



MUSIC Policies & Guidelines



The Utah High School Activities Association (UHSAA) works in partnership with the Utah Music Educators Association (UMEA) to organize and direct designated music activities at the region and state level.

The UHSAA is responsible for the formulation and administration of rules and supervision of the organizational structure necessary to administer uniform, consistent, quality region and state music festivals and other inter-school music activities.

Sanctioned Events

A. The UHSAA sanctions the following events involving student participation:

EVENT	MANAGING ORGANIZATION
Region Festivals <i>Solo & Ensemble, Jazz Band, Large Choir, Training Choir, Concert Band, Orchestra</i>	Individual Region Leadership
Fall Marching Band Season <i>UMEA Sponsored Competitions</i>	UMEA
State Solo & Ensemble Festival	UHSAA
State Large Ensemble Festivals <i>Jazz Band, Concert Band, Choir, Orchestra, Marching Band</i>	UMEA
State Honor Ensembles <i>All State Choir, All State Jazz Band, All State Orchestra, All State Concert Band, Honor Choir</i>	UMEA

- B. Under the existing partnership, UMEA may request a sanction from the UHSAA for the activities they sponsor. UMEA leadership must submit a completed sanction application to the UHSAA at least thirty days prior to the event and be signed by the UMEA President.
- C. Managing organizations are responsible for operating and funding each of their events. All events shall follow the guidelines as outlined in this document. Individual regions may provide further clarity and guidelines in their respective region handbooks, however, any deviations or changes to the UHSAA Music Policies and Guidelines must be approved by the UHSAA Executive Committee.
- D. Region music activities are administered by each region’s Board of Managers.

Leadership and Responsibilities

- A. UHSAA Music Advisory Committee
 - 1. The committee consists of representatives of the UHSAA, the UMEA, and the Utah State Board of Education,
 - a. UHSAA Music Committee Chair
 - b. UHSAA Assistant Director overseeing music
 - c. UMEA President
 - d. UMEA Adjudication Chair

- e. UMEA Executive Director
 - f. State Solo & Ensemble Festival Directors
 - g. State Solo & Ensemble Festival Hosts
 - h. Board of Trustees Representative
 - i. Other school administrators and teachers as assigned by the UHSAA
2. The committee meets biannually for orientation, periodic review of policies and guidelines, management of music festivals, and other purposes.
- B. [UMEA Board](#)
1. UMEA President (Current, Past, Elect)
 2. UMEA Executive Director
 3. UMEA Area Vice Presidents
 4. Other members as elected or assigned
- C. Individual Region Music Leadership
1. Region Board of Managers: all principals from each of the schools in the region
 2. Region Music Administrator: a principal from one of the schools in the region selected by the Board of Managers
 3. Region Music Chair: an *experienced* music teacher from one of the schools in the region selected by the Region Board of Managers
 - a. The Region Board of Managers shall select a music educator to serve as the Region Music Chair, alongside the Region Music Administrator assigned to oversee region music activities. They may or may not work at the same school and their term of service is determined by the Board of Managers.
 - b. The region music chair is the liaison between local music educators in a specific region and the UHSAA. The selected Region Music Chairs are strongly encouraged to attend the annual UHSAA training held at the UMEA Professional Development Conference. This position may be shared between two music teachers in a given region.
 - c. It is the responsibility of the Region Music Chair to call periodic meetings of the music educators in the local region to plan music festivals and other inter-school music activities, to serve as chair for all festivals in the local region in order to assure that each is administered in compliance with UHSAA Policies and Guidelines, and to meet with the Region Board of Managers when the need arises.
 - d. The Region Music Chair is expected to train and assist music directors in their region and ensure festival policies and guidelines are followed, including:
 - i. Verify state-qualifying entries for state festival participation
 - ii. Disseminate festival results to individual directors
 - iii. Communicate with music directors about State Festivals
 - iv. Oversee region festival management and operation
 - v. Oversee the hiring and payment of certified adjudicator
 4. Region Festival Hosts: music teachers assigned to host a specific region music event
 - a. Region Music Chairs work with Region Festival Hosts on the administration of each event.
 - b. They will be responsible for the physical arrangements necessary for effective management of the music festival
 - i. Hire and compensate certified adjudicators
 - ii. Schedule space and events
 - iii. Provide chairs, stands, risers, pianos (tuned), large percussion equipment, public address system, tables for adjudicators, seating charts, student aids, ushers, recording equipment for adjudicators, and hospitality.

