

**Virginia Choral Directors  
Association**

**VCDA**

**Operations Manual**

*February 2020*

## PREFACE

The first Virginia Choral Directors Association Handbook was printed in 1978 – 79. Under the Chairship of Dorothy L. Carter, the Handbook was revised and distributed in 1980. The Handbook was prepared as a manual for the Virginia choral directors who would be participating in and responsible for organizing VMEA/VCDA-sponsored All-District Chorus and All-Virginia Chorus and the auditions thereof. This latest revision is as of September, 2017.

This eighth revision of the handbook includes changes to the rules as approved by VCDA vote and also contains the VCDA Constitution and By-Laws and District Choral Festival rules, as given in the handbook of the Virginia Music Educators Association (VMEA). The Choral Literature Manual is accessible online via the VMEA and VCDA websites. ([www.vmea.com](http://www.vmea.com)) ([www.vcda.net](http://www.vcda.net))

The VCDA Rules herein may be revised by the membership of the VCDA in the following manner:

- (1) Proposed revision must be submitted in writing to the President's Committee of VCDA and presented at a general business meeting of the membership and/or printed in VMEA NOTES or on the VCDA website before a vote can be taken. An announcement will be made at the time of the reading of the proposed revision starting date and place of the next general meeting at which time a vote will be taken.
- (2) In order to revise the VCDA Rules in this Handbook, the proposed revision must receive a two-thirds majority vote of those VCDA members present at the scheduled and announced business meeting.

The VCDA Rules in this Handbook have been approved by the VCDA membership and must be adhered to in the management of all VMEA/VCDA-sponsored events.

## 2018-2020 OFFICERS OF VCDA

### **PRESIDENT:**

Brian Kelly  
Millbrook High School  
251 First Woods Drive  
Winchester, VA 22603

### **TREASURER:**

Toni Cotturone  
1355 White Marsh Road  
Suffolk, VA 23434

### **VICE-PRESIDENT:**

Mandi Steele  
Christiansburg High School  
100 Independence Blvd.  
Christiansburg, VA 24073

### **SECRETARY:**

Elise Krepcho  
Grassfield High School  
2007 Scenic Parkway  
Chesapeake, VA 23323

### **PRESIDENT-ELECT:**

Dana Van Slyke  
Herndon High School  
700 Bennett Street  
Herndon, VA 20170

### **PARLIAMENTARIAN:**

Charlotte Smith  
465 Chinquapin Trail  
Christiansburg, VA 24073

## PAST PRESIDENTS OF VCDA

1949 – 1952	Nell Fleshman	1982 – 84	Jim Hutton
1952 – 53	Viola Painter	1984 – 86	Betty Tabor
1953 – 56	Charles Lamphere	1986 – 88	Kaye Green
1956 – 58	Warren Sprouse	1988 – 90	Robert Baxter
1958 – 59	Claire Mcdermott	1990 – 92	Paul Thompson
1959 – 60	Alton Howell	1992 – 94	James Daugherty
1960 – 62	Marie Reynolds	1994 – 96	Charlotte Smith
1962 – 64	Viola Painter	1996 – 98	Ronald Braswell
1964 – 65	Pat Fitzgerald	1998 – 2000	Jay Hartzler
1965 – 66	Eleanor Walden	2000 – 02	Melvin Goodwyn
1966 – 67	Ruth Pace	2002 – 04	Don Krudop
1968 – 70	Harriett Heath	2004 – 06	Michael L. Ehrlich
1970 – 72	Roger Zimmerman	2006 – 08	Lois Castonguay
1972 – 74	Sydney Swigett	2008 – 10	Sherri Matthews
1974 – 76	Beatrice Leist	2010 – 12	Lisa Pennington
1976 – 78	Robert Stamback	2012 – 14	Lynne Babcock
1978	Betty Davis (died 1978)	2014 - 16	Mike Horanski
1978 – 80	Jeanne Meredith Busse	2016 - 18	Mandi Steele
1980 – 82	Robin Mills	2018 - 20	Brian Kelly

## VCDA SPONSORED EVENTS

November	(first/second weekend)	All-District Chorus Auditions
February	(second/third weekend)	All-District Chorus All-Virginia Chorus Auditions
March	(third weekend)	District Choral Festival
April	(last weekend)	All-Virginia Chorus

## SCHOOL DISTRICTS BY VMEA DISTRICTS 2014

### **DISTRICT I**

Charles City County  
Hanover County  
Henrico County  
King and Queen County  
King William County  
New Kent County  
Richmond City  
University of Richmond  
Virginia Commonwealth University  
Virginia Union University  
West Point City

### **DISTRICT II**

Accomack County  
Cape Charles County  
Norfolk City  
Norfolk State University  
Northampton County  
Old Dominion University  
Regent University  
Tidewater Community College  
Virginia Beach City  
Virginia Wesleyan College

### **DISTRICT III**

Amelia County  
Appomattox County  
Brunswick County  
Charlotte County  
Chesterfield County  
Colonial Heights County

