Policies and Procedures of the NCMEA Orchestra Section

Updated January 2018

Policies and Procedures

I. Director's Responsibilities for all NCMEA Orchestra Events

A. All sponsoring directors shall serve as chaperones for their students at all activities. The sponsoring director shall be the student's instrumental music director, as appears on the official school transcript. The sponsoring director must be a current member of NCMEA. If there is no orchestra or band program in the student's school, then the student's youth orchestra director or private teacher may serve as sponsor, provided he/she is a current member of NCMEA and agrees to fulfill all other responsibilities of the director.

B. All participating woodwind, brass and percussion students must be chaperoned. The orchestra director from a school may sponsor woodwind, brass and percussion students from the same school if the band director is unable to attend.

C. If the appropriate sponsoring director cannot attend, he/she must submit a written request ten (10) days in advance to the Event Chair and State Orchestra Chair requesting permission for an appropriate substitute to take his/her place. In an emergency situation, during the event, the Event Chair may elect to serve as chaperone for students of the director in need, or he/she may approve the sponsorship of another director.

D. Sponsoring directors are responsible for the behavior and actions of their students at all events sponsored by the NCMEA Orchestra Section.

E. Sponsoring directors should expect to serve in any capacity needed at NCMEA Orchestra Section events if they expect their students to participate in such events.

F. Failure to adhere to these responsibilities will result in the following:

1. A letter of warning to the teacher and principal.
2. A letter to the school superintendent.
3. An order precluding participation by the director in NCMEA Orchestra Section events for a period of one year from the date of the infraction. The State Orchestra Section Chair will send letters after he/she has been notified by the Event Chair of the nature of any infraction or negligence of the director.

II. Rules of Student Behavior for All NCMEA Orchestra Events

A. All students are expected to conduct themselves in a manner becoming to the school, organization and family represented.

B. School rules of the host school are in effect and should be supplied by the host director.

C. Students are expected to be on time for all events.

D. Each student must attend every rehearsal in its entirety unless excused by the Event Chair. Students leaving the rehearsal or designated area without being excused are subject to suspension or reduction in seating order. Students must follow all curfews.

E. Emergencies are the only excuses for tardiness at rehearsals. Tardiness may result in suspension or a reduction in seating order.

F. Inappropriate attire, use of electronic devices, use of alcoholic beverages, illegal drugs, offensive or profane language, literature or gestures or failure to follow all curfews, may result in suspension from the event and possible suspension from future events sponsored by the NCMEA Orchestra Section.

G. Students who have auditioned, been accepted, and have registered to participate in orchestra events must participate. Failure to do so will result in a forfeiture of the student's opportunity to participate in NCMEA Orchestra Section's Eastern or Western Jr. Region Orchestra, Eastern or Western Region Orchestra, and All-State Honors Orchestra events the following year. Illness and family emergency will be the only exceptions, which shall be approved on an individual basis by the Event Chair and State Orchestra Section Chair.

H. Decisions such as suspension, reduction in seating order, or exceptions to regulations are the combined responsibility of the NCMEA State Orchestra Section Chair and the Event Chair.

III. All-State Honors Orchestra

A. Scheduling: The All-State Honors Orchestra will present a concert at the annual NCMEA In-Service Conference.

B. Elected Event Chair (State Chair-Elect): An honorarium of $300.00 will be paid to the Event Chair. The responsibilities of the Event Chair are as follows:

1. Obtain a Conductor
2. Assist in the selection of the repertoire by confirming availability, difficulty, and how recently individual works have been performed.
3. Inform participating directors of dates, sites, fees, and registration deadlines.
4. Appoint an Event Site Host (usually someone from the immediate area in which the NCMEA In-Service Conference is held).
5. The NCHO Chair may appoint an Assistant Chair. This person serves as a point-person on the weekend of the clinic and assists the chair with logistical issues. The NCHO Assistant Chair will be compensated equal to two nights of housing at the NCMEA rate.
6. Obtain sponsoring directors to serve as string seating audition judges. Strings will be seated based upon auditions at the All-State Honors Orchestra Event. Woodwinds, brass and percussion will be seated based upon their All-State Orchestra audition.
7. Obtain the list of student performers from each Region Orchestra Event Chair in order to compile the All-State Honors Orchestra roster. Revisions may be made to the roster as deemed necessary.
8. Prepare a printed program for distribution to the orchestra members and the audience at the concert. Students should be listed alphabetically by last name.

9. Students should also be identified on programs by public or private school they attend, and not by private studios.
10. Arrange for a recording of the concert that will be available for purchase by the participants, and if desired, a photograph of the orchestra.
11. Prepare and submit a budget for All-State Honors Orchestra functions and activities. Provide a financial statement and forward all remaining funds to the NCMEA Executive Director after the performance.
12. Provide facilities for registration of students and directors.
13. Prepare and distribute an event schedule including rehearsal, breaks, meal times, etc. at registration. This schedule will be developed with the assistance of the conductors.
14. Perform any other duties consistent with planning and organizing this event.

C. Event Site Host: An honorarium of $100.00 per day will be paid to the Event Site Host. The responsibilities of the Event Site Host are as follows:

1. Provide facilities for string seating auditions, sectional rehearsals, full orchestra rehearsals, and concert performance.
2. Provide percussion equipment, keyboard instruments and other rehearsal and concert equipment.
3. Ensure that recruiting of All-State Honors Orchestra participants by colleges and universities does not occur.
4. Communicate with the State Orchestra Chair and the Event Chair in order to resolve any problems that might arise.