Ratings

1. Ratings may include pluses or minuses for each entry with the maximum (highest) rating being a (I). A rating of (I+) is not permitted.
2. Guidelines for ratings follow:

RATING I: SUPERIOR—A first-rate performance for the event and the class of participants being judged. To receive a superior rating a performance must meet the highest expectations in every category of adjudication. **Memorization of instrumental solos is optional. Piano soloists and vocal soloists must perform from memory.**

RATING II: EXCELLENT—a commendable performance showing a high standard of musical accomplishment but lacking in one or more of the characteristics of a superior rating. Music may be used.

RATING III: GOOD—an average performance lacking in several characteristics of a superior rating. Music may be used.

RATING IV: FAIR—a below average performance requiring many specific improvements.

RATING V: POOR—a performance lacking sufficient preparation and exhibiting major deficiencies.

Participation Requirements

- A. Music activities are curriculum related and designed to serve those students who have chosen to study music through the school program. Therefore, a participant must be enrolled in a music class or a music program at a UHSAA member school during the current school year to participate in region and state music events. Participants may also be subject to unique participation requirements established by their school.
1. Ninth graders may only participate in music events if they are enrolled in a music class at a member high school.
 2. Seventh and eighth grade students attending a six-year member school may participate in a vocal or instrumental ensemble but may not participate in the solo portion of the solo and ensemble festival.
 3. Students attending a member school with no active music program may seek administrator approval to participate in events.
 4. All participants, with the exception of conductors and accompanists, must be students.
 5. The UMEA has published a [MARCHING BAND POLICY MANUAL](#) to ensure consistency and uniformity in show contests throughout the state. Directors are encouraged to review the policies therein to identify eligibility requirements for students.
- B. Region and State Solo & Ensemble Festival Eligibility
1. To participate in a Region or State Solo & Ensemble Festival, students must meet UHSAA academic eligibility standards ([UHSAA Handbook, Article 1 Section 8](#)).
 - a. Music Directors are responsible for verifying the academic eligibility of the students prior to participation in the region festival.
 - b. Music Directors and the school principal complete and sign the UHSAA Eligibility Form indicating all students are eligible, or will be eligible to participate. This form must be submitted to the UHSAA offices prior to participation in any region solo and ensemble festivals.
 2. Region large ensemble festivals and all state festivals sponsored by the UMEA, including All State and Honor Ensembles, State Jazz, State Marching Band, State Orchestra, State Concert Band and State Choir, though sanctioned by the UHSAA, do not require eligibility verification.

Adjudicator Information and Requirements

- A. The UMEA Adjudication Committee oversees the approval and certification of adjudicators. The following prerequisites have been established by the UMEA Adjudication Committee.
- a. Adjudicators must have a college or university music degree(required with few exceptions) OR qualifying life experience. Qualifying life experience should include evidence of a history of many years of success in teaching and mentoring high school age students.
 - b. To adjudicate solo and ensemble festivals, the minimum requirement is three years of teaching experience in secondary schools, or three years private studio teaching of high school age students *or* college-level teaching experience.
 - c. To adjudicate large group festivals, the minimum requirement is five years music teaching experience in secondary schools *or* any college-level ensemble conducting experience.
- B. To certify as an adjudicator one must successfully complete the online application and training available through the UMEA website and receive certification in one or more areas of specialization. The application must show evidence of teaching experience in each area of specialization.

