

Maryland Music Educators Association

Maryland Band Directors Association



Policies and Procedures

Introduction

Maryland Music Educators Association and its component organizations, Maryland Band Directors Association, Maryland Choral Educators Association, and Maryland Orchestra Directors Association, sponsor statewide festival events for students every year. These include the All State Ensembles, the Solo and Ensemble Festivals and the State Band, Chorus and Orchestra Festivals. The eligibility policy for the events appears in the MMEA August *All State Auditions Handbook* and on the MMEA Web page. Additional requirements are handled in the Policies and Procedures of each of the component organizations, MBDA, MCEA and MODA.

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I. ALL STATE BANDS

A. Participation in Junior Band, Senior Band and Jazz Band

1. General Policies

The Maryland Band Directors Association shall sponsor an All State Junior Band for instrumental music students in grades 7, 8 and 9; an All State Senior Band for instrumental music students in grades 10, 11 and 12; and an All State Jazz Band for instrumental music students in grades 10, 11 and 12.

To participate in any of these bands, a student must attend an independent (private), parochial, or public school in Maryland. Students must be enrolled in a band class in their schools in the appropriate grade to audition for statewide activities. The music teacher who teaches the specific ensemble class must initiate the application for his or her students' audition, and all applications have to be signed by the school principal. If a high school uses an alternative scheduling model, students can participate in the years in which they receive full credit for ensemble classes. Students who do not participate in their school band class are not eligible.

Student membership for each band, selected on the basis of a state-wide audition, shall number 80-100 members for Concert Bands and at least 18 members for Jazz Band.

2. Instrumentation Recommendations

The literature and conductor determine the actual All State Band instrumentation. If a specific instrument is not included in a given year, that instrument is not open for audition.

All State Junior and Senior Bands

Piccolo – 1	Bassoon – 4	Trombone – 8
Flute – 8	Alto Saxophone – 4	Euphonium – 4
Oboe – 2	Tenor Saxophone – 1	Tuba – 5
English Horn – 1	Baritone Saxophone – 1	Percussion – 7
E flat Clarinet – 1	Horn – 8	String Bass – 1
B flat Clarinet – 20	Cornet/Trumpet (11)	Harp – 1
Alto Clarinet – 2	Cornet I – 3	Piano – 1
Bass Clarinet – 4	Cornet II – 3	
Contra Alto Clarinet – 1	Cornet III – 3	
Contra Bass Clarinet – 1	Trumpet I – 1	
	Trumpet II – 1	

All State Jazz Band

Alto Saxophone – 2	Trombone – 4	Piano – 1
Tenor Saxophone – 2	Bass Trombone – 1	Drum Set – 2
Baritone Saxophone – 1	Guitar – 1	Vibraphone – 1
Trumpet – 4	Upright/Electric Bass – 1	

B. Audition Requirements for All State Bands

1. General Policies

a) A student must be nominated for an All State audition by his/her school band director on a standard All State Band nomination form provided by MBDA. This form is published in the MMEA August *All State Auditions Handbook*.

b) The nomination form must be correctly filled out and signed by the director and the principal and sent to the Executive Director of the Maryland Music Educators Association. All nominations must be mailed in one envelope and received no later than the published deadline date. A fee of \$35.00 per student must accompany the late forms (check or money order payable to MMEA).

c) Directors and teachers should not misconstrue the All State Band audition as an audition experience or an opportunity for adjudication. The event is solely an audition for All State Band membership selection.

d) Requests for audition scores may be made by teachers in writing on school letterhead to the MMEA Executive Director, with a self-addressed stamped envelope enclosed.

e) All deadline dates are for receipt of applications and will be strictly enforced.

f) No student may audition on more than one instrument (except for flute/piccolo, oboe/English horn and E flat clarinet/B flat clarinet). Flute players wishing to be considered for piccolo parts, oboe players wishing to be considered for English horn parts and clarinetists wishing to be considered by E flat clarinet parts should bring those instruments with them to the audition and will be asked to demonstrate their proficiency on those instruments.

g) In the event that a student arrives at the audition with the incorrect audition music prepared, the student will be given the correct music and up to an hour to prepare the correct music before the audition.

