Set up awards table.
2. Hand out awards.

C. Duties of the Past-President.

1. Hire adjudicators (contact, coordinate schedules, lodging).
2. Assist as requested by the President.

D. Duties of the Secretary/Treasurer.

1. Pay judges expenses.
2. Distribute entry forms and deadlines (view on website).
3. Pay all expenditures: stadium, programs, tickets, trophies, phone, correspondence, judges, money boxes, start up money, photographer, etc.
4. Order trophies and medals, plaques, and have at festival.
5. Assist past president in securing judges accommodations and travel.
6. Have digital recorders, batteries and blank CDs and walkie-talkies for event.

7. Souvenir Vendor

E. Duties of the Festival Chairperson.

1. Clears date with school at festival site.
2. Collects monies (entry fees and tickets)
3. Contacts announcer for festival
4. Makes out festival schedule, and judges' sheets.
5. Coordinates judges' schedule with secretary/treasurer.
6. Get digital recorders, batteries and blank CDs from secretary
7. Secure official timer (timer needs stop watch)
8. Prepare adjudication sheets (field, auxiliary, field commander, percussion, time)
9. Notify directors as to final instructions (tickets, schedules, maps)
10. Fill school envelopes at end of festival with judge's sheets and make them available to directors.
11. Appoints the following committees: PROGRAM, TICKETS, PUBLICITY, RUNNERS, SEATING, FIELD AND GROUNDS, (performance area, ambulance, bus parking)
12. Arrange for facilities (P.A. system, dressing rooms, warm-up areas)

F. Duties of Recording Secretary

1. Tabulate Ratings, pick up judges sheets.

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**ARTICLE VIII
WEST TENNESSEE SENIOR BAND AND ORCHESTRA AUDITIONS**

SECTION 1. General rules, procedures, and regulations.

A. Eligibility shall be limited to:

1. Band-Grades 10-12 Orchestra (Strings) 9-12 Orchestra Winds 10-12
2. Bonafide members of a member school's band or orchestra. The student must also be fully enrolled and attending the same school.

B. Names shall be entered on the proper entry forms and returned or postmarked to the chairperson of the event, with proper fees, on or before the published deadline.

C. A student may audition on only one (1) instrument.

D. The fee shall be \$7.00 per student and is not refundable.

E. Students must report to the event by the time specified and be properly registered.

F. Students will be assigned an audition time, but may request for an earlier audition time. Students may not switch audition times. Students may audition early but not later than their scheduled time.

G. Students may use their own music in the audition room.

H. 14 Screens will be placed in the audition rooms to prevent the judge from seeing the student. A monitor will be provided to relay instructions from the judge to the student and relay questions from the student to the judge. The judge and the student may not communicate directly.

I. Students should be warmed-up before entering the try out room. Students will be allowed 15 seconds to warm up in the room before the audition begins.

J. Students will be asked to do the following:

1. SCALES -

a. WINDS AND PERCUSSION: All twelve major scales and chromatic scale must be prepared. The chromatic scale and two major scales will be selected by the audition judge. Scales must be performed from memory. Scales should be played in a pattern of quarter note followed by six eighth notes, quarter note, etc. at least 120 mm, in as many octaves as the student can play. Articulation patterns are not prescribed. The faster one plays, the better, as long as accuracy remains the same.

b. STRINGS:

Junior Orchestra:

1. Scales will be graded on a variety of categories including intonation, accurate tempo, accurate rhythm, accuracy of notes and the number of octaves played.
2. Major scales from 0-3 sharps and flats are required to be played in a minimum of one octave. Extra points may be awarded for extra octaves performed correctly, with exception of the required two octave scale. The following two octave scales are required: violins – D Major; violas and cell- G Major; basses – G Major.
3. The scales will be performed in strict quarter note values. The quarter note will be equal to 100 or greater.
4. Deviations from these guidelines will result in a reduction of the score.

Senior Orchestra (Strings Only):

1. Scales will be graded on a variety of categories including intonation, accurate tempo, accurate rhythm, accuracy of notes and the number of octaves played.
2. All scales are required to be played in a minimum of two octaves. Extra points may be awarded for extra octaves performed correctly. All major scales are required. The following melodic minor scales are required: violins – g

minor; violas and celli – c minor; basses – e minor.

3. The scales will be performed in strict quarter note values. The quarter note will equal 120 or greater.
4. Deviations from these guidelines will result in a reduction of the score.

2. PREPARED MATERIAL --- All prepared material will be performed within two minutes as set in the audition procedures. All ornamentations are optional. If the student can play the ornamentation, it will be to his or her advantage. The tempo for the various exercises is left to the student unless specified. Accuracy comes before speed, though speed is important. DO NOT play any repeats. Percussionist will audition on snare, mallet and tympani.

3. SIGHT READING --- The student will be asked to play a selection of music with only a brief amount of time for study. The time of study will be consistent within each instrument category. The sight reading music is chosen by the Executive Committee and is not to be more difficult than the prepared music. Percussionist will sight read on snare, mallets and tympani.

K. After the audition the student will return to the assembly area and may leave.

L. Snare drum, timpani and mallet percussion instruments will be provided. Snare drum sticks or mallets will not be provided. Percussion students will not be allowed to audition without proper equipment.

M. Results will be posted as soon as possible. Music folders will be placed with the director packet at the end of the auditions. The Secretary will publish the results of the auditions. The results will not be official until posted on the WTSBOA website.