- C. To remain eligible, all adjudicators must recertify once every four years by completing the online application and training available through the UMEA website.
- D. If an adjudicator receives three negative evaluations, they may be removed from the UMEA list of certified adjudicators by the UHSAA Music Committee. Reinstatement is allowed once upon completion of the UMEA online training.
- E. An adjudicator must never be alone with a participant and must always have another performer, adjudicator, parent, or observer present in the room.
- F. Region and state festival adjudicator fees are \$45 an hour. Drivers will be reimbursed .50 cents per mile and .15 for passengers, for any miles traveled over 50 miles roundtrip.
- G. Prior to any region or state festival, adjudicators should complete The UHSAA Music Festival Adjudication Contract, available on the UHSAA Music Page.
 - 1. Region events are funded by the sponsoring regions. Each region has established policies on how adjudication payments and hosting costs are processed or reimbursed. Festival hosts and Region Music Chairs should refer to their individual region handbook or contact the region chair for the established procedure.
 - 2. State Solo & Ensemble Festival Adjudicators are paid by the UHSAA through the ArbiterSports payment portal. Payment will be deposited into the individual adjudicator accounts no sooner than 12-15 business days after the festival.

General Requirements

- A. Official adjudication and entry forms must be used by each school music teacher for all UHSAA sanctioned music festivals. The forms can be obtained from the Music page on the Utah High School Activities Association website. The forms must be filled out using the internet browser. Handwritten forms will not be accepted. All adjudication forms must be filled out completely and accurately.
- B. For all region and state music events, except region and state jazz festivals, participants must provide adjudicators with musical scores or individual parts, with measures clearly numbered. Failure to provide these materials with numbered measures may result in adjudicators lowering the performance grade by one level.
 - a. For Region and State Jazz festivals, music scores are not required but may be provided at the director's discretion.
- C. The use of photocopied or otherwise reproduced copies of published music must comply with the United States Copyright Law. Festival participants shall either provide the original score or written permission from copyright owners to duplicate the music. If an unauthorized reproduction of published music is used an adjudicator may give a "no rating."
- D. Music is an interactive art form and as such live accompaniment is required.
- E. Uninvited communication with the adjudicator may result in the disqualification of the entry.
- F. Students and directors are encouraged to view festivals as a valuable listening and evaluating experience in addition to their involvement in performance. Participants should spend as much time as possible filling the role of critical yet appreciative members of the audience.

Region Festivals

- A. A. Region Music Festivals
 - 1. It is recommended that regions recognize only those categories which will be held at state competitions as they submit entries for region festivals.
 - 2. **Recommended Region Festivals**

Vocal/Piano Solo & Ensemble Festival	Concert Band Festival
Instrumental Solo & Ensemble Festival	Large Choir Festival
Jazz Ensemble Festival	Training Choir Festival
Orchestra Festival	
 - 3. Directors are discouraged from requesting to participate in another region festival; however, under unique circumstances, a school may appeal to their Region Board of Managers in a classification of equal

or greater size (i.e., a 3A school may only participate in a 3A, 4A, 5A or 6A region festival). The request must be submitted in adequate time for the Region Board of Managers to consider the request.

B. Region Large Ensemble Festivals

1. Large ensemble festivals held at the region level are managed by individual Region Music Chairs, Administrators, and Festival Hosts. The following groups should be included: band, orchestra, string orchestra, treble choirs, tenor-bass choirs, chamber choirs and large mixed choirs.
2. Large Ensembles may not perform a selection they have used at any adjudicated festival within the last four years.
3. The amount of time allotted to each ensemble is regulated by the festival chair according to the number of participating ensembles, and should be consistent with the amount of time given at the corresponding state festivals. Suggested time for choirs is 15 minutes, and for instrumental groups 30 minutes. This time allotment includes setting up, performing, and exiting the stage.
4. Ratings assigned by the adjudicators to the participating ensembles shall conform to the guidelines listed under the previous section titled, "Ratings".
5. All awards and/or other forms of recognition for large group festivals must conform to the regulations of the Utah High School Activities Association.
6. Regions may include sight reading as part of their large ensemble festival activities. Reading materials should be at least one class below that of the numbers performed by the group. Procedures can be decided by directors of participating schools.
7. It is recommended that there be three adjudicators for each large group festival.
8. First and second year Music Directors who participate in the festival may opt to receive adjudicator comments only and no rating.