D. Student Participants

1. Membership: All-State Honors Orchestra participants will consist of the top-ranked players from the Region Orchestras who did not graduate the previous spring. String sections will be filled according to the number of qualified players and general orchestral balance. Wind, brass, and percussion sections will be filled according to the requirements of the music with the top-ranked players from each Region Orchestra who have not graduated the previous spring.
2. Eligibility: In order for a student to participate in an All-State Honors Orchestra, he/she must be in the 10th, 11th or 12th grade. The string student must be a currently enrolled full-time member of his/her school orchestra, if one exists. Woodwind, brass or percussion players are eligible if they are currently enrolled full-time members of their school orchestra or band. Students who attend a school, which has a four (4) period day, must be enrolled and receive one (1) full credit. The student's instrumental director, as appears on the official school transcript, must be a current member of NCMEA. If there is no orchestra or band program in the student's school, then the student's youth orchestra director or private teacher may serve as sponsor, provided he/she is a current member of NCMEA and agrees to fulfill all other responsibilities of the director as detailed in section E, below. Student participants who are home-schooled must show proof of home-school status as part of his/her registration. The student must attend a school in North Carolina.
3. Selection
    a. String Sections
        i. Violins: A ranked list of all participating violinists (except seniors) will be compiled from the Regional Orchestras' seating charts. The top 12 violins from each region will play Violin I and the remaining 12 violins from each region will play Violin II.

ii. The top 8 violas, top 8 cellos, and top 5 basses from each region will be selected.

iii. All string players will re-audition for chair placement within their sections at the event using the All-State Honors Orchestra music. Students will be allowed one "restart" without penalty. Subsequent restarts should be assessed a penalty in each of the judges' scores.

b. Winds, Brass and Percussion Section

i. Selection: NCHO brass, woodwinds and percussion will be selected from the Western and Eastern Regional Orchestra Clinics as well as the students who audition for the NC All State Band. All students who are eligible must re-audition to be considered for the NC Honors Orchestra.

ii. Eligibility: All students who performed with the Western or Eastern Regional Honors Orchestra during the same calendar year as the NC Honors Orchestra are eligible to audition for that year's All-State Orchestra. All students who complete the audition for NC All State Band during the same calendar year as the NC Honors Orchestra are eligible to audition for that year's All-State Orchestra.

iii. Audition Requirements: 11-12 All State Band Scales and the 11-12 All State Band Solo (same calendar year). Rubrics and Timing Requirements for both Scales and Solos are the same as the rubrics and timing requirements from the 11-12 All State Band Requirements. Ties are broken by total solo score, then by grade, then by judge's discretion.

c. Wind, Brass and Percussion Audition Adjudication

i. A Committee will be formed of 2 brass, 2 woodwinds and 2 percussionists from NCMEA Members to judge the wind, brass and percussion auditions.

ii. Students will video record their scales and solo, upload the recording to private YouTube link for adjudication by July 1st.

iii. The auditions will be heard and seating order established by August 1st. This order will be given to the NCHO Clinic Chair for director notification.

E. Director's Obligations

1. Secure and certify all data necessary for each student's eligibility and participation and see that all deadlines are met. Applications must be submitted by the teacher and postmarked no later than the published deadline. Failure to do this will prevent the acceptance of the application except in unusual circumstances, which must be approved by the Event Chair and the State Orchestra Section Chair.

2. Personally register his/her students unless the Event Chair has approved a qualified substitute in advance. (See Article I).

3. Financial Obligation: Each director must pay all required fees by use of **school check, booster club check or cashier's check.**

4. Notify the Event Chair and his/her students where he/she may be reached in case of an emergency.

5. Accept responsibility for judging student auditions, as well as any other audition and event responsibilities as assigned.

6. Arrange transportation for his/her students to and from the event. Students are not permitted to drive their own cars, with the exception of students who live in the immediate area and who are not overnight guests.

7. Secure housing for their students.
8. Adhere to Article I of this document.

IV. Eastern and Western Region Orchestras

A. Conductors: The Region Event Chair will select the conductors. The Region Event Chair will solicit input from the region membership regarding appropriate conductors. Conductors shall be paid a daily rate that shall not exceed **$600.00** per day plus expenses. This rate may be negotiated and set by the Region Event Chair. The Region Event Chair will provide the Conductor with a written agreement stating the daily rate and current NC State reimbursement rates.

B. Scheduling: The Regional Orchestras shall perform in the spring of each year in the months of February or March.

C. Instrumentation: The first orchestra in each region shall be a full orchestra. The second orchestra in each region event may be a string or full orchestra. This orchestra may be conducted by one of our North Carolina orchestra directors. The conductor of the second orchestra shall be paid the same daily rate and expenses as the conductor of the first orchestra.

D. Elected Event Chair (One for Each Region): An honorarium of $300.00 will be paid to the Event Chair. The specific responsibilities of the Eastern and Western Region Orchestra Event Chair shall be determined by each region.

E. Elected Audition Chair: An Honorarium of $200.00 shall be paid to the Audition Chair. The responsibilities of the Audition Chair shall be determined by each region.