N. Any misconduct will result in the disqualification of the student.

O. Any variation from the above rules, procedures, and regulations must be resolved by the Executive Committee.

R. Cell phones, pagers, or any disruptive electronic device must be turned off and out of sight during rehearsals and performances.

SECTION 2. Instrumentation

A. There will be three senior high bands and one senior high orchestra. The first band will be designated as the WIND ENSEMBLE. The second band will be designated as the BLUE BAND. The third band will be designated as the RED BAND. The orchestra will be designated as the SENIOR HIGH ORCHESTRA.

B. The wind ensemble will consist of the following instrumentation:

- 4 Flutes
- 1 Piccolo
- 2 Oboes
- 2 Bassoons
- 9 Clarinets (2 first, 3 second, and 4 third)
- 2 Bass Clarinets
- 1 Contra-Bass Clarinet
- 2 Alto Saxophones

1 Tenor Saxophone
1 Baritone Saxophone
6 Trumpets
6 Horns
4 Trombones
2 Baritones
2 Tubas
1 String Bass
7 Percussion*
* additional percussion may be add as needed based on literature

C. Both senior Blue and Red high bands will consist of the following instrumentation.

8 FLUTES*
2 OBOES
4 BASSOONS
24 Bb CLARINETS (6 1st, 8 2nd, 10 3rd)
4 BASS CLARINETS
1 CONTRA BASS CLARINET**
4 ALTO SAXOPHONES
2 TENOR SAXOPHONES
1 BARITONE SAXOPHONE
13 TRUMPETS*** (4 1st, 4 2nd, 5 3rd)
8 FRENCH HORNS
9 TROMBONES
4 BARITONES
6 TUBAS
7 PERCUSSION

* Each of the first three (3) flutes, in order, will be given the option to play piccolo. If none of these wish to do so, auditions will be held among the other five.

** The contra-bass clarinet may be either BBb or EEb

*** 1st Trumpet part will be played by 4th chair first and 2nd trumpet will be played by 4th chair second.

D. The senior orchestra will consist of the following instrumentation. Wind and percussion instrumentation may be altered depending on the literature.

28 VIOLINS (14 1st, 14 2nd)
12 VIOLAS
12 CELLOS
6 BASSES
2 FLUTES
2 OBOES
2 BASSOONS
2 CLARINETS
1 BASS CLARINET
5 HORNS
3 TRUMPETS
3 TROMBONES
1 TUBA
4 PERCUSSION

SECTION 3. Duties of the Executive Secretary/Treasurer

A. Send out all entry forms.

B. Send all materials pertaining to the audition to the chairperson. (pencils, note pads, walkie-talkies, envelopes, signs, scantron forms, checks, screens, curtains, adjudication sheets)

C. Provide the copies of the sight reading music for each judge and room stand.

SECTION 4. Duties of the audition chairpersons

A. Audition music will be selected by the audition committee.

B. The Band Audition chairperson is responsible for the following:

1. 14 audition rooms (2 fl, 2 cl, 2 sax, 1 low & double reeds, 2 trpt, 1 fh, 1 trom, 1 bar/tuba, 2 perc)
2. A large registration room which will serve as assembly area and warm-up room.
3. One tally room and one All-State work room.
4. Public address system in each assembly area.
5. Put final instructions, map, and audition numbers on website.
6. Provide lunch for judges and working personnel at WTSBOA expense.
7. Provide a written schedule of monitors to work auditions.
8. Provide Judges' Packets with copies of the audition music and sample of the score.

C. The Orchestra Audition chairperson (Jr./Sr.) is responsible for the following:

1. 14 audition rooms
2. A large registration room which will serve as assembly area and warm-up room.
3. One tally room and one All-State work room.
4. Public address system in each assembly area.
5. Put final instructions, map, and audition numbers on website.
6. Provide lunch for judges and working personnel at WTSBOA expense.
7. Provide a written schedule of monitors to work auditions.
8. Provide Judges' Packets with copies of the audition music and sample of the score sheet.

SECTION 5. Duties of the President-Elect or person appointed by President-Elect: Music chairperson, band, and orchestra.

A. Obtain and label appropriate number of music folders.

B. Contact and obtain music from clinician.

C. Stuff folders.

1. Baritone horn shall receive both bass and treble clef.
2. Contra-bass clarinet shall receive both Bb and Eb parts. If no Eb parts are available, tuba parts shall be substituted. If no contra-bass parts are available, bass clarinet parts shall be substituted.
3. All percussion folders shall receive assigned percussion parts.

- D. Arrange distribution to directors at auditions.
- E. Secure music from the rehearsal chairperson after the concert and return to the clinician.
- F. Pres-Elect will assign equipment to be brought by percussionists to clinics.

SECTION 6. Judges

- A. Recommendations shall come from the membership.
- B. Judges will be hired by the Past President at a rate consistent with other events.
- C. Each judge must remain on site until all tally sheets are computed and chair positions are decided for each instrument they judged.
- D. 3 copies of the results from the Tally Room will be distributed as follows:
 - Website will have results posted as soon as possible
 - 1 copy posted for the directors
 - 1 copy to the All State Chair
 - 1 copy to the Clinic Registration Chair

SECTION 7. At-Risk Schools

- A. A director at a school with a large population of at-risk students (as defined by the Department of Education for example: Title I schools) can designate the school as At-Risk.
- B. There will be five slots added to the Junior and Senior All-West bands. There will be only one slot for each of the following instruments: clarinet, trumpet, flute, trombone, and percussion and 2 violins in the Junior and Senior High orchestras.
- C. If an At-Risk school has a student in one of the bands or orchestras by the regular audition process, then that school will not be eligible for a slot. A school can receive only one slot. The student with the highest score among the At-Risk students in each instrument will be given the slot.
- D. The winners of the slots will not be announced on the day of the auditions. These results will be mailed the week after the event. There is no need for any student to know that he or she is in the band by the At-Risk program.