C. Region Jazz Ensemble Festival

1. Each jazz ensemble is required to perform at least one swing and one ballad or combination thereof. Most ensembles will play a third tune. This tune could be another swing chart, latin, funk or contrasting style.
2. At the Region and State Jazz Festivals, schools will participate in a sight-reading experience. Participation in region sight-reading is required; however, a minimum sight-reading score is NOT needed to qualify for State. The recommended format is as follows: after performing on stage, bands will may be brought to a sight-reading room or sight-read on stage, given five (5) minutes to look over a tune (students may play), then they will play the tune for adjudication.
3. Each ensemble will be allowed a total of 30 minutes which includes setting up, performing, sight-reading and leaving the stage. To facilitate the 30 minutes time limit, ensembles are encouraged to use the standard block setup. A warm-up room will be available one-half hour prior to a band's scheduled performance time.
4. Ensemble Instrumentation and Doubling
 - a. A jazz ensemble typically has one person play per part and directors should aim for this standard. Doubling can cause unwanted balance and other issues.
 - b. The standard jazz ensemble instrumentation has five saxes, four to five trumpets, three to five trombones, piano, bass, drums (aux. percussion and vibes) and guitar.
 - c. The following are allowed:
 - i. Trumpets may double one part but should have no more than five trumpets.
 - ii. Possible trumpet doubling options are:
 - i. Lead trumpet down an octave
 - ii. Double the fourth part
 - iii. Trombones may double one part but no more than five trombones
 - iv. Possible trombone doubling options are
 - i. Double third or fourth (suggested that you don't double bass trombone).
 - d. Saxes should not double parts (an occasional 2nd bari part that is written by the composer is allowed).
 - e. Rhythm section instruments should not be doubled.
 - f. Woodwind doublings (clarinet, bass clarinet, flute, etc.) should be played by the saxophone section and not by bringing in a new set of students to play these parts.

- g. Other rare exceptions may occur but are extremely rare. It is suggested that you communicate with both the UMEA Jazz Vice President and Region Chair ahead of time so as to not cause you or your students an unwanted adjudication surprise.

D. Region Solo & Ensemble Festivals

1. Solo and ensemble festivals offer students the opportunity to augment their high school musical experience through the study of quality music literature under the guidance of a skilled music educator. This learning process is enriched by the opportunity to perform for a certified adjudicator, who provides valuable feedback on the students' musicianship.
2. Solo and ensemble participants must perform festival-quality music of artistic merit at an intermediate or advanced difficulty level (Grade III or higher, if graded by the publisher). Music not originally composed for recital or concert performance is generally discouraged, including but not limited to musical theater pieces, movie themes, jazz or Dixieland arrangements, and pop music. Self-composed, self-published, or internet-sourced arrangements are typically not recommended for music selection.
 - a. It is the responsibility of the music educator to approve all student entries for appropriateness. Region chairs may also be consulted regarding the appropriateness of any music being performed. The current New York State Music Association Manual and/or the NAFME Selected Music Lists are recommended (could also search acceptable state repertoire lists on jwpepper.com).
3. To accommodate the large number of participants, it is recommended students not participate in more than three events.
4. Instrumental and Vocal Solos
 - a. A soloist may not perform a selection he or she performed at the solo and ensemble festival in any previous year. Each soloist must select music at least one grade more difficult if he or she received a superior rating the previous year. The ruling on repetition applies to both soloists and ensembles.
 - b. Music requiring accompaniment must have accompaniment or the performer(s) shall receive a NR.
 - c. Piano duets and concertos are not permitted at Region or State Festivals. A performer may receive a NR for performing a piano concerto or duet.
 - d. Given the typically small number of harp solo entries, they are often grouped with piano solo entries for adjudication, but when possible, certified harp adjudicators should be used for these entries. Harp duets are not acceptable for adjudication, but harp concertos may be performed if they are within the 6-minute time limit.
5. Performing Ensembles and Choirs:
 - a. For the purposes of solo and ensemble festivals, a performing group may be entered as either an "ensemble" or a "choir" based on the number of students.
 - b. To be considered a separate ensemble, at least 50 percent of the group shall be new members.
 - c. Instrumental Choirs and Ensembles
 1. Instrumental Ensembles consist of 2-7 students with each part played by only one student.
 2. String, woodwind, or brass choirs consist of 8-25 students.
 3. Instrumental choirs may be conducted and may perform up to three selections within the prescribed time allotment, which includes set-up, tuning, performance time, and cleanup.
 4. All instrumental choirs and ensembles must adhere to prescribed instrumentation listed on the conductor's score.
 - d. Chamber Choirs and Vocal Ensembles
 1. A Chamber Choir is an ensemble of mixed voices, with a total of 16-32 students. All other types of vocal groups are vocal ensembles.
 2. Chamber Choirs may be conducted and may perform up to three selections within the prescribed time allotment, which includes entering and exiting the performance space.

