

ASBOA
South Region Orchestra
Policies and Procedures
Handbook

Revised 4/15/2015 CB

REGION CONTACT INFORMATION

Region Chair:	Karla Fournier	fourniek@conwayschools.net
Secretary:	Roshell Cobb	cobbr@conwayschools.net
Treasurer:	Casey Buck	buckc@conwayschools.net
Audition Host:	Jim Hatch	hatchjames@sbcglobal.net
Clinic Host/Tally Room:	Karla Fournier	fourniek@conwayschools.net
Registration/Tally Room:	Casey Buck	buckc@conwayschools.net
Region Orchestra Managers:		
▪ Junior High String	Gabriel Bruce	gabrielbruce@gmail.com
▪ Junior High Concert	Roshell Cobb	cobbr@conwayschools.net
▪ Senior High Full	Casey Buck	buckc@conwayschools.net

All registration forms and audition and clinic information will be posted to the ASBOA webpage for easy access and reference. Check www.asboa.org BEFORE you ask!

REGION AUDITION INFORMATION

GENERAL INFORMATION

Location: Mills University Studies High School, 1205 E. Dixon Rd., Little Rock
Audition Fee: \$4 per student, payable to *South Region Orchestra*

AUDITION DAY SCHEDULE

7:45-8:30 Registration (only necessary for individual string students to pay their fees)
Students look up their randomly pre-assigned audition time and warm up
8:30 Tryout material and scales posted
9:00 First auditions begin (30 minutes after audition material is posted)
Scores will be posted throughout the day as each instrument's results have been checked and tallied.

REGION AUDITION REGISTRATION

Directors **MUST** pre-register their students with Casey Buck (Conway Public Schools) using the registration spreadsheet in Microsoft Excel. This will be posted to the ASBOA webpage and disseminated via email several weeks before the audition. **Walk-ins and late registrations WILL NOT be accepted.** The registration information is due **VIA EMAIL** to Casey Buck (buckc@conwayschools.net) by Wednesday the week before the auditions. Directors should also note any students with extenuating circumstances who need an early or late time request. Junior high violas, cellos, and basses typically play after the senior high students of the same instrument.

REGION AUDITION PROCEDURES FOR STUDENTS

- **Prepared Pieces:** Each set of music will be posted online and disseminated via email. All printed fingerings are REQUIRED and will result in score deductions if not followed. Any other fingerings are at the discretion of the teacher and student.
- **Junior High scales:** One two-octave major scale and one one-octave natural minor scale will be selected from keys three sharps through three flats, to be played one quarter note each at quarter note equals **80 beats per minute**, all separate bows (detache), top note repeated, no vibrato, from memory
- **Senior High scales:** Two three-octave major keys and one two-octave melodic minor scale will be selected from keys three sharps through three flats, to be played one quarter note each at quarter note equals **120 beats per minute**, all separate bows (detache), top note repeated, no vibrato, *from memory*
- **Sightreading:** Students will be given 20 seconds to look over the sightreading material before they begin.
- **Tryout Order:**
 1. Prepared pieces (in whatever order the student chooses)
 2. Scales (in the order listed)
 3. Sightreading

- **Split rooms:** Violins will have two audition rooms. The first room will be for prepared pieces and the second room will be for scales and sightreading.
- **Anonymity:** Students should not share their ID number or tryout number with ANY director before or during the auditions. Absolutely no talking in the audition room – questions or problems may be addressed with the outside monitor.
- **Students' music:** Students ARE permitted to use their own sheet music for the prepared pieces. They are NOT permitted to use scale sheets or other aids such as metronomes or tuners.
- **Late penalty:** A student who misses their audition time will receive a 5% deduction of their overall score, and will be allowed to audition at the next available time, which may not be until the end of auditions.

AUDITION DAY DIRECTOR RESPONSIBILITIES

- It is expected that ALL directors will be available to serve in whatever capacity they are asked by the Region chair. Directors should plan on judging and be familiar with the audition material for all instruments both junior and senior high. Refer to the next section for adjudication guidelines.
- Tryout fees should be brought the morning of auditions (payable to *South Region Orchestra*) and handed in at the registration table to be given to the treasurer. Districts must pay for the number of students that have been REGISTERED, not the number that show up.
- The audition host will secure inside and outside monitors and gym chaperones.
- The Tally Room will provide sheet validators for each tryout room, as well as runners and tabulators. Other districts are expected to bring chaperones for their students.
- It is the director's responsibility to pick up the students' score sheets and music folders at the end of the audition day.