2. All State Junior and Senior Bands

Required Music

- MBDA publishes the required music for audition preparation in the MMEA August *All State Auditions Handbook*.
- It shall be the student's responsibility to secure the music and prepare it (with the teacher's assistance) for the audition event.
- Only an excerpt will be performed. The entire piece will not be required.
- The excerpts of the required pieces will be posted in the warm-up room and at the entrance to each audition room.

Sight Reading

- Sight reading will be required.

Wind Instruments

There will be two judges in each room. Scores of the two judges in each room will be averaged. Clarinets, flutes, trumpets, and saxophones may be sent to a finals room after the first audition. If a student is to go to the finals room, the preliminary room judges will issue the student a “Finals Room Pass.” Those students will then go to the registration desk to sign up for the finals room.

Scales for Winds

- Each student will be asked to perform the chromatic scale and one major scale for the instrument, selected from the following keys: C, F, G, D, A, E, B flat, E flat, A flat.
- Scales must be performed from memory.
- Scales will be selected by the adjudicator according to the level of the selection being performed.
- Scales are to be played evenly and smoothly in a 16th note pattern at a metronome speed of quarter = 72.
- All scales are to be played ascending and descending a minimum of one octave, except flute and soprano clarinet, who shall perform the scales a minimum of two octaves.

Percussion Instruments

General Requirements

- The percussionist will be required to perform on snare drum, bass drum, keyboard percussion, timpani, crash cymbals and tambourine.
- The above instruments will be divided into three audition rooms and will have two adjudicators in each room.
- Scores of all six judges will be averaged together.
- An explanation of this process, techniques and music to be performed can be found in the August *All State Auditions Handbook*.
- Percussion instruments provided at the audition are a minimum 4-octave marimba, a xylophone, four timpani, snare drum, tambourine, cymbals, and bass drum. A bass drum mallet will be provided.
- Students may bring their own snare drum, tambourine, and/or cymbals.
- All percussionists are expected to provide their own snare drum sticks, keyboard mallets, timpani mallets, and a pitch source for tuning the timpani.

Snare

- Perform the rudiments and music excerpts as outlined in the August *All State Auditions Handbook*.
- Students will be required to sight read.

Keyboard Percussion

- Perform the scales and music excerpts as outlined in the August *All State Auditions Handbook*.
- Students will be required to sight read.

Timpani

- Tune the drums as outlined in the August *All State Auditions Handbook*.
- Play the required music.
- Students will be required to tune the timpani from a single pitch for the sight reading.

Performance Techniques for Other Percussion Instruments

- Although there is more than one acceptable technique that can be used for performance, students sometimes use improper techniques, which result in a less than optimal musical effect. The adjudicators have the right to lower scores for the use of improper techniques. Scores of all the instruments will be averaged together.
- Perform excerpts for auxiliary instruments as outlined in the August *All State Auditions Handbook*.

3. All State Jazz Band

Eligibility Requirements

A student must attend an independent (private), parochial, or public school in Maryland, be in grades 10, 11, or 12 and must be enrolled in and be active participants in their school band, orchestra or jazz ensemble, in order to be eligible to participate in the All State auditions. *Students who do not participate in their school band or orchestra program are not eligible.* Teachers with questions about eligibility should contact the MMEA Executive Director at the numbers provided at the front of this publication.

Audition Requirements

It is the director's responsibility to either download the audition materials from the MMEA website (MMEA-Maryland.org) to give to students or to provide the web address to students so they may access the audition materials, including the MP3 file.

Students will be required to play:

- All instruments except drums: Perform the scales as written in the audition materials.
- Perform music excerpts as indicated.
- **(Not required)** Perform improvisation with the MP3 file available at the MMEA website.
- Students auditioning for the rhythm section (drum set, piano, bass, guitar, vibraphone) will be required to play the groove/time style at the tempo indicated.

No music needs to be purchased. Everything is provided.