3. Mixed, treble, or tenor bass vocal ensembles shall be limited to four singers on a part and shall not exceed 16 singers in total, cannot be conducted, and may perform one piece within the prescribed time allotment.
- e. Percussion Ensembles, Mallet Ensembles, and Large Percussion Ensembles
1. Percussion Ensembles and Mallet Ensembles consist of 2-7 students with each part played by only one student.
 2. Large Percussion Ensembles consist of 8-25 students.
 3. Large Percussion Ensembles may be conducted and may perform up to three selections within the prescribed time allotment, which includes set-up, tuning, performance time, and cleanup.
 4. All Percussion Ensembles, Mallet Ensembles, and Large Percussion Ensembles must adhere to prescribed instrumentation listed on the conductor's score.
 5. While many percussion instruments and equipment are provided at the festival location, it is the responsibility of the individual directors to bring whatever equipment is not provided.

Entry Type	Number of Students	Time Allotment	Comments
Piano/Harp Solo	1 student	6 minutes	<ul style="list-style-type: none"> ● Must be performed from memory ● Piano ensembles and harp ensembles are not permitted ● Harp solos may be accompanied on piano
String/Wind/Brass Solo	1 student	6 minutes	<ul style="list-style-type: none"> ● Must be accompanied if the music calls for accompaniment
Percussion Solo	1 student	6 minutes	<ul style="list-style-type: none"> ● Directors must provide any equipment not supplied at the festival site.
Vocal Solo	1 student	5 minutes	<ul style="list-style-type: none"> ● Must be performed from memory
String/Wind/Brass Ensemble	2-7 students	7 minutes	<ul style="list-style-type: none"> ● One student per part ● May perform only one selection ● Cannot be conducted
Vocal Ensemble	2-16 students	5 minutes	<ul style="list-style-type: none"> ● Must be memorized ● May perform only one selection ● Cannot be conducted
Percussion Ensemble Mallet Ensemble	2-7 students	10 minutes	<ul style="list-style-type: none"> ● One student per part ● May perform only one selection ● Cannot be conducted ● Directors must provide any equipment not supplied at the festival site.
String/Wind/Brass Choir	8-25 students	12 minutes	<ul style="list-style-type: none"> ● May perform up to three selections ● May be conducted
Large Percussion Ensemble	8-25 students	12 minutes	<ul style="list-style-type: none"> ● May perform up to three selections ● May be conducted
Chamber Choir	16-32 students	15 minutes	<ul style="list-style-type: none"> ● May perform up to three selections

			<ul style="list-style-type: none"> ● May be conducted ● Mixed voices only
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State Solo & Ensemble Festivals

