

MUSIC Policies & Guidelines

I. Festival Management

A. Leadership and Responsibilities

1. 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 state level.
2. UHSAA sponsors and directs the State Solo & Ensemble Festival. UMEA sponsors and directs the following state festivals: Jazz, Marching Band (Drumline included), Orchestra, Concert Band and Large Group Choral.
3. Region activities are governed by the Region Board of Managers which includes the principals from each of the schools. Regions shall organize and conduct the region festivals that support the state festivals sponsored by the UHSAA and UMEA as currently outlined. Scheduling requests and any protests or grievances regarding any results MUST come from the school's music director. Scheduling requests and grievances from students or parents will NOT be considered.
4. With the exception of region festivals and the State Solo & Ensemble Festival directed by the UHSAA, UMEA shall determine the rules and regulations for the activities and state festivals their Association sponsors. However, any UMEA policies that are not in compliance with UHSAA policies must be approved by the UHSAA Executive Committee. For example, because of the exorbitant costs involved with marching band, UMEA will allow schools to compete as a combined program. Students attending a school without a competitive field show marching band program can continue to attend their school while participating in a marching band program at another member school with the approval of both principals. The UHSAA approved the UMEA policy of combined programs only for marching band.
5. 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.
6. The Region Board of Managers shall select a music educator to serve as the UHSAA Region Music Chair, alongside the region administrator assigned to oversee region music activities. The region festival 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 Mid-Winter Conference.
7. It is the responsibility of the UHSAA Region Music Chair to call periodic meetings of the music educators in the local region to plan music festivals 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 rules and regulations, and to meet with the Region Board of Managers when the need arises. The region music chair is expected to distribute and collect adjudication forms, approve festival scheduling, assimilate and disseminate festival results to directors, and work cooperatively with state festival chairs in submitting required materials for state festivals according to published schedules and guidelines.
8. The music director of the school hosting a festival shall serve as the site coordinator and will be responsible for the physical arrangements necessary for effective management of the music festival, such as securing and paying adjudicators, scheduling space and events, and providing chairs, stands, risers, pianos (adequately tuned), large percussion equipment, public address

system, tables for adjudicators, seating charts, student aids, ushers and recording equipment for adjudicators.

9. The UHSAA Music Committee consisting of representatives of the Utah High School Activities Association, the Utah State Office of Education, and the Utah Music Educators Association, shall be 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.
 10. The UHSAA Music Committee will recommend state festival directors to be approved by the UHSAA Executive Committee. The UHSAA Music Committee Chair, a UMEA rep, the UHSAA/UMEA Adjudication Chair, the State Festival Directors and Site Coordinators constitute the UHSAA Music Festival Advisory Committee, chaired by the UHSAA Assistant Director over music. The committee meets biannually for orientation, periodic review of rules and regulations, management of music festivals, and other purposes as determined by the UHSAA Music Committee.
- B. UHSAA Requires Eligibility Form for Participation in Region and State Solo & Ensemble Festivals
1. Students must be scholastically eligible by UHSAA standards to participate in any music activity in which the UHSAA sponsors the culminating state activity, which is the State Solo & Ensemble.
 2. To participate in a region or State Solo & Ensemble Festival, students must be eligible according to UHSAA standards (*UHSAA Handbook, Article 1 Section 8; Handbook Music Section I-C*). Students must be currently enrolled in a high school music class taught at their participating high school. Students who are in a 7-12 grade school must be in 9th-12th grade to participate in the solo portion of the Solo & Ensemble Festival, but may perform with a choir (vocal or instrumental). After verifying the eligibility of the students, the school principal and music director(s) shall sign and submit the UHSAA Eligibility Form available on the Music Page at www.uhsaa.org to the UHSAA prior to participation in a Region Solo & Ensemble Festival but no later than the designated deadline posted on the UHSAA Master Calendar or UHSAA Music Calendar available under the Calendar tab at www.uhsaa.org.
 3. State festivals sponsored by the UMEA, including State Jazz, State Marching Band, State Orchestra, State Concert Band and State Large Group Choral do not require verification of eligibility.
- C. Eligibility Requirements for Music Festival Participation
1. A participant must be enrolled and in good standing in the high school music program which is being taught by a teacher certified by the Utah State Board of Education. If a school has no music program, #C3 is invoked.
 2. Because music activities are curriculum related and designed to serve those students who have chosen to study music through the school program, a participant must be enrolled in a school music class or be a member of a school band, orchestra or choir during the current school year to be eligible to participate in the instrumental and/or vocal events at the region and state music festivals.
 3. All participants must be approved for participation in the music festival by the administrator of the member school in the region where the student is in attendance. An accompanist may or may not be a student participant. However, all participants in ensembles must be students.
- D. Eligibility Requirements for Adjudicating Festivals
1. In order to qualify as an adjudicator one must successfully complete the online application and training found at <http://umea.us/adjudication.php> through the Utah Music Educators Association and receive certification in one or more areas of specialization.