Submission Requirements

- Auditions for the All State Jazz Band will be submitted on videotape or DVD. Students may audition for the Senior Band, Orchestra, or Chorus and Jazz Band. (If a student is selected for two groups, he/she will be able to perform in both ensembles!) Directors must submit a nomination/tape authentication form with each videotape/DVD for jazz audition to be received by the date indicated in the August *All State Handbook*.
- Directors must submit a nomination form for each event for which a student is auditioning by the deadline. School music directors are to supervise the audition recording process and review each video tape/DVD before submission. Please refer to the All State Jazz Band Video Recording Authentication Form for recording process guidelines.
- A date and time stamp must be visible at all times on the recording, or, if no stamp is available, an analog clock with a sweep second hand must be visible on the recording at all times.
- All students playing the improvisation from the required selection should perform those solos with the required audio track playing in the background.
- No video effects (i.e., fade in, fade out, cross fade) are permitted.

A tape or DVD will be disqualified if these procedures are not followed, if a completed and signed Nomination/Tape Authentication Form does not accompany the tape or DVD, or if the tape or DVD is received after the deadline.

C. All State Band Notification and Acceptance

All teachers who nominate students for an All State audition will receive the list of accepted students. Selected students receive all information and commitment materials from the nominating teacher.

Those materials include the “Rules Governing Maryland All State Ensembles,” and the student, parent and principal sign the student contract that attests to understanding what is required of the students, including the rules. A student who violates those rules will be dismissed from the group and may face consequences at the school.

Music is sent to the nominating teacher, who should monitor the preparation of the student. Students/parents are responsible for fees that cover hotel and meals, and parents are responsible for transportation to the first rehearsal site and from the performance site.

II. STATE FESTIVAL DISTRICTS

District 1 – Prince George’s County
 District 2 – Montgomery County
 District 3 – Anne Arundel County
 District 4 – St. Mary’s County
 District 5 – Caroline, Dorchester, Kent,
 Queen Anne’s, Somerset, Talbot,
 Wicomico and Worcester counties
 District 6 – Harford County
 District 7 – Baltimore County

District 8 – Carroll County
 District 9 – Allegany and Garrett counties
 District 10 – Baltimore City
 District 11 – Charles County
 District 12 – Calvert County
 District 13 – Howard County
 District 14 – Frederick County
 District 15 – Washington County
 District 16 – Cecil County

Districts may collaborate on festival events if they so choose.

Applications for State Festivals (Solo and Ensemble, Band) are made available to the person managing the District Festivals in advance of the events. This allows for immediate distribution of the applications to the teachers of those persons or ensembles who qualify for the State Festivals. The person who manages the District Festival must inform the MMEA Office of the eligibility lists for State Festivals in a timely manner.

Sight Reading music for District Band Festivals is sent to the person managing the District Band Festival in advance of the Festival. It is important for the District to inform the MMEA Office of the District Festival dates by January 10 each year.

III. STATE FESTIVALS

A. Levels and Ratings

1. Music Difficulty Levels

Participants may enter festival events on six (6) grade levels designated according to music difficulty. Each of the following levels will be open to students from any secondary school:

1 – Easy	4 – Moderately Difficult
2 – Moderately Easy	5 – Difficult
3 – Average	6 – Very Difficult

2. Performance Ratings

The Maryland Rating System will be used in all solo and ensemble festivals:

- I. Superior – The best possible performance. This rating might be compared to a percentage of 96-100.
- II. Excellent – A performance of distinctive quality but not worthy of the highest rating due to minor defects in performance. This rating might be compared to a percentage of 90-95.
- III. Average – A performance showing some accomplishment and promise but lacking inessential musical qualities. This rating might be compared to a percentage of 80-89.
- IV. Fair – A performance that is weak and uncertain and is comparable to a percentage of 74-79.
- V. Poor – A performance that reveals lack of preparedness and musical understanding.

Where the director or teacher desires, the entrant(s) may perform for a “Comments Only” category at the district festival only. There will be no rating given nor will entrants qualify for participation at the State level.

B. Solo and Ensemble Festival

1. Eligibility

To participate in the Maryland State Solo and Ensemble Festival, a student must attend a public, parochial or independent (private) school in Maryland. Students must be enrolled in a band class in their secondary school in the appropriate grade to audition for statewide activities. The music teacher who teaches the specific ensemble class must initiate the application for his or her students, and all applications have to be signed by the school principal. If a high school uses an alternative scheduling model, students can participate in the years in which they receive a full credit for ensemble classes. Students who do not participate in their school band class are not eligible.