### **III cont'd**

Cumberland County  
Dinwiddie County  
Goochland County  
Greenville County  
Hopewell City  
Longwood University  
Lunenburg County  
Mecklenburg County  
Nottoway County  
Petersburg City  
Powhatan County  
Prince George County  
Virginia State University

### **DISTRICT IV**

Chesapeake City  
Isle of Wight County  
Portsmouth City  
Suffolk City

### **DISTRICT V**

Augusta County  
Bath County  
Blue Ridge Community College  
Bridgewater College  
Buena Vista City  
Eastern Mennonite College  
Harrisonburg City  
Highland County  
James Madison University  
Lexington City

**V cont'd**

Mary Baldwin University  
Page County  
Rockbridge County  
Rockingham County  
Staunton City  
Washington and Lee University  
Waynesboro City

**DISTRICT VI**

Alleghany College  
Bedford County  
Botetourt County  
Campbell County  
Covington City  
Craig County  
Danville City  
Floyd County  
Franklin County  
Halifax County  
Henry County  
Hollins University  
Liberty University  
Lynchburg City  
Lynchburg College  
Martinsville City  
Montgomery County  
Patrick County  
Pittsylvania County  
Radford City  
Radford University  
Roanoke City  
Roanoke College  
Roanoke County  
Salem City  
South Boston City  
Virginia Tech

**DISTRICT VII**

Bland County  
Bluefield College  
Bristol City  
Buchanan County  
Carroll County  
Clinch Valley College

**VII con'd**

Dickenson County  
Emory and Henry College  
Fries City  
Galax City  
Giles County  
Grayson County  
Lee County  
Mountain Empire Community College  
Norton City  
Pulaski County  
Russell County  
Southwest Virginia Community College  
Scott County  
Smyth County  
Tazewell County  
The University of Virginia's College at Wise  
Virginia Highlands Community College  
Virginia Intermont College  
Washington County  
Wise County  
Wythe County

**DISTRICT VIII**

Christopher Newport University  
College of William and Mary  
Franklin County  
Gloucester County  
Hampton City  
Hampton University  
Mathews County  
Newport News City  
Poquoson City  
Southampton County  
Surry County  
Sussex County  
Thomas Nelson Community College  
Williamsburg-James City  
York County

**DISTRICT IX**

Manassas City  
Manassas Park City  
Mary Washington University  
Prince William County

**DISTRICT X**

Alexandria City  
Fairfax County  
Falls Church City

**DISTRICT XI**

Fairfax County  
George Mason University  
NOVA Community College

**DISTRICT XII**

Arlington County  
Fairfax County

**DISTRICT XIII**

Albermarle County  
Amherst County  
Buckingham County  
Charlottesville City  
Culpeper County  
Fluvanna County  
Greene County  
Louisa County  
Madison County  
Nelson County  
Orange County

**XIII con'd**

University of Virginia  
Piedmont Community College

**DISTRICT XIV**

Clarke County  
Fauquier County  
Frederick County  
Rappahannock County  
Shenandoah County  
Shenandoah University  
Warren County  
Winchester City

**DISTRICT XV**

Caroline County  
Essex County  
Fredericksburg City  
King George County  
Lancaster County  
Middlesex County  
Northumberland County  
Quantico City  
Richmond County  
Spotsylvania County  
Stafford County  
Westmoreland County

**DISTRICT XVI**

Loudoun County

# CONSTITUTION OF THE VIRGINIA CHORAL DIRECTORS ASSOCIATION

## The Choral Section of the Virginia Music Educators Association

### ARTICLE I. NAME, PURPOSE, AFFILIATION

Section 1. The name of the organization shall be The Virginia Choral Directors Association, The Choral Section, Virginia Music Educators Association.

Section 2. Purpose  
Its purpose shall be the support, promotion, and advancement of music education in schools (public and private) of all levels and in other educational institutions.

Section 3. Affiliation  
As the Vocal Section of the Virginia Music Educators Association, the membership shall enjoy and benefit from those affiliations and professional relationships accorded other members of the parent organization.

### ARTICLE II. MEMBERSHIP

Section 1. Active Membership  
Any person who is eligible for membership by virtue of his or her vocation, avocation or who, because of special interest in choral music, desires to associate himself or herself with the group, may become an active member of this Association upon payment of the prescribed dues through VMEA/NAfME.

Section 2. Associate Membership  
Any person, firm, or institution desiring to contribute to the support of the educational activities of this Association may become an associate member upon payment of the prescribed dues to VMEA. Associate membership entitles an individual to the rights and privileges of active membership, save that of holding office.

Section 3. Retired Membership  
Retired membership shall be open to any individual who has been an active member of the Association for five or more consecutive years immediately preceding his or her retirement from the teaching profession. Retired members shall have all privileges of active membership as stipulated in Section 1, excepting the rights of voting and holding office. Retired membership in VMEA does not require dues and shall be awarded automatically by the President upon receipt of a written statement submitted by the member retiring.