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**ARTICLE IX
WEST TENNESSEE JUNIOR BAND AND ORCHESTRA AUDITIONS**

SECTION 1. General rules, procedures, and regulations. All rules, procedures, and regulations for the Senior High auditions will apply to Junior High auditions with the following exceptions:

- A. Eligibility shall be limited to grades 5-9
- B. All-State does not apply
- C. There will be three All-West Junior High Bands: Blue, Red, and Gold
- D. The All-West Junior High Orchestra will be a string orchestra (refer to string scale requirements under Sr. High Audition).

SECTION 2. Instrumentation.

- A. The three bands will consist of the following instrumentation: The Executive Committee will consult with the judge if adequate instrumentation cannot be achieved.

8 FLUTES*
2 OBOES
4 BASSOONS
24 Bb CLARINETS (6-1st, 8-2nd, 10-3rd. If only 2 parts, 10-1st, 11-2nd to 14-2nd)
4 BASS CLARINETS
6 ALTO SAXOPHONES
2 TENOR SAXOPHONES
1 BARITONE SAXOPHONE
13 TRUMPETS (4-1st, 4-2nd, 5-3rd. If only 2 parts, 6-1st, 7-2nd)
8 FRENCH HORNS
9 TROMBONES (If 2 parts, 4-1st, 5-2nd)
4 BARITONES
6 TUBAS
7 PERCUSSION

* Each of the first three (3) flutes, in order, will be given the option to play piccolo. If none of these wish to do so, auditions will be held among the other five.

B. The junior high orchestra will be a string orchestra with the following instrumentation:

32 VIOLINS (16-1st, 16-2nd)
12 VIOLAS
12 CELLOS
6 BASSES

SECTION 3. Duties of the secretary. Refer to article 8, section 3.

SECTION 4. Duties of the audition chairpersons. Refer to article 8, section 4.

SECTION 5. Duties of the President-Elect or person appointed by President-Elect: music chairpersons. Refer to article 8, section 5.

SECTION 6. Judges. Refer to the Senior High Judges section.

SECTION 7. At-Risk Schools. Refer to article 8, section 7

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ARTICLE X WEST TENNESSEE JAZZ BAND AUDITIONS

SECTION 1. General rules, procedures, and regulations.

A. Eligibility shall be limited to:

1. Any high school or junior high school student with their director's approval.
2. Director must be a WTSBOA member in good standing.

B. Audition fees will be \$7.00 and is not refundable.

C. There will be two jazz bands. The first band will be designated as the Blue Band and the second band will be designated as the Red Band.

D. Audition music will be selected by the All-State Jazz committee and posted on the - web site.

E. Students who audition for the Jazz Band may also audition for Jr. or Sr. Bands and Orchestra.

SECTION 2. Duties of the chairperson.

- A. Provide the necessary equipment and facilities for the audition.
- B. Record All-State audition. All Blue band members, grades 10-12 shall be eligible to make an All-State Audition Recording.
- C. Provide judges for the event – check before getting judges with Past President.
- D. Provide 6 rooms with screens(1 alto sax, 1 tenor/Bari sax, 1 trumpet, 1 trombone, 1 piano/bass/guitar, 1 drum set/auxiliary percussion)
- E. Provide adjudication forms.
- F. Provide the Executive secretary/treasurer with student's scores and results.
- G. Provide results and scores to the directors.
- H. Provide monitors.
- I. Provide CD of improvisation songs and book.

SECTION 3. Duties of the President-Elect or person appointed by President-Elect: music chairperson.

- A. Refer to article 8, section 5.
- B. Music shall be distributed after Jazz band auditions.

SECTION 4. Audition requirements.

- A. Students shall perform prepared material as posted on the web site.
- B. All auditioning students shall sight-read.
- C. All auditioning students shall demonstrate improvising skills using standard 12 bars as prescribed in the materials distributed on the website.
- D. Scales are not required.

SECTION 5. Instrumentation

- 2 Alto Saxophone
- 2 Tenor Saxophone
- 1 Baritone Saxophone
- 5 Trumpet
- 4 Trombone
- 1 Bass Trombone
- 1 Guitar
- 1 Piano
- 1 Bass
- 1 Auxiliary Percussion
- 1 Drum Set

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**ARTICLE XI
ALL-STATE BAND AND ORCHESTRA**

SECTION 1. General rules, procedures, and regulations

A. Eligibility shall be limited to:

1. Grades 10-12
2. Bonafide members of a member school's band or orchestra.

B. All members will be taken from the All-West Tennessee Senior High Wind Ensemble or Orchestra.

SECTION 2. Instrumentation. The following charts include the instrumentation needed for All-State Band and Orchestra winds and percussion. The following instruments are to be provided from each area of the state annually:

Instrument	Band	Orchestra
Flute	4	1
Oboe	1	1
Bb Soprano Clarinet	8	1
Bass Clarinet	2	0
Contrabass Clarinet	1	0
Alto Saxophone	2	0
Tenor Saxophone	1	0
Baritone Saxophone	1	0
Trumpet	5	1
Horn	4	2
Trombone	3	1
Baritone	2	0
Tuba	2	0
Percussion	2	1
1st Violin		6
2nd Violin		6
Viola		4
Cello		4
Bass		3

Rotating Instruments 2007, 2010, 2013						
	WEST		MIDDLE		EAST	
	BAND	ORCH.	BAND	ORCH.	BAND	ORCH.
Piccolo	1	0	0	0	0	0
Eb Clarinet	1	0	0	0	0	0
Bassoon	1	0	1	0	2	0
Tuba	0	1	0	0	0	0
2008, 2011, 2014						
	WEST		MIDDLE		EAST	
	BAND	ORCH.	BAND	ORCH.	BAND	ORCH.
Piccolo	0	0	1	0	0	0
Eb Clarinet	0	0	1	0	0	0
Bassoon	2	0	1	0	1	0
Tuba	0	0	0	1	0	0

2009, 2012, 2015						
	WEST		MIDDLE		EAST	
	BAND	ORCH.	BAND	ORCH.	BAND	ORCH.
Piccolo	0	0	0	0	1	0
Eb Clarinet	0	0	0	0	1	0
Bassoon	1	0	2	0	1	0
Tuba	0	0	0	0	0	1

Supplemental instrumentation not covered in the above charts:

2007, 2010, 2013	ETSBOA
2008, 2011, 2014	MTSBOA
2009, 2012, 2015	WTSBOA

SECTION 3. Duties of the All-State section chairpersons.

- A. The chairperson will appoint an audition judge for each instrument group participating in the All-State audition.
- B. Reminder notices should be emailed to audition judges prior to the event with all necessary instructions.
- C. A complete list of the All-State instrumentation quota including alternates should be compiled.
- D. All-State music that is selected should be secured and passed out
- E. The chairperson will email a schedule of events and other necessary information to each school that has participating members.
- F. Collect all fees associated with the West Tennessee's All State band, orchestra an jazz registrations.

SECTION 4. Duties of participating directors and students.

- A. All members of the All-State Band, Jazz and Orchestra must fill out the proper online registration form, print verification and mail along with payment and student contracts to the All State Chair by the deadline published. If registration deadline is not met, alternates will be called, no exceptions. Late fee of \$250.00 will be paid by director if forms are not received by deadline.

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ARTICLE XII WEST TENNESSEE BAND, ORCHESTRA AND JAZZ CLINIC

SECTION 1. General rules, procedures, and regulations.

- A. Eligibility shall be limited to students selected through the All-West auditions.
- B. On the day of the first rehearsal, directors will turn in any absentees and receive registration packets with student name tags and final instructions. Students should then report to their rehearsal areas to be seated. Registration chairperson should be

notified of absentees as soon as possible.

C. Students are responsible for having music and all other necessary items at every rehearsal.

D. A list of all equipment percussionists need to bring will be included in the music folder received at the time of auditions.

E. Students must remain quiet at all times during the rehearsal; listening carefully to the director's instructions. Disrespectful behavior may result in dismissal from the event.

F. Students arriving late to rehearsal may be moved to the last chair at the discretion of the conductor. Other action may also be taken.

G. When the rehearsal is concluded, it is the directors' responsibility to see that students leave the area immediately.

H. Band students will wear their school concert uniform at the concert performance; orchestra students will wear black and white concert attire. Jazz Band will be informed at the clinic.

I. All-West patches will be distributed after the last group has performed their concert.

J. Recordings of the performance will be made available to students to purchase. One discount voucher will be furnished to each student.

K. Students are required to attend all rehearsals and concerts.

L. Students will be in their seats and ready to begin at least ten (10) minutes prior to the start of each rehearsal.

M. Students will not chew gum or eat food in rehearsals.

N. The use of alcohol and /or illegal drugs is strictly prohibited.

O. The use of tobacco products is prohibited.

P. Students must have pencils at all rehearsals.

Q. Students must wear name tags at all times.

R. Cell phones, pagers, or any other disruptive electronic device must be turned off and out of sight during rehearsals and performances.

S. Any variation from the above rules, procedures, and regulations must be resolved by the Executive Committee and can result in removal from the event.

SECTION 2. Fees

A. Upon being selected by audition, students pay a non-refundable \$30.00 All-West registration fee, to be collected by the posted registration date.

B. Admission to all All-West concerts will be free of charge.

SECTION 3. Duties of the All-West Convention chairperson.

A. The chairperson shall have overall charge of coordinating and overseeing the entire event including the duties being performed by the rehearsal and site chairpersons.

B. Secure site and rehearsal area.

C. Provide a hospitality room.

D. Arrangements for microphones and lighting for the concert and rehearsals should be made (3 months in advance).

E. Locate and arrange to transport:

1. Percussion equipment needed by the music (excluding snare)
2. Conductor's podiums and chairs
3. Chairs and stands for the band and orchestra students will be needed one day prior to the first rehearsal.

F. Convention Chairperson is responsible for equipment or appointing an equipment chairperson.

H. A master program must be designed, typed, proofed, and printed.

SECTION 4. All West Clinic Coordinator (Jr. & Sr. Bands, Jr. & Sr. Orchestras & Jazz Bands).