Only those soloists or ensembles that receive a I rating in the District Festival on music grades 2 through 6 are eligible to enter the State Solo and Ensemble Festival at the same grade level that they entered at the district level.

In special cases, a soloist or an ensemble may contact the festival manager of another district to request permission to perform in another district festival. However, a soloist or ensemble may not enter (for rating or comments) more than one district festival. For the State Solo and Ensemble Festival, all soloists and ensembles must perform on the scheduled date at the State Festival site.

No substitutions of personnel or any change of music as stated on the application will be allowed. The person or persons who qualify at the district level must be the same person or persons who perform at the state level.

Although District Chairpersons are responsible for organizing their District Solo and Ensemble Festival in a manner which best suits the needs of their districts, it is to be understood that any solo or ensemble participant must have participated in a District Festival that meets the following State Solo and Ensemble Festival policies:

Entrance Limitations

Schools may send as many soloists and ensembles in any event that they desire. A student may perform in as many as three (3) events.

Music Requirement

Participants will perform for adjudication only a selection chosen from the current MBDA Graded Solo and Ensemble Selected Music List found on the MMEA Web page. The music from this list will determine the grade level entered.

Accompanist

All solos must be accompanied unless specifically written to be performed unaccompanied. Failure to provide an accompanist will result in a penalty of one rating lower. The teacher must submit an "Accompanist Form" for a person accompanying more than three students.

Music for Adjudicators

A complete measure-numbered score for each ensemble or a measure-numbered original of the solo for each soloist must be provided for the adjudicator. Failure to provide this music will result in a penalty of one rating lower. No photocopies of music are allowed. Any illegal photocopies used in a performance will result in lowering the score by one grade. The Maryland Band Directors Association expects full compliance with U.S. copyright laws for all music used in the festival.

Time Limit

The student is expected to prepare the piece as specified on the MBDA music list. A maximum of ten (10) minutes for an instrumental event will be allowed. In works that are more than ten (10) minutes, the adjudicator will determine the cuts.

Directing an Ensemble

Any direction of an ensemble, sextet or smaller, by the director or instrumental teacher will result in a penalty of one rating lower.

2. State Performance Requirements for Solo Events

All entrants except snare drum and timpani will be asked to perform the chromatic scale and one major scale appropriate for their instruments and grade level of solo performance. Scales will be selected from the following major keys: C, F, G, D, A, E, B flat, E flat, A flat. Scales are to be played evenly and smoothly in a 16th note pattern at a metronome speed of a quarter note = 72. All scales are to be played ascending and descending a minimum of one octave. Flutes and soprano clarinets will perform the scales a minimum of two octaves.

3. Festival Application Deadline and Fees

The Solo and Ensemble Festival application forms must be mailed in one envelope to the MMEA Executive Director and received by the published deadline date. A ten (10) day extension may be granted provided a late fee of \$35 accompanies the application forms (check or money order payable to MMEA).

The application form must be signed by the director and the school principal.

Entrants earning a rating of I are eligible for the State Festival. The District Festival shall distribute the State application for the State Solo and Ensemble Festival. Entrants must submit a *new application*. There must be a separate application for each event.

4. Rating Sheets

At the State Festival, the rating sheets of each performance will be given to the performer by the judge at the conclusion of the performance.

5. Awards

The MDDBA will award certificates to each soloist and each ensemble member participating in the festival. At the State Festival, medals may be purchased for participants who receive a I or II rating – blue ribbons for a I rating and red ribbons for a II rating.

C. State Band Festival

1. Eligibility

All school bands must perform in a Maryland District Festival in order to apply to the Maryland State Band Festival. Bands receiving a I rating in the District Festival on Music Grades 2 through 6 for middle school bands and Grades 3 through 6 for high school bands are eligible for participation in the State Band Festival. Each adjudicated piece must be the same grade level performed at the District level.

There is no limit to the size of band that may participate in the state festival.