ADJUDICATION GUIDELINES

- **Prepared Pieces:** Judges should bring 5 copies of the excerpts (with the selections marked); one for each judge, one for the music stand in the tryout room, one to post in the warmup area (gym), and an extra.
- **Scales:** Any student not playing the prescribed tempo and/or rhythm, not repeating the top note, not playing the required number of octaves, or using vibrato will not be scored above the center line ("25" on the Chatsworth score card, or 8 points out of 16). Any student playing the wrong scale or their scales in the wrong order will receive a grade of "1" on the Chatsworth score card (0 out of 16) and an orange "procedure error" card.
- **Sightreading:** Sightreading material should not be longer than 20 seconds and should be appropriate to the level of the students auditioning in the room. It is advised to avoid standard solo and orchestral literature as there is a good chance some students will have seen it before. Sightreading may consist of repertoire for any instrument that uses that clef, or more obscure or out of print repertoire. Sightreading may also be composed by the judge, but should adhere to the above guidelines. Judges should bring at least two different pieces to discuss as a committee, and both judges are welcome to bring material for sightreading.

PERTINENT EXCERPTS FROM THE ASBOA CONSTITUTION REGARDING TRYOUTS

- Tryout materials for winds, percussion and strings are to be chosen from the specified All-State tryout lists, with no deviation, with the exception of sight-reading.
- Senior High Orchestra students will be required to know three octave major and melodic minor scales up to and including three sharps and three flats. Students will start scales on the required starting pitch and play only the required number of octaves. All scales are to be played by memory. The penalty for cheating on scales will be disqualification from the tryout at which the infraction occurred, i.e. written form, altering instrument, etc.
- Each student must be asked all of the same materials as all others on that particular instrument. (*All material that is asked should be expected to be played and heard.* The prepared exercises will be posted and listed 1, 2, 3 for scoring purposes on the sheet, but the student
- will be allowed to play them in whatever order makes them comfortable. Judges will write the exercise number from the audition material in the box provided on the score sheet (next to each exercise) to clearly show the score assigned to that particular exercise. All scales for junior and senior high auditions will be played in the order posted. (ABA 2004)
- Students will be required to play one flat scale, one sharp scale and one minor scale, with the following exceptions: the C major scale and may be required in lieu of one of the major scales.
- Orchestra strings are required to play melodic minor scales.
- An orchestra student may audition for the All-State Orchestra on one string instrument.