F. Audition Site Host: An Honorarium of $100.00 shall be paid to the Audition Site Host. The responsibilities of the Audition Site Host shall be determined by each region.

G. Event Site Host: An Honorarium of $l00.00 per day shall be paid to the Event Site Host. The Responsibilities of the Event Site Host are as follows:

H. Student Participants

1. **Eligibility**: In order for a student to audition for and/or to participate in a Region Orchestra, he/she must be in the 9th, 10th, 11th or 12th grade. The string student must be a currently enrolled full-time member of his/her school orchestra, if one exists. Woodwind, brass and percussion players are eligible if they are currently enrolled full-time members of their school orchestra or band. Students who attend a school that has a four (4) period day, must be enrolled and receive one (1) full credit. The student's instrumental director, as appears on the official school transcript, must be a current member of NCMEA. If there is no orchestra or band program in the student's school, then the student's youth orchestra director or private teacher may serve as sponsor, provided he/she is a current member of NCMEA and agrees to fulfill all other responsibilities of the director as detailed in section I, below. Student participants who are homeschooled must show proof of home-school status as part of his/her registration. The student must attend a school in North Carolina.
2. **Audition Requirements**: The student must prepare all published requirements and meet all standards listed on the scoring form below. Requirements include (1) scales and arpeggios to be

played from memory, (2) sight-reading, and (3) a required solo. Scale and arpeggio requirements, sight-reading rules and required string solos are listed below. Woodwind, brass and percussion requirements are the current year's Senior High (11/12 Grade) All-State Honors Band requirements as listed on the NCMEA Band Section website at www.ncbandmasters.org.

3. Financial Obligations: Each student must pay the required audition fees to his/her director.

4. Code of Conduct: Each student shall behave in an acceptable manner as set by his/her school. Attendance at all activities of the Regional Orchestra is required. Failure to conform to code of conduct will result in consequences as set forth in Article II.

I. Director's Obligations

1. Secure and certify all data necessary for each student's eligibility and participation, and see that all deadlines are met. Applications must be submitted by the teacher and postmarked no later than the published deadline. Failure to do this will prevent the acceptance of the application except in unusual circumstances, which must be approved by the Event Chair and the State Orchestra Section Chair.

2. Personally register his/her students unless the Event Chair has approved a qualified substitute in advance.

3. Financial Obligation: Each director must pay all required fees by use of school check, booster club check or cashier's check.

4. Notify the Event Chair and his/her students where he/she may be reached in case of an emergency.

5. Accept responsibility for judging student auditions, as well as any other audition and event responsibilities as assigned.

6. Arrange transportation for his/her students for both auditions and event. Students are not permitted to drive their own cars, with the exception of students who live in the immediate area and who are not overnight guests.

7. Adhere to Article I of this document.

J. Region Orchestra Audition Form Scoring: Students will be allowed one "restart" without penalty for each of the three components of the audition. Subsequent restarts should be assessed a penalty in each of the judges' scores. In the event of ties of the total score, the Event Chair will seat students according to their 1) sight-reading score, 2) required solo score, and then 3) scales score.

1. Scales/Arpeggios: 30 points (5 each)
Articulation/Bowing
Rhythm/Steadiness
Tempo
Accuracy
Intonation
Musicianship/Tone

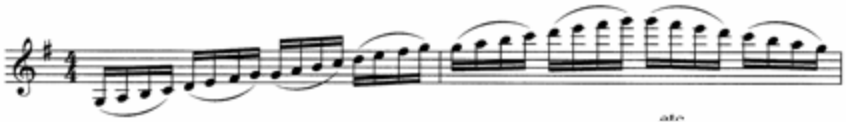
2. Sight-reading: 30 points (5 each)
Articulation/Bowing
Rhythm/Steadiness
Tempo
Accuracy
Intonation
Musicianship/Tone

3. Required Solo: 60 points (10 each)
Articulation/Bowing
Rhythm/Steadiness
Tempo
Accuracy
Intonation
Musicianship/Tone
120 possible points

K. Audition Requirements 1. Strings

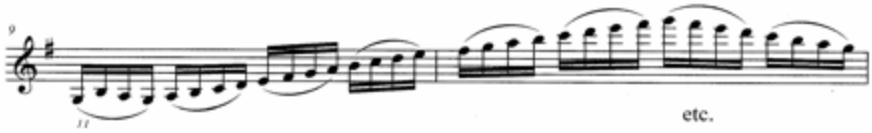
a. Scales and Arpeggios: Perform all scales and arpeggios from memory. The tonic may be repeated in each octave. Perform scales as sixteenth notes at a minimum tempo of quarter note = 50. Perform arpeggios the same number of octaves as the corresponding scales, eighth note triplets at a minimum tempo of quarter note = 50. Acceptable variations are listed below.