2. To remain eligible, all adjudicators must recertify once every four years by completing the online application and training found at <http://umea.us/adjudication.php>.
3. If an adjudicator receives three negative evaluations he or she may be removed from the UMEA list of certified adjudicators by action of the UHSAA Music Committee. Reinstatement may be granted one time only through completing the UMEA on-line training.
4. An adjudicator must never be alone with a participant and must always have another performer, adjudicator, parent or observer present in the room.

E. Ratings

1. Ratings may include pluses or minuses for each entry with the maximum (highest) rating being a (I).
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.

II. 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*: www.uhsaa.org (Click on Sports&Activites>Activities>Music). 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, and submitted on time by each music teacher entering students for a UHSAA sanctioned festival.
- B. Scores or individual parts of a score, copies of solos, and/or lead sheets must be provided for the adjudicator with measures numbered. Adjudicators may grade one level lower if the above is not provided with the measures numbered.
- 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. Region and state festival adjudicator fees are \$25 an hour (1-2 hrs adjudicating), \$90 half day (approximately 3-5 hrs at site), and \$140 for a full day of adjudicating (5+ hours at site). Drivers will be reimbursed .46 cents per mile and \$.11 for riders, for all miles traveled over 50 miles roundtrip. The UHSAA Music Festival Adjudication Contract (posted on the Music Page at uhsaa.org) should be kept by the school issuing a check for the adjudication fee and mileage. A second copy should be sent to the Region Board of Managers if reimbursement for this expense is requested.

- G. 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 large group festivals will comply with the *Statement of Principles for Music Festivals*, as prepared by UMEA.
- H. **Piano and vocal solos must be performed from memory. Memorization of instrumental solos is optional.**

III. Region Festivals

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** (UMEA or UHSAA sponsors the state culminating festival):

(March) Vocal Solo & Ensemble Festival	(April) Orchestra Festival
(March) Instrumental Solo & Ensemble Festival	(April) Large Group Choral Festival
(March) Jazz Ensemble Festival	(April) Concert Band Festival
3. **Directors are discouraged from requesting to participate in another region festival;** however, under extremely unusual circumstances, a school may appeal to a 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. **Note: Solo & Ensemble participants may only attend the region festival for his or her school of eligibility.**

B. Region Large Group Festivals

1. Teachers who are in their first or second year in their current position and who participate in the festival may have the option to receive critique only and no rating.
2. Rules and regulations:
 - a. Large group festivals should be held on a region basis. It is recommended that the following groups be included: band, orchestra, string orchestra, chorus for low voice range, chorus for high voice range, and mixed chorus. To make the festival experience worthwhile, as large a number of events as possible should be scheduled.
 - b. Groups shall not perform a selection they have used at any adjudicated festival within the last five years.
 - c. The amount of time allotted each performing group should be regulated by the festival chair according to the number of groups participating. Suggested time for vocal groups is 20 minutes, and for instrumental groups 30 minutes. This time allotment includes setting up, performing, and leaving the stage.
 - d. Ratings: (See ratings under IE, #1-2)
 - e. All awards and/or other forms of recognition for large group festivals must conform to the regulations of the Utah High School Activities Association.
 - f. Regions are encouraged to include sight reading as part of their large group 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.
 - g. It is recommended that there be three adjudicators for each large group festival.

C. Region Jazz Ensemble Festival

1. Each jazz ensemble is required to perform at least one swing and one ballad or combination thereof. The emphasis shall be on jazz, not rock, and the judges will be so informed.