- Any student enrolled in both a bona-fide band class and a bona-fide string class at his/her member school may audition for the All-State Band and Orchestra on one wind or percussion instrument and one string instrument, if qualified at the Region level.
- All-State tryout chairmen will bring all of the tryout materials. The entire panel will choose the material to be used 30 minutes prior to the beginning of auditions.
- Copies of prepared material and sight-reading music may be used. Care must be taken by the committee chairmen that all copies are of the highest quality. Manuscript music may not be used. No published works for band may be used for sight-reading at All-State Tryouts.
- Students will be allowed 20 seconds to look over the sight - reading material at All - Region and All - State tryouts. (ABA 2008)
- 9. Judges at auditions are to be seated behind a screen. The name of the student and the school are not to be known by the judging panel. No form of tobacco is to be used in any tryout room.
- All-State string audition scales are to be played quarter note=120mm, detache, no vibrato with the top note repeated.
- Any student not playing the required tempo and/or rhythmic pattern, and/or articulation, should receive credit, but shall not be scored above the center line (average) of the score sheet indicated for scales.
- Where more than one room is used for auditioning any section, the first room shall be used for prepared exercises. The second room shall be used for scales and sight-reading. If only one room is used for the audition, prepared exercises shall be played first, followed by scales, then sight-reading." (Revised ABA 2003)
- Students may use their own music at tryouts.
- No warm-up will be allowed in the tryout room. Prior to playing an exercise, scale or sight-reading the student will be allowed to play its first note as a sustained note. No repeated rhythmical variation of that note will be allowed. Failure to abide by this rule will result in the deduction of points of the score sheet indicated for musicianship. The student shall not be scored above the center line (average) of the musicianship score. If the violation occurs in the 2nd room of a two-room tryout, the student shall not be scored above the centerline (average) of the scale(s) or sight-reading score on which the violation occurred. (Rev. ABA 2003)
- Students are responsible for being at the All-State and All-Region tryout rooms when their number is called. A student who misses his/her playing time will have 5% per sheet (ABA 2005) deducted from their score and be allowed to audition at the next available time. Hardship cases will be decided by the ASBOA President, 1st Vice-President and Secretary at the All-State tryouts, and by the Region Chairman, Region Secretary, and one additional region director appointed by the Region Chairman, at All-Region tryouts.
- The names of All-State musicians posted at All-State auditions are not final. All directors will have the opportunity to pick up their student's score sheets at the end of the auditions. It is the director's responsibility to pick up his/her own score sheets. They will not be mailed. It is the director's responsibility to see that any discrepancies in calculations are reported to the first vice-president before 5:00 p.m. on the following Monday. Changes in seating, resulting from scoring errors verified by the first vice-president may include:
 - an increase in the size of a section in the third band to include the students whose names were posted at the auditions
 - The adjustment of seating within a section
 - The adjustment in band placement
- Any school having a student affected by scoring errors will be notified as soon as possible by the first vice-president. The director is responsible for informing the student of the change. Each director is responsible for informing the students, parents, and administration of our policy concerning the posting of tentative results after All-State auditions. (Revised 1999)
- A student may audition at All-State tryouts only on the instrument that they played at the Region tryouts, even if the music for a like instrument is the same.
- In schools where there is no string program individual string players must pay an individual membership fee each year to be eligible to participate in ASBOA sponsored events. All rules and regulations apply to the student. A director/teacher in that school must declare responsibility for the student, including registration and filing of all forms, and entry fees.
- The order for breaking ties at region and all-state will be (1) sight-reading (2) musical expression (3) tone (4) scales
- Students on all instruments must score at or above 25% of the total points possible to qualify to participate in All-Region or All-State.
- Orchestra Region Auditions: Audition rooms may not alternate between age levels or different instruments.
- At the All-State tryouts, names and scores of students selected to the All-State organizations will be posted through those that made alternate. Only tryout numbers and scores will be posted (in descending order) for the remainder of the students. (ABA 2006)
- No students auditioning for All-State (both concert and jazz) may use a metronome, tuning device, or other similar aids in the audition room.
- Room monitors at All-State tryouts will follow the same cell phone use policies that are ascribed to judges. Room monitors will use watches or digital timers (kitchen timers) for the purpose of time keeping during sight-reading preparation time.
- To enable directors and students to understand the scoring of a student that has committed a tryout procedure error, the committee chairman will be provided with index cards that are premade with the following procedure errors listed:
 - Late to tryout
 - Played wrong material or exercise
 - Began or ended in the wrong place
 - Played wrong scale or scales
 - Played scales out of order

The chairman will write the student's tryout number on the index card, mark the error, and sign the card. The index card will be attached to the judge's cards. The index card will then be attached to the student's score printout sheet so that the director

REGION ORCHESTRA CLINIC INFORMATION

GENERAL INFORMATION

Location: Conway High School and Conway Junior High, Conway, AR

Clinic Fee: \$11 per student (includes patch), payable to *South Region Orchestra*

The clinic schedule will be posted to the ASBOA website and emailed directly to the region orchestra teachers. It will also be distributed in the students' music folders.

REGION ORCHESTRA INSTRUMENTATION

Junior High Concert Orchestra:

Orchestra Manager: Roshell Cobb cobbr@conwayschools.net

The top-tier junior high group, including winds, brass, and percussion. String instrumentation is 16 first violins, 16 second violins, 10 violas, 10 cellos, and basses to be determined in the tally room by the number of students who try out and by the natural scoring break. There are NO alternates for this group. Should a student be absent from the clinic, the Concert Orchestra will perform with reduced numbers. NO students will be moved between sections or groups at the junior high level.

Junior High String Orchestra:

Orchestra Manager: Gabriel Bruce gabrielbruce@gmail.com

The second-tier junior high group. First chair in each instrument is the next student by rank after the Concert Orchestra has been filled. String instrumentation is 16 first violins, 16 second violins, 10 violas, 10 cellos, and basses to be determined in the tally room by the number of students who try out and by the natural scoring break. There are NO alternates for this group. Should a student be absent from the clinic, the String Orchestra will perform with reduced numbers. NO students will be moved between sections or groups at the junior high level.