A. Procure seating chart from Pres-Elect. Give a copy to rehearsal chairpersons on the site.

B. Assist the President-Elect in securing respective Band or Orchestra Rehearsal Chairs

C. Attend all event caucus meetings pertaining to the audition / clinic

D. Guide & Assist the Rehearsal Chairs in all aspects of preparing for the All-West Clinic – from the auditions through the clinic weekend (see rehearsal chair responsibilities)

E. Assist the Executive Committee as needed during the audition process

F. Procure copies of all student personnel for each Band & Orchestra for which you are responsible.

G. Assist with All-West Clinic registration

I. Assist in set up / tear down of band rehearsal rooms during the clinic weekend

J. Monitor student behavior during the clinic

K. Be available during the clinic weekend to assist Clinicians / Rehearsal Chairs / Executive Committee as needed

L. Serve as a liaison between the Rehearsal Chairs and the Executive Committee

M. Be available during the concerts to assist Clinicians / Rehearsal Chairs / Executive Committee as needed.

N. Jazz coordinator provides sound system and at least three microphones.

SECTION 5. Registration chairperson.

A. Receive information from participating schools.

B. Check registration against All-West personnel list.

C. Check fees for accuracy and notify directors of any discrepancies.

D. Process information and make packets with student name tags and updated information concerning schedule, etc.

E. Arrange 2 tables.

1. Table 1 is for preregistration. Directors only.

2. Table 2 is for any discrepancies, alternate fees, and last minute absentees. The REGISTRATION CHAIR PERSON will be at this table.

F. REGISTRATION CHAIRPERSON shall call all alternates needed after registration is complete. The chairperson shall give an updated personnel list to each rehearsal chairperson.

G. Prepare personnel lists for concert program.

H. Email copy of personnel lists for use on CD recording covers.

I. Notify executive committee of cancellations or discrepancies in ensemble personnel.

SECTION 6. Duties of the rehearsal chairpersons (President-elect appoints).

A. **Prior to the auditions:**

1. Work closely with Clinic Coordinator throughout this process
2. Attend all event caucus meetings pertaining to the audition / clinic
3. Contact Clinician; Offer assistance, give them your contact information
4. Give Clinician Clinic schedule, concert information
5. Make transportation arrangements – if needed
6. Obtain concert set from Clinician; Give a copy of this to the appropriate clinic coordinator.
7. Obtain clinician biography / picture for clinic program; Give a copy of this to the appropriate clinic coordinator
8. Obtain music and scores from Clinician or Executive Committee
9. Copy music; Make extra copies of music for *at risk* students and the clinic
10. Assign Percussion Parts in an *Excel* type format; Give a copy of this to the appropriate clinic coordinator
11. Assign Percussion Instruments in an *Excel* type format; Give a copy of this to the appropriate clinic coordinator
12. Using the instrumentation listed in the WTSBOA by laws, Collate music into folders; Label each folder with the appropriate instrument & chair number
13. Place a copy of the *Excel* type Percussion Music Assignments & Instrument Assignments in each Percussion Folder.
14. Copy clinic schedules, contracts & Percussion contracts and place in folders

B. **During / After auditions:**

1. Assist as the Executive Committee as needed during the audition process
2. Get copy of student personnel for your band
3. ***If you are a Sr. High Rehearsal Chair, check with the All-State Chair before you -*** Label folders with students' name and school; Distribute to students
4. Contact Percussion Students' Directors; Remind them ***several times*** of their assigned

instruments to bring for the clinic

5. Secure one or two monitors to assist you during the clinic
6. Using the personnel list, make seat assignment signs for the clinic – the type that hang over the music stand. Place each sign in the appropriate place after you have made the concert set at the beginning of the clinic weekend.
7. Assist in set up / tear down of rehearsal rooms
8. Assist during the clinic registration
9. Be constantly available to assist the Clinician throughout the weekend. Plan to be in the rehearsal room during most of the clinic weekend.
10. Introduce the students to the clinician at the first rehearsal
11. Start each rehearsal session with reminders to students. Check roll at the start of each rehearsal. Notify the appropriate clinic coordinator if a student is late.
12. After students are seated, prior to the first rehearsal, remind students of rules and expectations.
13. Before and after rehearsals, provide announcements and information to students.
14. Assign concert seating (audience) assignments to students if needed
15. Assist with the concert as needed.

At the conclusion of the concert (after the final performance) take up the copied music and distribute patches

SECTION 7. Clinic schedule will be determined by executive board and will be available online.

SECTION 8. Duties of the executive committee.

- A. The President-Elect will hire clinicians and will see that the clinicians receive past programs and recordings and will assist in the selection of music (4 months in advance).
- B. Executive Treasurer will make housing arrangements with guaranteed reservations must be made with necessary meals, and transportation to and from rehearsal area and to and from the airport when needed must be provided for the clinician (make arrangements 3 months in advance).
- C. The President shall introduce the conductors at the concert.
- D. Recording Secretary shall provide a station for Festival score approval and scholarship applications.

SECTION 9. Duties of the Executive secretary/treasurer.

- A. Assist in the printing of the concert programs with thus information:
 1. Students' names (including alternates).
 2. A list of music "To be selected from" with composers.
- B. Arrange for the recording of the concerts.
- C. Pay all expenses with WTSBOA funds, and have checks ready for clinicians after the concert.