2. At the Region 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 be brought to a sight-reading room, given five (5) minutes to look over a tune (students may play), then they will play the tune for an adjudicator.
3. Each ensemble will be allowed a total of 20 minutes which includes setting up, performing, sight-reading and leaving the stage. To facilitate the 20 minute 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. Points will be deducted for doubling. Example: two alto saxophones playing the first part at the same time or at different octaves. However, the lead trumpet part and only the lead trumpet part may be doubled down an octave because it is standard jazz practice. Using two like instruments at different times is permissible. However, it is the ensemble's responsibility to make it obvious there is no doubling of parts.

D. Region Solo & Ensemble Festivals

1. **Solo and ensemble participants may only attend the region solo and ensemble festival for his or her school of eligibility.**
2. **Entrants shall use high quality, published music of recital nature grade III level or above.**
3. 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).
4. To accommodate the large number of participants, students should be limited to performing in a maximum of three solo and/or three ensemble events.
5. To be considered a separate ensemble, at least 50 percent of the group shall be new members.
6. A soloist shall not perform a selection he or she has used at any evaluative 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. If more than one half of an ensemble is replaced by new members, it shall be considered a new ensemble in regard to repetition. The ruling on repetition applies to both soloists and ensembles.
7. Performing Groups:
 - a. All instrumental choirs (string, woodwind and brass) shall have a minimum of 8 members and shall not exceed 25. In all other types of instrumental ensembles there shall be no duplication of parts.
 - b. Chamber choirs shall have a minimum of 16 members and shall not exceed 32.
 - c. With the exception of chamber choirs, vocal ensembles shall be limited to four singers on a part.
 - d. Chamber choirs are defined as mixed voices. All others may enter as vocal ensembles.
8. Only instrumental and chamber choirs may be conducted.
9. All string, woodwind, and brass ensembles must adhere to prescribed instrumentation listed on the conductor's score.
10. **Soloists and small ensembles** may perform only one selection or portion thereof not to exceed **the "performance" times listed below**. The time limits listed below include entrance, exit, set-up, tuning and performing. At the end of the allotted performance time, the adjudicator may ask the ensemble or soloist to stop. No piano duets or concertos are to be accepted for adjudication at Regional or State Festivals. A performer will receive a NR for performing a concerto or duet. Music requiring accompaniment must have accompaniment or the performer(s) shall receive a NR.

Soloists & Small Ensembles	Playing Time	Group Size	Solos
Piano			6 minutes
String	7 minutes	2-7 members	6 minutes
Woodwind/Brass	7 minutes	2-7 members	6 minutes
Vocal	5 minutes	See #6 above	5 minutes
Percussion	10 minutes		6 minutes

11. **Large ensembles and choirs** may perform more than one selection but must stay within the **following “time limits” which shall include:** setup, tuning, performance time and exiting the performance area. When the time limit has expired, the monitor or adjudicator may signal the group to stop their performance.

Large Ensembles & Choirs	*Total Time Limit	Group Size
String Choirs	12 minutes	8-25 members
Woodwind Choirs	12 minutes	8-25 members
Brass Choirs	12 minutes	8-25 members
Large Percussion Ensembles	12 minutes	
Chamber Choirs	15 minutes	16-32 members

IV. State Solo & Ensemble Festivals

- A. **Items in III-D (Region Solo & Ensemble Festivals) also apply to the State Solo and Ensemble Festival.**
 B. Regions/Schools are assigned to the following festival locations:

NORTH Solo & Ensemble Festival at Northridge High School

Regions 1, 2, 3, 5, 6, 10, 11, 13, 15, 17, & 22 including Alta HS and Mountain Ridge HS

SOUTH Solo & Ensemble Festival at Provo High School

Regions 4, 7, 8, 9, 12, 14, 16, 18, 19, 20, & 21 including Cedar Valley HS, Wasatch Academy and Waterford

- C. Qualifying for the State Solo & Ensemble Festival
- Only soloists and ensembles receiving superior ratings (I) at a region festival, qualified according to #4 below, and correctly nominated by a region festival adjudicator may participate in the State Solo and Ensemble Festival. A (I-) is not acceptable.
 - Any entry receiving a Superior (I) Rating is eligible to participate in the State Festival except for piano entries. Piano entries are limited to one (1) entry multiplied by the number of schools in the region. Piano entries must also qualify by receiving a Superior (I) Rating.
 - The Region Festival Adjudicators will determine the entrants for the State Festival according to the above formula. In addition:
 - An adjudicator’s nomination must be included on the piano adjudication sheet. The adjudicator should place his/her initials in the space for state nomination located on the form near the rating.
 - Music performed must be high quality, published music of recital nature, grade III or above.
 - Soloists or groups qualifying for state may change their selections between region and state festivals.
 - If less than 50 percent of an ensemble are new members, then it is considered the same ensemble and only one selection may be performed.
 - An ensemble qualifying for state may change no more than one half of its personnel.