Senior High Full Orchestra:

Orchestra Manager: Casey Buck buckc@conwayschools.net

The only senior high group, with winds, brass, and percussion. String instrumentation is 16 first violins, 16 second violins, 10 violas, 10 cellos, and 8 basses, with 3 alternates for each instrument (2 basses). All alternates are permitted to perform on the concert so that they are eligible for the alternate drawing at All-State auditions in February. **Students (including alternates) who do not perform at the Region clinic are NOT eligible to audition for All-State.**

CLINIC WEEKEND DIRECTOR RESPONSIBILITIES

It is expected that ALL directors will be available to serve in whatever capacity they are asked by the Region chair or orchestra managers. Directors should be present on campus for all rehearsals and are expected to help chaperone students while getting settled at rehearsal and during breaks. The directors should plan on choosing a group to stay with for most of the time, and should communicate with other directors to make sure all groups have several teachers available. Clinicians may want to do sectionals during the Friday evening rehearsal, so it is expected that the Region directors will be available to serve as coaches as well.

ABSENCES FROM REGION CLINIC REHEARSALS

Students are expected to be at all rehearsals unless they have an extenuating circumstance or another school-related conflict. Absences will only be excused if notified in advance, and at the discretion of the Region chair. A director whose student has the conflict should notify both the Region chair and the orchestra manager for that student's ensemble.

CLINIC CONCERT PROCEDURES

- String Orchestra begins ON STAGE; JH Concert will sit on stage right; SH Full will sit stage left. The group exiting the stage will replace the seats vacated by the group entering the stage
- String Orchestra cases are stored in back hallway behind the auditorium; JH Concert cases are stored backstage stage left; Senior High cases are stored in the band room and students will return to pick up their instruments before taking the stage
- Directors should sit/stand with the groups in the hall to make sure students are respectful and quiet during the performance. They should also be available to help tune instruments (especially for the younger students) if necessary.

ORCHESTRA MANAGER DUTIES AND RESPONSIBILITIES

SUMMER

- Contract clinician over the summer
- Discuss All-Region students' performance level, rehearsal schedule, and possible program (approximately 20 minutes in length)

BEFORE AUDITIONS

- Settle on a final program after checking with other directors/youth orchestras about repertoire
- Locate the music for the clinician by checking with other directors for the selected music, or purchase the music needed for the clinic
- Contact local music companies to donate folders for music. The total number of folders needed is under 100, depending on wind parts. (Also, alternate folders are needed at the senior high level, three for each section)
- Copy all parts and schedules for music folders and keep a master set in case of lost music
- Label folders and put music and schedules in folders for each student to be picked up at auditions
- Make sign-out sheet for music folders and sort into a crate/box

AT AUDITIONS

- Have crate/box with prepared folders available for checkout in the tally room at the beginning of the day
- Pick up any leftover folders and the sign-out sheet and take it with you
- Arrange to get any unchecked folders to students/teachers who have not picked theirs up yet

BEFORE CLINIC

- Have extra copies of the All-Region Clinic music and extra supplies (strings, rosin, rock stops, pencils, etc.)
- Recruit other teachers to help with sectionals in case the clinician would like to have sectional rehearsals.
- Make name tags for students and seating tags (Violin I – 1, etc.) to help students find their seats
- Offer clinician a seating chart/diagram of the setup if desired

FIRST REHEARSAL

- Check attendance and make sure students are in the correct chairs
- Make any announcements about scheduling, breaks, lunch and dinner times, call times, etc.
- Remind students of proper etiquette while in rehearsal such as: students sitting with good posture, no gum/food/drink, talking, and dress code for the concert
- Go over procedures of the rehearsal room (placement of cases, storage of larger instruments for breaks, elevator only for large instruments)
 - Violins and Violas: put back in their case and latched
 - Cellos and Basses: push in endpins and store instruments away from the walking areas
 - Large instruments may leave their instruments overnight in the appropriate storage place
- Introduce clinician to students

AT EACH REHEARSAL

- Check attendance at each rehearsal and make sure students are in the correct chairs ON TIME
- Make any announcements about scheduling, breaks, lunch and dinner times, call times, reminders about dress code, etc. at beginning and ending of each rehearsal
- Assist the Clinician with all rehearsals (including dress rehearsal on stage)
- Submit any changes in personnel as well as the concert program to the program manager (Casey Buck)

AT THE CONCERT

- Introduce the Clinician on stage before their portion of the concert
- Collect ALL music and folders after the concert