NCMEA:



Sevcik:

Galamian:



Violin: C, G, D, A, B-flat major 3 octaves; F major 2 octaves; any melodic minor of the student's choice 3 octaves. Slur scales 4 notes per bow and arpeggios 3 notes per bow.
Viola: C, G, D, F major 3 octaves; A, B-flat major 2 octaves; any melodic minor of the student's choice 3 octaves. Slur scales 4 notes per bow and arpeggios 3 notes per bow.
Cello: C, G, D, F major 3 octaves; A, B-flat Major 2 octaves; any melodic minor of the student's choice 3 octaves. Slur scales 4 notes per bow and arpeggios 3 notes per bow.
Double Bass: C, D, B-flat major 1 octave; F, G, A major 2 octaves; any melodic minor of the student's choice 2 octaves. Slur scales 2 notes per bow and arpeggios separate bows.

b. **Sight-reading**: The sight-reading selections will be 8 measures in length and grade IV in difficulty level. New selections will be composed specifically for auditions each year. Each student will be allowed a 30 second preview period during which he/she may finger or air-bow but may not play the instrument. The judges will use a metronome to provide the correct tempo before the preparatory period begins, and again before the student begins to play. The metronome will not be used during the preparatory period or during the sight-reading performance.

c. **Required Solo: The solos are on a 4-year rotation**.

Violin:
2016-17 Concerto in A Minor, 1st mvt, J. S. Bach
2017-18 Concerto No. 23 in G Major, 1st mvt, solo entrance to first tutti, Viotti
2018-19 Sonata No. 4, 2nd mvt, "Allegro," Handel
2019-20 Concerto No. 4, 1st mvt, Seitz

Viola:
2016-17 Processional, from Meditation and Processional, Bloch
2017-18 Viola Concerto, 1st and 2nd mvts, Telemann- The edition used must include the treble clef orchestral tutti passage at the end of the 2nd mvt.
2018-19 Unaccompanied Cello Suite No. 1, Courante & Minuets, J. S. Bach
2019-20 Concerto No. 1 in D Major, Op. 1, 3rd mvt, Stamitz International Edition

Cello:
2016-17 Sonata No. 1 in B-flat major, 1st and 2nd mvts, from Six Sonatas for the Cello, Vivaldi
2017-18 Unaccompanied Cello Suite No. 1, Courante, J. S. Bach
2018-19 Sonata No. 3 in A minor, 2nd mvt, from Six Sonatas for the Cello, Vivaldi
2019-20 Unaccompanied Cello Suite No. 3, 1st and 2nd Bouree, J. S. Bach

Bass:
2016-17 Sonata No, 5, 2nd mvt. Vivaldi
2017-18 Etude No. 17, from 30 Etudes for the String Bass Player, Simandl
2018-19 Gavotte, Bach/Zimmerman
2019-20 Sonata No. 2, 2nd mvt, Marcello- Schirmer edition preferred

2. Woodwinds, Brass, and Percussion: All Regional Orchestra woodwinds/brass/percussion scale and solo requirements shall be the same as the current Senior High (11/12 Grade) All-State Honors Band audition requirements. These requirements are posted at the NCMEA Band Section website at www.ncbandmasters.org.

V. Junior Eastern and Western Region Orchestras

A. **Conductors**: The Jr. Region Event Chair will select the conductors. The Jr. Region Event Chair will solicit input from the region membership regarding appropriate conductors. Conductors shall be paid a

daily rate that shall not exceed $400.00 per day plus expenses. This rate may be negotiated and set by the Jr. Region Event Chair. The Jr. Region Event Chair will provide the Conductor with a written agreement stating the daily rate and current reimbursement rates.

B. Scheduling: The Jr. Regional Orchestras shall perform in the spring of each year in the months of April or May.

C. Elected Event Chair (One for Each Region). An honorarium of $300.00 will be paid to the Event Chair. The specific responsibilities of the Jr. Eastern and Western Region Orchestra Event Chair shall be determined by each region.

D. Audition Chair: An honorarium of $200.00 shall be paid to the Audition Chair. The responsibilities of the Audition Chair shall be determined by each region.

E. Audition Site Host: An honorarium of $100.00 will be paid to the Audition Site Host. The responsibilities of the Audition Site Host shall be determined by each region.

F. Event Site Host: An Honorarium of $l00.00 per day will be paid to the Event Site Host. The responsibilities of the Event Site Host shall be determined by each region.

G. Student Participants

1. Eligibility: In order for a student to audition for and/or participate in a Junior Region Orchestra, he/she must be in the 5th, 6th, 7th, or 8th grade. The string student must be a currently enrolled, full-time member of his/her school orchestra, if one exists. The student's director must be a current member of NCMEA. If there is no orchestra program in the student's school, then the student's youth orchestra director or private teacher may serve as sponsor, provided he/she is a current member of NCMEA and agrees to fulfill all other responsibilities of the director as detailed in section I, below. Student participants who are homeschooled must show proof of home-school status as part of his/her registration. The student must attend a school in North Carolina.
2. **Audition Requirements**: The Student must prepare all published requirements and meet all standards listed on the grading form, below. Requirements include (1) scales and arpeggios to be played from memory; (2) a required solo; and (3) sight-reading. Scale and arpeggio requirements, sight-reading rules and a list of required solos are listed below.
3. **Financial Obligations**: Each student must pay the required audition fee to his/ her director.
4. **Code of Conduct**: Each student shall behave in an acceptable manner as set by his/her school. Attendance at all activities of the Junior Region Orchestra is required. Failure to conform to the code of conduct will result in consequences as set forth in Article II, "Rules of Student Behavior."

H. Director's Obligations

1. Secure and certify all data necessary for each student's eligibility and participation and see that all deadlines are met. Applications must be submitted by the director and postmarked no later than the published deadline. Failure to do this will prevent the acceptance of the application except in unusual circumstances, which must be approved by the Event Chair and the State Orchestra Section Chair.