D. Provide patches.

E. Contact vendors.

SECTION 10. Scholarships. The Scholarships shall be awarded each year. Each shall be in the amount of \$1000.00

A. The Lubrani Scholarship is awarded to the highest ranked senior clarinet player from the Band. Student must enroll in at least one music class in college. Award will be made to the student or college at the end of the first semester upon submission of request and transcript. A transcript must be provided by the student and sent to the executive board.

B. The Ralph Hale Scholarship will be awarded to a senior first chair player in the All-West Wind Ensemble, Jazz Blue Band or Orchestra. Recipient must be music major during the first semester of college. Applications are available to each eligible student on the website. Award will be made to the student and the college at the end of the first semester upon submission of a request and a copy of a transcript. A transcript must be provided by the student and sent to the executive board.

C. Pete Evans Scholarship will use funds given by the family of Pete Evans to establish a \$500.00 annual Pete Evans Memorial Scholarship. Criteria are that this award can be any 12th grader participating in the All-West Senior High Performance groups. The student must be a Music major during the first semester of college. The applications available online to each student after try-out results are posted and will be submitted to the Recording Secretary At All West Registration by the Band Director. Band Director recommendations will also be used in the selection process. The recipient will be selected by past presidents of WTSBOA. The Scholarship will be presented during the clinic weekend at the concert the recipient participates in.

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ARTICLE XIII WEST TENNESSEE JAZZ FESTIVAL

SECTION 1. The West Tennessee Jazz Band Festival shall be open to Junior and Senior High School Jazz Ensembles according to the following guidelines:

- A. A Jazz Band shall consist of at least ten (10) and not more than twenty-seven (27) members. A Jazz Combo shall consist of less than ten (10) members.
- B. A combo division will be included if there are combos interested in performing in the festival. The same guidelines as to selection of music would have to be followed (no all-rock combos). All other guidelines would be followed. For additional information about the combo division, contact the chairperson.
- C. The fee for participation is \$50.00 per ensemble.
- D. The conductor (other than an approved student conductor) at jazz festival must be the teacher of record at that school.
- E. Each Band shall play three selections from the following styles (At

least three styles should be selected):

1. straight ahead swinger (traditional big band jazz)
example: Count Basie (Sammy Nestico)
2. ballad (could feature a solo instrument or rock ballad)
3. Latin, Latin rock, jazz waltz, etc...
4. rock

E. Music will be judged on the basis of concept of style, appropriateness of music for the group, balance, blend, technique, basic rhythmic feel within the whole band. Two original scores of each selection, with measures numbered consecutively, must be provided for the use of the judges and given to the runner upon arrival at the festival site. Unauthorized copies of scores without the written permission of the publisher or letter from the dealer will not be given to the judges and the ensemble will play for comments only.

F. Bands will be rated I, II, III, IV, and V.

G. All bands receiving Superior (I) ratings will receive a plaque. Outstanding soloists will receive a certificate.

H. Adjudication of the bands will be done with taped and written comments that may be used by the band and the director for further progress and evaluation.

I. The two judges will present a short clinic after the performance of the concert selections.

SECTION 2. Duties of the chairperson.

A. Check on housing and transportation for the two judges (coordinate with the secretary/treasurer).

B. Receive and record all entry forms and fees (\$50.00).

C. Schedule events and mail entire schedule and other information to participating schools.

D. Provide the following equipment and facilities:

1. Rooms with chairs and stands for Concert.
2. Large room for warm-up and a tally area.
3. Runners for judges.
4. Envelopes with participating schools names on them for returning adjudication forms and scores.
5. Arrange for transportation (if needed) and food for judges for your site.
6. Mail judges a schedule, map, lodging and other necessary information.
7. Obtain digital recorders, batteries and blank CDs from secretary/treasurer.

- E. Provide a director to pickup judges' sheets from judges.
- F. Provide sound system and at least two microphones.

SECTION 3. Duties of executive secretary/treasurer.

- A. Pay all expenses.
- B. Contact judges.
- C. Provide judges sheets for festival.
- D. Provide registration materials to directors.
- E. Check on housing and transportation for judges.
- F. Have digital recorders, batteries and blank CDs for event.

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**ARTICLE XIV
WEST TENNESSEE SOLO AND ENSEMBLE FESTIVAL**

SECTION 1. General rules, procedures, and regulations

A. Eligibility

- 1. Grades K-12
- 2. Bonafide members of a member school band or orchestra only. The student must also be fully enrolled and attending the same school.
- 3. Wind, string, or percussion students excluding guitar and piano.

B. Fees Entry fee is \$7.00 per person per event and is not refundable.

C. Registration

- 1. Registration forms must be completed and postmarked by the deadline.
- 2. Entry forms and fees should be sent the event chairperson at the site you wish to attend.
- 3. Entry forms will be provided according to which site the director chooses to attend.

D. Procedures

- 1. Solos do not have to be played from memory.
- 2. Solos and ensembles may be played with or without accompaniment.
- 3. Solos and ensembles may not exceed 5 minutes playing time.
- 4. Any one student may enter no more than three (3) different events.

E. Music

- 1. Solo and ensemble music may be selected at the discretion of the

director and will be judged according to suitability and musical value and must be at least 32 measures in length including repeats.

2. The number of persons for ensembles will be determined by the requirements of the composition not to exceed one player to a part, except for divisi parts where two players may be used.

3. One copy of all solo and ensemble scores with measures numbered consecutively is required for the judge. Directors are individually responsible to see that all current copyright laws are followed. Failure to provide such above score will result in disqualification or the performance will be for comment only.