Although District Chairpersons are responsible for organizing their District Band Festivals in a manner which best suits the needs of their individual district, it is to be understood that any band in any district wishing to attend the State Band Festival must have participated in a District Festival that meets the following State Band guidelines:

2. Applications, Deadlines and Scheduling

The band festival application must be mailed to the MMEA Executive Director and received no later than the published deadline date. Applications received after the deadline will be scheduled on availability of space. Any application not complying with the above-stated deadline policy will not be accepted under any circumstances.

The application must be signed by the director and the school principal.

Bands that received a I rating at the District Festival are eligible for the State Band Festival as long as the Grade Level of Entry of the Music matches the requirements as stated in the Eligibility statement above. The band director must complete a state application form provided by the District Supervisor.

District Festival Supervisors must send the names of the bands that receive a I rating at the district level to the MMEA Executive Director within one week of the District Festival.

The order of group performance times will be determined by the state festival manager and will be forwarded to the participating directors immediately following the deadline date for application.

3. Music and Performance

General Guidelines

Bands shall perform three selections: A short warm-up selection, not be adjudicated, followed by two selections from the current MBDA Band List. The warm-up selection should not exceed five minutes.

Directors may choose to enter any one of the six MBDA graded levels of music at the District level that best suits the organization. However, only music Grades 2 through 6 for middle school bands and Grades 3 through 6 for high school bands is eligible for the State Band Festival.

Directors should choose both adjudicated selections from the same grade level. If selections are made from more than one grade level, the band must enter the festival at the lower grade level.

Music for Adjudicators

All directors must furnish three full or condensed scores for each of the two adjudicated selections. Measures must be numbered. Failure to provide these scores will result in a penalty of one grade lower. The Maryland Band Directors Association expects full compliance with U.S. copyright laws for all music and scores to be used in band festivals.

Sight Reading

General Requirements

Sight reading is required of all bands in both the district and state band festivals. Middle school bands will sight read music two grade levels lower than the grade level entered for concert adjudication. High school bands will sight read music one grade level lower than the level entered for concert adjudication. If two adjudicated selections are two or more grade levels apart, the group will sight read one grade level lower than the higher level entered for concert adjudication. For example:

- If a high school band enters with a Level 3 and a Level 5 piece, the band will sight read at Level 4, not Level 2.
- If a middle school band enters with a Level 2 and a Level 4 piece, the band will sight read at Level 2, not Level 0.

Schools with two performing ensembles with shared personnel playing the same grade level adjudicated selections will not sight read at the same grade levels. One group will sight read based on the level of entry, and the other will sight read at a higher level. The level of sight reading for each group will be decided by the adjudicator in the sight reading room.

In the case of a full orchestra, only strings are required to sight read.

Sight Reading Procedure

1. The sight reading room is closed to all except performers, director and staff. If there are two directors of a band, only one director may lead the sight reading. The other director may be present but may have no involvement in the process.

2. After the organization is seated, the adjudicator shall explain the sight reading procedure and distribute music.

3. The director shall have two minutes to study the score, up to one minute to assign percussion parts, followed by an additional three minutes for the director and the band to study parts, count time, sing parts, and discuss the composition. The playing of the parts during this three-minute study time is prohibited.

4. Every attempt should be made for continuity in the reading of the music. However, one stop during the reading will not necessarily lower the rating.

5. The director may call out the rehearsal numbers/letter and sing parts/rhythms, etc., during the reading.

Percussion Instruments

A bass drum, four timpani, xylophone, chimes and orchestra bells will be provided on stage. Directors must bring other needed equipment, including percussion stands, mallets and beaters.

Time Limits

Warm-up will be about 20 minutes before stage time.

Time limits on stage will depend on the grade level of music performed as follows:

Grades 2 and 3 – Twenty-five minutes.

Grades 4, 5 and 6 – Thirty minutes.

These time limits include moving on and off stage. If the performance extends over the allotted time, the ensemble maybe penalized.

Hearing Other Groups Perform

The Maryland Band Directors Association requires that festival participants listen to at least two other groups perform during the festival.

4. Performance Ratings

Ratings

Ratings of all performing bands will be sent to all participating directors within two weeks after the event.