2. Personally register his/her students unless the Event Chair has approved a qualified substitute in advance.

3. Financial Obligations: Each director must pay all required fees by use of **school check, booster club check or cashier's check**.

4. Notify the Event Chair and his/her students where he/she may be reached in an emergency.

5. Accept responsibility for judging student auditions, as well as any other audition and event responsibilities as assigned.

6. Arrange transportation for his/her students for both auditions and events, with the exception of students who live in the immediate area and are not overnight guests.

7. Adhere to Article I of this document, "Director's Responsibilities for all NCMEA Orchestra Events."

I. Junior Region Orchestra Audition Form Scoring: Students will be allowed one "restart" without penalty for each of the three components of the audition. Subsequent restarts should be assessed a penalty in each of the judges' scores. In the event of ties of the total score, the Event Chair will seat students according to their 1) sight-reading score, 2) required solo score, and then 3) scales score.

1. Scales/Arpeggios: 30 points (5 each)
Articulation/Bowing
Rhythm/Steadiness
Tempo
Accuracy
Intonation
Musicianship/Tone

2. Required Solo: 60 points (10 each)
Articulation/Bowing
Rhythm/Steadiness
Tempo
Accuracy
Intonation
Musicianship/Tone

3. Sight-reading: 30 points (5 each)
Articulation/Bowing
Rhythm/Steadiness
Tempo
Accuracy
Intonation
Musicianship/Tone

120 possible points

J. Junior Region Orchestra Audition Requirements

1. Scales: Perform all scales and arpeggios from memory. The tonic may be repeated in each octave. Perform scales as sixteenth notes at a minimum tempo of quarter note = 50. Perform arpeggios the same number of octaves as the corresponding scales, eighth note triplets at a minimum tempo of quarter note = 50.

a. Violin, Viola, Cello: C, G, D major 2 octaves; F major 1 octave; any melodic minor of the student's choice 1 octave. Slur scales 4 notes per bow and arpeggios 3 notes per bow.

b. Bass: C, D, F major 1 octave; G major 2 octaves; any melodic minor of the student's choice 1 octave. Slur scales 2 notes per bow and arpeggios separate bows.

2. Required Solo: The solos are on a 4-year rotation. All solos are from Solo Time for Strings, Book IV, by Etling. Each solo is to be prepared by all instruments.

a. 2016-17 Air Varie, DeBeriot, p. 12
b. 2017-18 Petite Bouree, DeProsse, p. 9
c. 2018-19 Sonatina, Breval, p. 13
d. 2019-20 Allegro, Mozart, p. 24

3. Sight-reading: The sight-reading selections will be 8 measures in length and grade II in difficulty level. New selections will be composed specifically for auditions each year. Each student will be allowed a 30 second preview period during which he/she may finger or air-bow but may not play the instrument. The judges will use a metronome to provide the correct tempo before the preparatory period begins, and again before the student begins to play. The metronome will not be used during the preparatory period or during the sight-reading performance.

VI. Music Performance Adjudication

A. Purpose

1. Orchestra members shall have the opportunity to perform for other groups and to hear other groups perform.
2. Each orchestra shall receive ratings unless otherwise requested by the director.
3. Each orchestra shall receive comments from the adjudicators according to NAfME's adjudication standards.

B. Scheduling: The Music Performance Adjudication (MPA) will be held in each region in the spring of each year.

C. Elected Planning Chair (preparation for the event) and the **Elected Event Chair** (on site the week of the event) shall each receive an Honorarium of $300.00 plus expenses. If one person fills both roles as Planning Chair and Event Chair, they shall receive both Honoraria (total $600.00) plus expenses. The responsibilities of the **Planning Chair** are as follows:

1. Appoint a Site Host. In certain situations, co-chairs might be appointed for each site, with the responsibilities being divided between them.
2. Communicate with the Site Host in order to assist with any problems that might arise.
3. Secure the services of four adjudicators. One adjudicator will judge sight-reading. Adjudicators shall be paid an amount that shall not exceed $300.00 per day plus expenses.
4. Collect necessary W-9 forms and signed agreement that indicates all of the conditions of the agreement (dates of event, daily honorarium, travel expenses, food, etc.).
5. Provide a financial statement, appropriate W-9 forms and receipts to the NCMEA Executive Director within 45 days of the conclusion of MPA. All remaining funds, after bills and

expenses are paid, shall be sent to the NCMEA Executive Director to be deposited in the designated Orchestra account.

6. The Planning Chair will pay the honorarium to the adjudicators and site host. The NCMEA Executive Director will issue payment of the Planning Chair's honorarium upon receipt of the financial reports and other necessary documentation.
7. Inform participating directors of dates, site, fees and the registration deadline.
8. Maintain a current *North Carolina MPA Repertoire List* of selections.
9. Maintain and review records of literature performed by each ensemble. Records must be kept for at least three years for middle school ensembles and four years for high school ensembles.
10. Notify participating directors in advance concerning:
    a. The schedule of events.
    b. Directions to the site.
    c. A list of responsibilities for directors and students pertinent to that site. General responsibilities are listed in the Constitution and Bylaws.
11. Provide copies of the performance schedule.