4. All ensembles must meet full instrumentation in order to receive a rating.

F. Ratings

1. Each judge shall indicate on the official ballot a rating for each participant, which shall be his estimate of the quality of the performance.

2. The five ratings to be used are:

DIVISION I SUPERIOR
DIVISION II EXCELLENT
DIVISION III GOOD
DIVISION IV FAIR
DIVISION V POOR

G. Awards. Medals are awarded for an I and II Division rating.

H. Duties of the chairperson.

1. Check on housing and transportation of the judges (coordinate with the secretary/treasurer)

2. Verify and check all entries and money. For late entries refer to Article VI, Section 2B.

3. Schedule events and mail entire schedule and other information to participating schools.

4. Provide the following equipment and facilities:

a. Rooms with chairs, stands, and pianos sufficient for the festival.

b. Large room or gym for assembly area and a tally room.

c. Provide large percussion equipment

d. Runners for each judge, depending on system used at the site

e. Envelopes with participating schools names on them for returning adjudication forms.

f. Have medals sign out sheet for medals taken.

5. Provide director to pick up judges' sheets from judges.

I. Duties of the executive committee

1. Contact host school concerning facilities and equipment (Pres).
2. Arrange for housing, transportation if needed, and food for judges.
3. Select judges.

J. Duties of the Executive Secretary/Treasurer

1. Provide judging sheets and medals for the festival.
2. Write all checks covering expenses (included expense vouchers)

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**ARTICLE XV
WEST TENNESSEE CONCERT FESTIVAL**

SECTION 1. General rules, procedures, regulations

- A. Order of events: Warm-up, Concert Performance, Sight-Reading Performance
- B. The conductor (other than an approved student conductor) at concert festival must be the teacher of record at that school.
- C. Each band or orchestra shall be given 20 minutes for warm-ups
- D. Each band or orchestra shall be given a 20 minutes performance period
- E. Groups are to perform at least two selections of the director's choice (one of the selections may be a march, if desired, but a march is not required). Literature selection must meet standards set in Article XV Section 3.
- F. Each group will be given 20 minutes to sight-read.
- G. Any variations from the rules of Concert Festival will result in a comments only performance, a lower rating, or disqualification.

SECTION 2. Classification

- A. Junior High (students in grades 9 or below): Grade 1, grade 2, grade 3, or grade 4.
- B. Senior High (students in grades 9 - 12): Grade 2, grade 3, grade 4, or grade 5.
- C. All students must be bonafide members of the school's band or orchestra program. The student must also be fully enrolled and attending the same school.
- D. A student may perform with students of a higher grade level, but in no instance may a high school student perform in a group below the high school level.
- E. A director may submit a written request for comments only at the time of entry, and no rating will be given.
- F. In schools with a band and an orchestra program, players are allowed to perform in one of each group (one band and one orchestra). No student will be allowed to perform in more than one band or more than one orchestra. Upon written submission to WTSBOA Executive Committee, middle school students may additionally perform with the high school band or orchestra as long as the director of both ensembles is the teacher of record of both schools.
- G. A detailed seating and stand placement chart shall be provided for the stage committee and

given to the runner upon arrival at the festival site unless the director brings his/her own set-up crew.

- H. Any request for a performance time extension must be submitted at the time of entry and approved by the Executive Committee.
- I. Any special requests for performance times and/or days must be submitted with the entry form in writing, and will be considered as possible, but cannot be guaranteed. Earliest entries will be given first consideration.
- J. Any band or orchestra which goes over the allotted time for warm-up and/or concert performance and/or sight reading shall be assessed one rating.

SECTION 3. Music

- A. All groups must perform at least two **concert** selections. Both selections must be from the West Tennessee List unless one of the two selections is a march.
- B. The grade of music selected from the graded list will determine the grade in which the band or orchestra will be assigned.
- C. The other concert selection must not be more than one grade level lower than the selection that determines your classification.
- D. Music not on the WTSBOA list may be performed if submitted to and approved by the Music Selection Committee. Music scores will be submitted at the All-West Clinic registration table when the students are registered. The score shall be in a large envelope with the name of the school and director on the outside. The WTSBOA score approval form must be used. The score packets may be retrieved by directors at the clinic director's meeting. Music currently on the list can be reviewed for a grade change. The Music Selection Committee shall be made up of the past presidents with current past president being the chairman and responsible for keeping the West TN Music List current by sending in new selections to the webmaster for one year to determine a criteria and from then on be able to add members to the committee as needed.
- E. Three original scores of each selection, with measures numbered consecutively, must be provided for the use of the judges and given to the runner upon arrival at the festival site. Unauthorized copies of scores without the written permission of the publisher or letter from the dealer will not be given to the judges and the ensemble will play for comments only.

SECTION 4. Fees. The entry fee shall be \$75 for groups with 25 or fewer members, \$100 for groups of 26-50, and \$150 for groups with more than 50 members.

SECTION 5. Sight-reading

- A. Players should not be permitted to look at their parts until given the proper signal.
- B. When ready, the judge should go to the conductor's stand and read the rules of the event and deliver such other instructions as he/she feels will assist the organization in doing the best possible job.
- C. At a signal from the judge, the players will remove the musical selection from the envelope and the director will be given six minutes (total) to study the score and instruct the players.
- D. The instruction time may be used in any manner the director wishes, with the exception of having any member play, sing, count, or clap any part.
- E. In addition to reading the rules listed above, the judge or the Chairperson may make a few additional instructions to make the group feel at ease, and may explain unusual features of the numbers which might not be readily apparent from the conductor's score.