- A. All policies and guidelines listed under **Region Festivals** Section D “Region Solo & Ensemble Festivals” also apply to the State Solo and Ensemble Festival.
- B. The State Solo & Ensemble Festival is divided into a North Festival Site and a South Festival Site. Schools are assigned to one of these sites based on proximity and the need to maintain a balanced distribution of participants.
 - a. In most cases, schools will be assigned to the festival site closest to their campus. However, for schools where the travel distance to both sites is comparable, the assigned location may vary from year to year to ensure balance between the two festivals. Official festival site assignments will be announced no later than two weeks before the state festival.
- C. Qualifying for the State Solo & Ensemble Festival
 1. Only soloists and ensembles receiving superior ratings (I) at a region festival may participate in the State Solo and Ensemble Festival. A (I-) is not acceptable.
 2. The number of piano entries a region may advance to the State Solo & Ensemble Festival is limited to the number of schools in that region, and all must qualify by receiving a Superior (I) Rating.
 - a. In cases where more entries in a given region earn Superior (I) Ratings at the Region Solo & Ensemble Festival, it is the responsibility of the certified adjudicator to choose which Superior entries qualify to advance to the state level and which do not.
 - b. Harp entries adjudicated with piano entries are not under the same qualifying restriction as piano entries. All harp entries that qualify with a Superior (I) Rating may participate in the State Festival.
 3. The Region Festival Adjudicators will determine which entries qualify to advance to the state festival.
 4. Soloists or ensembles advancing to the state level may change their selection between region and state festivals.
 5. In cases when more than one ensemble from a school are entered in the same category, to be considered different ensembles, no more than 50% of the students may be the same in each ensemble.
 6. An ensemble qualifying for state may change no more than one half of its personnel.
- D. Instructions and General Information
 1. Prior to any Region Solo & Ensemble Festival(s), all high school music directors and principals shall complete, sign and submit the “Eligibility Requirements for Festival Participation” form to the State UHSAA Offices. This form will be emailed to all music directors, region chairs, and principals, and posted on the Music Page of the UHSAA Website.
 2. Working in tandem with the Region Music Chair and Region Music Administrator, individual Region Festival Hosts will establish their own instructions and deadlines for submitting entries for their festivals. It is the responsibility of the Region Festival Hosts to distribute these instructions, schedules, equipment availability information, ratings, and all pertinent information to the individual directors in that region.
 3. Following the Region Festival(s) the Region Music Chair shall complete the following:
 - a. The Festival Host scans (or photocopies) the region festival adjudication forms and gives them to the Region Chair to keep as evidence of which entries qualify to advance to the State Solo & Ensemble Festival. Original adjudication forms are returned to each school’s director(s).
 - b. The “State Entry Form,” will be sent to all high school music directors no later than March 1st. Individual directors are responsible for submitting the entries advancing to the State Festival from his/her school and program. These entries must be submitted no later than 3 weeks prior to the State Festival.
 - c. While individual scheduling requests are discouraged, individual music directors may email requests directly to the State Solo & Ensemble Director. These schedule requests must be emailed no later than 3 weeks prior to the State Festival.

- d. Region Chairs are responsible for verifying the entries submitted by the individual school music directors. This is done by adding their initials to the provided column on the “State Entry Form” indicating the entry did, indeed, qualify to advance to the State Festival. This verification must be completed no later than 3 weeks prior to the State Festival.
 - e. Prior to the state festival, individual school music directors shall create a new adjudication form for each of their state entries and distribute those forms to the students. Forms must be typed and never handwritten, and printed double-sided on the appropriate color paper. At their assigned performance time the performer(s) shall provide the state adjudicator their adjudication form, along with a published copy of their music, with the measures clearly numbered.
 - f. Given the immense size and scope of the State Solo & Ensemble Festival, and the complexity of scheduling around conflicts, all entries will be scheduled at the discretion of the State Festival Director and are expected to perform at their assigned time.
 - g. Individual high school music directors may petition the State Festival Director to reschedule an entry to accommodate a previously undisclosed schedule conflict. An entry may also be switched with another entry from the same school or a different school. However, it is the responsibility of the music director to arrange these switches before contacting the State Festival Director, who will then verify all changes with the concerned parties.
 - h. Students and parents are discouraged from contacting the State Festival Director to make scheduling or rescheduling requests or to make a grievance. All requests received and grievances from students and parents will be sent back to the individual music directors.
 - i. The final day to submit rescheduling requests or cancellations is the Monday before the State Festival. Any cancellations or rescheduling requests made after this day may incur a \$25 fine.
4. The State Solo & Ensemble Festival Schedule will be emailed to all music directors, region chairs, and principals, and posted on the Music Page of the UHSAA website no later than 12 days prior to the festival.
 5. The completed adjudication forms, superior certificates, and superior medals, will be mailed to the principal at each school on the Monday after the State Solo and Ensemble Festival.
 - a. Soloists receiving a superior (I) rating will be awarded medals and certificates.
 - b. Soloists receiving superior minus (I-) ratings will be awarded certificates.
 - c. Ensembles receiving superior (I) rating will be awarded a certificate
 - d. Chamber Choirs receiving superior ratings (I) from all adjudicators will be awarded a certificate and may be offered the opportunity to purchase a superior plaque for an extra fee.