D. Elected Event Chair: The Event Chair's responsibilities are as follows:

1. Provide a financial statement, appropriate W-9 forms and receipts to the NCMEA Executive Director and Region Treasurer within 45 days of the conclusion of MPA. All remaining funds, after bills and expenses are paid, shall remain with the Region Treasurer.
2. The Region Treasurer will pay the honorarium to the adjudicators and Site Host. The NCMEA Executive Director will issue payment of the Event Chair's honorarium upon receipt of the financial reports and other necessary documentation.
3. Compile and forward ratings to the State Orchestra Section Chair for publication.
4. Provide emergency evacuation procedures to all directors and participants prior to the event.
5. Provide secretarial assistance to type performance evaluation forms for use by the adjudicators, compile packets of music for the judges, type certificates of performance and perform other clerical duties.
6. Provide pages to run errands, assist in moving groups from one area to another, serve as stagehands, and help with any problems that might arise.
7. The scores for sight-reading will be reported separately from scores for the prepared selections and will not be computed into the overall score.
8. The overall score will be computed by the average of each group's rating, not the average of the numerical score.

E. Event Site Host: An honorarium of $l00.00 per day will be paid to the Event Site Host. In the event of co-chairs, the amount will be divided between the two. The responsibilities of the Event Site Host are as follows:

1. Provide facilities for instrument storage, a warm-up room, a performance area, chairs, stands, keyboard instruments and percussion equipment.
2. Ensure that recruiting of MPA participants by colleges and universities does not take place.

F. Adjudicator's Duties

1. Adjudicators will complete the evaluation/constructive criticism on the performance evaluation sheet for each group they hear. Ratings will be given unless otherwise requested by the director.
2. Ratings will be determined by NAfME's standards.

3. Adjudicators will refrain from working with any ensemble participating in the same region that they are judging from the start of second semester to MPA. Any exceptions due to unusual/unforeseen circumstances must be approved by the State Orchestra Section Chair.

G. Student Participants

1. Eligibility: In order for a student to participate in MPA, he/she must be a currently enrolled full-time member of his/her school orchestra. In schools where there is no full orchestra program, wind, brass and percussion players are eligible if they are currently enrolled full-time members of their school band. Students who attend a school which has a four (4) period day must be enrolled and receive one (1) full credit. The student's instrumental director, as appears on the official school transcript, must be a current member of NCMEA. Students must attend a North Carolina school.
2. With the exception of accompanists, performers must not exceed the 12th grade.
3. No student may participate in more than one group except in unusual circumstances, which must be approved by the Planning Chair and the State Orchestra Section Chair.
4. Groups may perform both string and full orchestra selections in a single performance.

H. Director's Obligations, Eligibility and Regulations

1. Directors must show their current NCMEA membership cards at registration.
2. Applications must be submitted by the teacher and postmarked no later than the published deadline. Failure to do so will prevent the acceptance of the application except in unusual circumstances, which must be approved by the Planning Chair and the State Orchestra Section Chair.
3. All groups should perform two compositions chosen from the current *North Carolina MPA Repertoire List*. One must be from a classification as registered, and a second may be at the same level or one level above. A third may be of the director's choice. A director may not repeat the same repertoire with the same ensemble during any four-year period for high school groups, or during any three-year period for middle school groups.
4. Schools may be combined if they normally perform together, are taught by the same director, and include all members. Youth Symphonies, select groups, or groups taught by more than one teacher are not eligible.
5. If performing for comments only, any combinations of ages and schools are acceptable.
6. All directors are required to furnish three original scores of each composition, with all measures numbered, to the Event Chair at registration.
    a. If original scores are not available, written verification of that fact from the publisher is required.
    b. Copy permission may only be obtained from the music publisher for items that are out of print or backordered. Photocopied scores or scores printed from public domain websites (ie: IMSLP) may not be used for scores that were ordered late.
7. Time limits for performing groups include setting up and performing. Time limits will be strictly enforced.
    c. Grades I-II: 25 minutes
    d. Grades III-IV: 35 minutes
    e. Grades V-VI: 40 minutes
8. Each orchestra may enter the warm-up room one event ahead of performance time.
9. Any group arriving late will perform only at the discretion of the Event Chair.

10. Each director will attend to the behavior of his/her students. Failure to stop disruptive behavior will result in the group not being able to participate in the MPA the following year.
11. Directors and students are reminded that no one is to leave or enter the performance site during any group's performance. There will be no talking during a performance.
12. Directors must instruct students not to go into any part of the building other than the part being used for the MPA.
13. Directors are responsible for providing a stage crew from their school to assist in setting up the stage for their performance.
14. Directors may not include any unsolicited information, which is intended for the judges when they submit their registration materials or scores. This includes a description of the orchestra program and the experience level of the students.

I. Sight-Reading

1. Sight-Reading will be required for all groups performing in grades III-VI. Groups entering in grades I and II will not participate in sight-reading.
2. Sight-Reading selections will be two grade levels below that of the prepared selections for each grade level for groups entering in grades III through VI.
3. The sightreading score will be combined with the stage score to compute an overall score for the performing group. The following chart will be used as a guide in arriving at a final rating when using four judges (three judges from the concert portion and one judge from the sightreading portion.) All possible combinations are included. The Roman numerals at the top refer to the final ratings; the numbers below refer to ratings given by each judge.