Recognition of Festival Participation

The MBDA will present certificates to all participating bands unless they have been disqualified at the State Band Festival. Medals may be purchased by bands receiving a I or II rating.

Publicity

Publicity by email, Web page, radio, television or newspaper claiming “state championship” or a ranking by any group is forbidden. Such practices will be the basis for elimination from future MBDA events.

Rating Table for Band Festivals

The table gives all the possible combinations of grades from four adjudicators and the resulting average scores. (You will have to convert back and forth between Roman and Arabic numerals.) For most scores, a glance will reveal the average, which is to the right of the “equal” sign (=). The sight reading grade may be recorded first, in the middle of the group, or last.

However, in the case of a set of grades whose average ends in .5, the performance grades – not the sight reading grade – are used to decide whether to round up or down for the final grade. For example, if the initial grades are 2 2 3 3 and the performance was graded 2 2 3, the final grade would be 2. If the performance was graded 2 3 3, the final grade would be 3. These round-up/round-down cases are indicated with an asterisk (*).

1 1 1 1 = 1	2 2 2 2 = 2
1 1 1 2 = 1	2 2 2 3 = 2
1 1 1 3 = 1 or 2 *	2 2 2 4 = 2
1 1 1 4 = 2	2 2 2 5 = 3
1 1 1 5 = 2	2 2 3 3 = 2 or 3 *
1 1 2 2 = 1 or 2 *	2 2 3 4 = 3
1 1 2 3 = 2	2 2 3 5 = 3
1 1 2 4 = 2	2 2 4 4 = 3
1 1 2 5 = 2	2 2 4 5 = 3
1 1 3 3 = 2	2 2 5 5 = 3 or 4 *
1 1 3 4 = 2	2 3 3 3 = 3
1 1 3 5 = 2 or 3 *	2 3 3 4 = 3
1 1 4 4 = 2 or 3 *	2 3 3 5 = 3
1 1 4 5 = 3	2 3 4 4 = 3
1 1 5 5 = 3	2 3 4 5 = 3 or 4 *
1 2 2 2 = 2	2 3 5 5 = 4
1 2 2 3 = 2	2 4 4 4 = 4
1 2 2 4 = 2	2 4 4 5 = 4
1 2 2 5 = 2	2 5 5 5 = 4
1 2 3 3 = 2	3 3 3 3 = 3
1 2 3 4 = 2 or 3 *	3 3 3 4 = 3
1 2 3 5 = 3	3 3 3 5 = 3 or 4 *
1 2 4 4 = 3	3 3 4 4 = 3 or 4 *
1 2 4 5 = 3	3 3 4 5 = 4
1 2 5 5 = 3	3 3 5 5 = 4
1 3 3 3 = 3	3 4 4 4 = 4
1 3 3 4 = 3	3 4 4 5 = 4
1 3 3 5 = 3	3 4 5 5 = 4
1 3 4 4 = 3	3 5 5 5 = 4 or 5 *
1 3 4 5 = 3	4 4 4 4 = 4
1 4 4 4 = 3	4 4 4 5 = 4
1 4 4 5 = 3 or 4 *	4 4 5 5 = 4 or 5 *
1 4 5 5 = 4	4 5 5 5 = 5
1 5 5 5 = 4	5 5 5 5 = 5

D. Festival Adjudicators

Number of Adjudicators

Three adjudicators must be used to judge the concert performance at all band festivals. One additional adjudicator is needed to judge the sight reading event at district and state band festivals.

Selection of Adjudicators

At district band festivals, persons who teach secondary instrumental music maybe hired as adjudicators except in the district in which they teach. At the State Band Festival, no person who teaches secondary instrumental music in a Maryland school may be hired as an adjudicator.

Adjudicator Fees

Adjudicator fees are set by the MMEA Executive Board.

Adjudicator Briefing

Adjudicators should be advised to report to the festival site at least 30 minutes prior to the start of the festival. The MBDA President and MMEA Executive Director should use this time to thoroughly brief the adjudicators on the rules and regulations of Maryland festivals.

IV. REVISIONS OF POLICIES AND PROCEDURES

The three elected officers shall periodically review these Policies and Procedures to keep them current with changes in MBDA events.