- F. All groups will sight read.
- G. Each group shall sight read music which is of a difficulty level one grade below that of their concert music chosen from the graded lists, with grades 5 sight-read grade 4 music, and grade 1 reading grade 1 or 1/2.
- H. Sight-reading materials for middle school bands will be purchased by TMEA from 1C, 2C, 3C, UIL sight-reading for middle school bands and 1A, 2A, 3A, and 4A, for high school bands.

SECTION 6. Student conductors

- A. Bands and orchestras may enter ONE student conductor who shall conduct one number of the director's choice to be performed before the sight reading judge. The purpose of the Student Conductor category is to provide a student with the experience of preparing a piece of music under the guidance of the student's director.
- B. Student conductors shall receive a rating of I, II, III, IV, or V.

SECTION 7. Ratings

- A. In concert performance, the officials of the Association will tabulate the ratings given to each participating group and determine final composite ratings according to the following plan:

DIVISION I ["Superior"](1,1,1), (1,1,2), (1,1,3), (1,1,4), (1,1,5)

DIVISION II ["Excellent"].....(1,2,2), (1,2,3), (1,2,4), (1,2,5), (2,2,2), (2,2,3), (2,2,4), (2,2,5)

DIVISION III ["Good"]...(1,3,3), (1,3,4), (1,3,5), (2,3,3), (2,3,4), (2,3,5), (3,3,3), (3,3,4), (3,3,5)

DIVISION IV ["Fair"].....(1,4,4), (1,4,5), (2,4,4), (2,4,5), (3,4,4), (3,4,5), (4,4,4), (4,4,5)

DIVISION V ["Poor"].....(1,5,5), (2,5,5), (3,5,5), (4,5,5), (5,5,5)

- B. In sight-reading performance, bands and orchestras will be given an overall rating of I, II, III, IV, or V for the selection performed. This rating does not affect the composite rating of the concert scores.
- C. All participating groups will receive a plaque. Groups receiving an I or a II will receive plates listing these ratings to be attached to the plaque.
- D. Student conductors receiving an "I" will be awarded a medal.
- E. The members of organizations which receive a concert performance rating of I or II may purchase an I (blue) medal or a II (red) medal.

SECTION 8. Duties of the chairperson

- A. Verify housing and transportation for the judges (coordinate with the secretary/treasurer).
- B. Receive and record all entry forms and fees. Late entries are not to be accepted. (Refer to Section 5)
- C. Schedule events and mail entire schedule and other information to participating schools.
- D. Provide the following equipment and facilities:

1. Rooms with chairs and stands for Concert and Sight-reading.
2. Large room for warm-up and a tally area.
3. Provide large percussion instruments for concert and sight-reading room.
These instruments include: four (4) tympani, bass drum, xylophone, marimba, chimes and vibraphone.
4. Runners for concert judges and sight-reading judges.
5. Envelopes with participating schools names on them for returning adjudication forms, scores, and plaque.
 6. Arrange for housing, transportation (if needed), and food for judges for your site.
 7. Mail judges a schedule, map, lodging and other necessary information.
 8. Obtain digital recorders, batteries and blank CDs from secretary/treasurer.
 9. Provide a runner to pick up judges' sheets from judges.
- E. Arrange a performance recording to be made.

SECTION 9. Duties of the executive committee.

- A. Contact host school concerning facilities and equipment.
- B. Arrange for housing, transportation if needed, and food for judges.
- C. Select judges (Past President responsibility).

SECTION 10. Duties of the secretary/treasurer

- A. Contact judges.
- B. Provide judges sheets for festival.
- C. Provide registration materials to directors.
- D. Write all checks covering expenses (included expense vouchers).
- E. Check on housing and transportation for judges.
- F. Have digital recorders, batteries and blank CDs, pencils, plaques, and stick-ons for event.

SECTION 11. Duties of the Music List Selection Committee

- A. Consistently develop our own West Tennessee Prescribed Music List. The WTSBOA Music List will be re-evaluated by the Music Committee in order to eliminate duplication, edit non-

applicable material, and create an accurate 5 grade list.

- B. New submissions for approval must be submitted each year at the All West Clinic. Submissions will be made to the current Past President and subsequent committee comprised of the former Past Presidents of WTSBOA.
- C. Approve music not on current list.
- D. Will review and adjust music already on the list. The deadline to submit music for approval is Junior and/or Senior High Band Clinic date for bands. The deadline for orchestra is All West Orchestra Clinic date.
- E. Refer to Section III item A for guidelines.

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ARTICLE XVI

LIFE TIME ACHEIVEMENT AWARD

Section 1. General rules, procedures, regulations.

- A. The goal is to recognize outstanding music educators for their lifetime of dedication to students and the promotion of music education throughout West Tennessee.
- B. Nomination Procedure (Use the online form as a guide)
 - 1. Biographical history of the nominee
 - 2. Professional history of the nominee
 - 3. Recommendations
 - 4. Electronic photo of nominee
- C. All submissions are due to the Executive committee at the final WTSBOA meeting in May.
- D. The nominees will be compiled at the summer executive board meeting. The names of the individuals that are selected by the executive committee will be presented at the August meeting. The individuals selected to receive the WTSBOA Life Time Achievement award will be recognized at the All-West Concert, their bios will be featured in the program, and their names and bios posted on the WTSBOA website.