RATING I	RATING II	RATING III	RATING IV	RATING V
1111	1114	1145	1455	4555
1112	1115	1155	1555	5555
1113	1123	1235	2355	
1122	1124	1244	2445	
	1125	1245	2455	
	1133	1255	3345	
	1134	1334	3355	
	1135	1335	3444	
	1144	1344	3445	
	1222	1345	3555	
	1223	1355	4444	
	1224	1444	4445	
	1225	1445	4455	
	1233	2225		
	1234	2234		
	1333	2235		
	2222	2244		
	2223	2245		
	2224	2255		

VII. Regional Stringed Instrument Solo and Ensemble Festival

A. Scheduling: The Stringed Instrument Solo and Small Ensemble Festival will take place each year at the discretion of the region.

B. Elected Event Chair (one for each region): An honorarium of $300.00 will be paid to the Event Chair. The responsibilities of the Event Chair are as follows:

1. Select an appropriate site that provides the necessary facilities and equipment for warm-up and concert areas.
2. Provide facilities for registration of the students and directors.
3. Provide the necessary forms and information to regional membership.
4. Collect forms and fees from the directors.
5. Purchase appropriate supplies and obtains forms and certificates through NCMEA.
6. Secure one (1) judge for each performance area.

C. Student Participation

1. Eligibility: In order for a student to participate in Solo and Ensemble, he/ she must be a currently enrolled full-time member of his/her school orchestra, if one exists. In schools where there is no orchestra program, students may be sponsored by their youth orchestra director or private teacher. The student's instrumental director, as appears on the official school transcript, must be a current member of NCMEA. If there is no orchestra or band program in the student's school, then the student's youth orchestra director or private teacher may serve as sponsor, provided he/she is a current member of NCMEA and agrees to fulfill all other responsibilities of the director. Student participants who are home-schooled must show proof of home-school status as part of his/her registration. The student must attend a school in North Carolina.

2. Students may select any solo or ensemble to perform at the festival. There will be one judge supplying written as well as taped comments. Each participating solo or ensemble must provide the judge with a complete score with each measure numbered, all cuts clearly marked, showing piano accompaniment AND solo line for solos/duets, and a full score for the ensembles. Piano reductions, etc., are not acceptable as a full score. If original score is not available, written permission from the publisher must be obtained in or to use copies.

3. "Small ensemble" is defined as a group of 3-11 musicians. Any ensemble above 11 members is eligible to participate in Music Performance Adjudication. Any configuration of stringed or mixed chamber ensemble is acceptable.

4. If accompaniment is written for the solo/duet, it is required for the festival performance. Any solo/duet that is performed without written accompaniment will be deemed as an incomplete musical performance and will receive no grading or certificate. The performance will receive comments only.

D. Director's Obligations

1. Secure and certify all data necessary for each student's eligibility and participation and see that all deadlines are met. Applications must be submitted by the teacher and postmarked no later than the published deadline. Failure to do this will prevent the acceptance of the application

except in unusual circumstances, which must be approved by the Event Chair and the State Orchestra Section Chair.

2. Personally register his/her students unless the Event Chair has approved a qualified substitute in advance.
3. Adhere to Article I of this document "Director's Responsibilities for All NCMEA Sponsored Activities."

VIII. Performance at Fall Conference

A. Individual school orchestras may apply to perform as part of the NCMEA Fall In-Service Conference. Application forms and requirements may be found on the NCMEA Orchestra Section Website and the NCMEA website. Applications shall include a quality audio CD or DVD with no more than 2 selections that are indicative of the performance level of the ensemble. The application recording must have been produced during the school year that it is submitted. Applications must be received no later than March 15, the year of the conference.

IX. Region Teacher-of-the-Year

A. Each region shall submit nominations for Teacher of the Year through the NC Orchestra Section website no later than September 20 each year. Voting will be available on the website from September 21-30. The teacher with the highest amount of votes in each region will be recognized as Teacher of the Year at the NC All-State Honors Orchestra Concert each November.
B. Nominating parties, nominated members and voting members must be active or retired members of the NCMEA Orchestra Section.
C. Teachers may vote for one candidate per region.
D. The list of past winners will be posted on the orchestra website.
E. Recipients may not receive the award more than once in a ten year period.

X. Lifetime Achievement Award

A. Teachers who have dedicated 20 or more years of active service to teaching orchestra in the state of North Carolina may be nominated for the NCMEA Orchestra Lifetime Achievement Award.
B. Recipients must be current active or retired members of NCMEA.
C. Nominations must be made by an active or retired NCMEA Orchestra member.
D. Materials for completing the nomination process may be obtained from the orchestra website or from the NCMEA Orchestra section chair.
E. Nominations are due by September 20th of the year in which they are to be presented.
F. All nominations will be reviewed by the Orchestra Executive Board.
G. Recipients will be presented with the award at the annual North Carolina Honors Orchestra concert.