D. State Solo & Ensemble Festival Instructions and General Information

1. Go to the UHSAA Music page at www.uhsaa.org for festival info and instructions on submitting entries.
2. **Prior to the Region S & E Festival(s)**, the high school music teacher shall complete and email the UHSAA **“Region Solo & Ensemble Entry Form”** to the Region Festival Host and the Region Music Chair by the date requested (form on Music page at uhsaa.org).
3. **Following the Region Festival(s)** the Region Music Chair shall complete the following:
 - a. **The Region Chair photocopies** the region festival adjudication forms to keep as evidence of which students qualified for the State Solo & Ensemble Festival.
 - b. **The Region Chair contacts the music directors at each of their region schools** and confirms the names of the qualifying state entries they should submit to the State Scheduler/Festival Director AND if there are any potential conflicts (i.e. accompanists). The Region Chair shall have a photocopy of the region festival adjudication form that validates each entrant. The State Scheduler/Festival Director will only work directly with the Region Chairs and not individual school directors or individual performers.
 - c. Entries are requested four weeks prior to the state festival, but to avoid school fines they must be received by the State Festival Director no later than three weeks prior to the state festival.
 - d. State Solo & Ensemble Festival information will be posted on the Music page at www.uhsaa.org.
 - e. The Region Music Chair shall electronically submit the region’s state qualifying entries to the **Festival Scheduler/Director (listed below)** on the **“UHSAA State Solo & Ensemble Entry Form”**. The entry form is available on the UHSAA Music page at www.uhsaa.org click on the link for the “State Solo & Ensemble Form;” save the blank entry form to your files; open the saved entry form; complete the entry form (fill all fields); save the completed entry form; attach the completed entry form to an email and send to your assigned State Solo & Ensemble Scheduler. The Region Music Chair shall submit any potential conflicts when they email their entries to the State Scheduler. Entries received after this deadline will be fined \$200.00 for the first week late. Entries received more than one week late will not be scheduled.
 - f. **Prior to the state festival, the school music directors** shall complete a new adjudication form for each of their qualifying entries. Prior to the performance at state, the assigned performer(s) shall provide the state adjudicator their completed adjudication form.
 - g. **Because of the large number of participants, performances will be scheduled at the discretion of the state festival chairman and entrants shall perform as scheduled.** Potential conflicts must be submitted by the Region Music Chair when they email their entries to their assigned State Festival Director/Scheduler.
 - h. In the case of an emergency, the Region Chair can petition the Scheduler/Festival Director through email in behalf of a request from one of their region music directors. The State Schedulers/Festival Directors will only work directly with the Region Chairs and not individual performers in regards to scheduling issues or conflicts.
 - i. **NO SHOW FEES CHARGED TO SCHOOLS:** Schools are fined \$25 for each “no show” entry. The “no show” fee is charge if a scheduled performance posted on UHSAA website is canceled later than the Monday prior to the State Festival.
3. **The preliminary schedule will be posted on the Music Page at www.uhsaa.org about 10 days prior to the festival and the FINAL SCHEDULE will be posted the Tuesday prior.**

4. The overwhelming challenges that come with scheduling a festival the size of the State Solo & Ensemble prevent the schedulers from accommodating excessive requests from individual accompanists. It will be difficult to accommodate more than ten (10) entries per accompanist.
5. **State Solo & Ensemble Awards:**
 - a. Soloists receiving a superior (I) rating will be awarded medals and certificates.
 - b. In rare instances, an adjudicator may award a superior rating "With Distinction."
 - c. Soloists receiving superior minus (I-) ratings will be awarded certificates.
 - d. Ensembles receiving superior (I) ratings from all judges will be awarded a certificate.