XI. Financial Procedures

Policies and Procedures of the NCMEA Orchestra Section

Updated January 2018

A. Event Chair Honorariums

1. Honorariums will be paid by the NCMEA Executive Director after **all** outstanding financial obligations have been paid and all paperwork is validated.
2. All required paperwork must be mailed to the NCMEA Executive Director within 30 days after the event.
3. In addition, all quarterly reports (Form 105) must be mailed to the NCMEA Orchestra Section Chair no later than October 15, January 15, April 15, and July 15 each year. Copies of your quarterly reports must be sent in with your End-of-Year Report (Form 102) to the NCMEA Executive Director no later than July 15.
4. Honorariums:
    a. NC All-State Honors Orchestra - $300
    b. Solo & Ensemble Event Chair - $300
    c. Region Orchestra Audition Chair - $200
    d. Region Orchestra Audition Site Chair - $100
    e. Region Orchestra Event Chair - $300
    f. Region Orchestra Site Chair - $100 per day
    g. MPA Planning Chair -$300
    h. MPA Event Chair - $300
    i. Jr. Region Orchestra Audition Chair - $200
    j. Jr. Region Orchestra Audition Site Chair - $100
    k. Jr. Region Orchestra Event Chair - $300
    l. Jr. Region Orchestra Site Chair - $100 per day

B. Reimbursement Guidelines

1. Audition Chairs

a. Office supplies and copies
b. Hotel (if longer than a two hour drive to audition site) for the day prior to the auditions up to the NCMEA rate
c. Meals (1 breakfast/1 lunch/1 dinner) up to the NCMEA rate
d. Mileage at the NCMEA rate in a personal vehicle
e. Must use Form 201 – NCMEA Payment/Expense Reimbursement Form and follow all guidelines as listed on the form

2. Event Chairs

a. Postage
b. Office supplies and copies
c. Hotel expense up to the NCMEA rate
d. Meals (1 breakfast/1 lunch/1 dinner per day) up to the NCMEA rate
e. Mileage at the NCMEA rate in a personal vehicle
f. Other related general expenses (purchase of music, etc.)
g. Must use Form 201 – NCMEA Payment/Expense Reimbursement Form and follow all guidelines as listed on the form

C. Substitute Pay for NCMEA Orchestra Section Event Chairs

1. Any student event chair may have their substitute paid for by the event receipts if the event chair submits a request to the NCMEA Orchestra Section Chair thirty days prior to the event.

Included with the request should be a letter from the principal that states the cost of the substitute for the day(s) of the event. The NCMEA Orchestra Section Board of Directors will review and take action on any request submitted at the NCMEA Orchestra Section Board of Directors meeting held prior to the NCMEA Orchestra Section Business Meeting which will be held on Sunday afternoon of the NCMEA Professional Development Conference. If approved, a copy of the approval letter (email acceptable) from the NCMEA Orchestra Section Chair must be included in the Student Event Financial Report that is submitted to NCMEA after the end of the event.

D. NCMEA Orchestra Section Board of Directors Reimbursement Guidelines

1. The NCMEA Orchestra Section Board of Directors may schedule meetings out of necessity. These meetings will be pre-announced and may include attendance at all regional business meetings. The NCMEA Orchestra Section will be responsible for the following expenses:

- **a.** Office supplies and copies
- **b.** Hotel expense up to the NCMEA Rate (if longer than a two hour drive to meeting site)
  - i. Two to a room
  - ii. If board members request a room for themselves, they will pay 1/2 of the cost of the room.
- **c.** Meals (1 breakfast/1 lunch/1 dinner per day) up to the NCMEA Rate
- **d.** Mileage at the NCMEA Rate
- **e.** Must use Form 201 – NCMEA Payment/Expense Reimbursement Form and follow all guidelines as listed on the form

E. NCMEA Orchestra Section Committee Reimbursement Guidelines

1. Committees formed at the NCMEA Orchestra Section Business Meeting may need to meet out of necessity. The NCMEA Orchestra Section will be responsible for the following expenses:

- **a.** Office supplies and copies (Committee Chair)
- **b.** Other expenses to be approved by the NCMEA Orchestra Section Board of Directors
  - **i.** Committee Chair will submit the committee's date(s) of meeting(s) and location(s) and submit to the NCMEA Orchestra Section Chair for board consideration.
- **c.** Must use Form 201 – NCMEA Payment/Expense Reimbursement Form and follow all guidelines as listed on the form
- **d.** Any expenses not covered by these guidelines will not be reimbursed

F. MPA Sight-Reading

1. Each year, the NCMEA Orchestra Section will fund the composition of the MPA sight-reading exercises. Unless approved by the NCMEA Orchestra Section Executive Board, the compensation shall not exceed $1600.

G. Event Financial Procedures

1. All Region and Jr. Region Orchestra events will be handled financially at the region level by the Region Treasurer.

- **a.** If it is decided that the event needs an account separate of the region account (recommended), two people must be named on the account. For example, if one person is chairing auditions and another person is chairing the event, both names should appear on the account. These two people would be responsible for all finances and will

turn in any surplus (minus enough to keep the account in good standing) to the Region Treasurer. If only one person is in charge of the event, he/she must find another NCMEA orchestra member to be named as the second person on the account. (It is a NCMEA policy to have two names on all accounts).

b. If the Event Chair does not wish to open a separate financial account, all paperwork must be completed according to NCMEA financial guidelines and submitted to the appointed region treasurer. This means that all deposits for registration and all other financial obligations will be sent to the Region Treasurer. (Checks for honorariums and reimbursements will only be written by the Region Treasurer according to the submitted financial reports after the event has occurred).

2. All MPA and Solo & Ensemble events will be handled financially at the state level through the NCMEA Executive Director.

a. The Planning Chair will pay the honorarium to the adjudicators and site host. The NCMEA Executive Director will issue payment of the Planning Chair's honorarium upon receipt of the financial reports and other necessary documentation.