**ARTICLE III. OFFICERS AND GOVERNMENT**

Section 1. Officers

The officers of the section shall be (1) the president, (2) the vice-president, (3) the president-elect, (4) the secretary, (5) the treasurer, and (6) a choral representative from each of the VMEA Districts. All officers shall be active members in good standing in the Association.

Section 2. President's Committee

The President's Committee shall consist of the President, President-Elect, Vice-President, Secretary, and the Treasurer. Past-Presidents of the organization are also included provided they have maintained active membership and attend at least one VCDA meeting per year.

Section 3. Government

The Government of the Section shall be vested in the membership under the general supervision of the Executive Committee of the Virginia Music Educators Association.

**ARTICLE IV. DISTRICTS**

Section 1. Divisions of the Commonwealth

The Commonwealth of Virginia shall be divided into music districts as determined by the VMEA Executive Board.

Section 2. District Choral Representatives

Each District shall elect a District Choral representative, to represent the choral interests to the VMEA Council of Review. He/she shall be the administrative head of District activities and shall have the right to appoint committees for district activities.

Section 3. District Committees

The District Committees shall conduct the affairs of their respective Districts so as to be in accord with the general rules of the Association. They will be responsible for disseminating information from both VMEA and VCDA to the members of their District.

**ARTICLE V. COMMITTEES**

The President shall be empowered to appoint such standing or special committees as shall be deemed advisable to properly conduct the affairs of the Section.

**ARTICLE VI. QUORUM**

A quorum shall be in effect at any meeting of the Section where the total number of members present shall be at least thirty (30) AND when at least five (5) of the VMEA Districts are represented.



**ARTICLE VII. MEETINGS**

Section 1. District  
District meetings may be called by the District Choral Representative or he/she shall call a District meeting at the written request of not less than six (6) members of the District unit.

Section 2. Annual Meetings of the Section  
The Choral Section holds two regular meetings: (1) in conjunction with the VMEA session during the annual VMEA Conference, and (2) during the All-Virginia Chorus event.

Section 3. Conducting Business  
A quorum shall be necessary to officially conduct the business of the Section. Robert's Rules of Order will be used in conducting all meetings.

**ARTICLE VIII. AMENDMENTS**

This Constitution may be amended at an annual meeting of the Section when two thirds of the membership present shall have approved the proposed amendment. Following a motion, the proposed amendment must be printed in an issue of **VMEA Notes**, prior to the final vote, which would occur at the next meeting.

# Section I

## BY-LAWS

### SI-1. Executive Authority

The executive authority for the administration of the affairs of the Section shall be vested in the president, who, with the vice-president, the president-elect, the secretary, and the treasurer, shall have the status of the President's Committee. Past Presidents of the Section may be included in the President's Committee if they remain active members of the Association and attend at least one meeting per year. All actions of the president and/or this committee not specifically authorized by the Constitution and By-Laws shall be subject to the approval of the membership.

### SI-2. Duties of the President

The president shall preside at all meetings of the section and the President's Committee, and shall be responsible for All-Virginia Chorus. He shall carry out the charge of his executive authority as stated in By-Laws Section 1, above. Further, he shall represent the organization generally, but specifically on the VMEA Executive Board.

### SI-3. Duties of the Vice-President

The duties of the vice-president (immediate past president) shall be to assist the president. In the event the office of president should become vacant or should the president be unable to carry on the responsibilities of his office during the first year of his two-year term of office, the vice president will assume the office for the remainder of the first year term of office. The vice-president shall serve as a member of the President's Committee.

### SI-4. Duties of the President-Elect

The duties of the president-elect shall be to assist the president. In the event the office of president becomes vacant or should the president be unable to carry on his responsibilities in the second year of his two-year term of office, the president-elect will assume the duties of the president and will call for the election of a president-elect at the next meeting. Should the president-elect assume the office of president, this shall count as his normal term of office. He shall serve as program Chair for the fall meeting. The president-elect shall serve as a member of the President's Committee.

### SI-5. Duties of the Secretary

The secretary shall do the correspondence necessary to properly conduct the affairs of the Section and shall keep minutes of the Section and the President's Committee. He shall submit the minutes of Section meetings to VMEA Notes and the President within a reasonable length of time following each meeting. The secretary shall serve as a member of the President's Committee.

### SI-6. Duties of the Treasurer

The treasurer shall be custodian of all funds entrusted to the Section, be they from VMEA and/or All-District Chorus and All-Virginia Chorus monies. He shall deposit these funds in a depository approved by the President's Committee, and he shall present at each meeting of the Section an accounting of monies received and disbursed since the last such report was made. Further, he shall present to the treasurer of VMEA such accountings as the latter may request. All disbursements made by the treasurer must be approved by the president. The treasurer shall serve as a member of the President's Committee.

SI-7. Duties of the President's Committee

The duties of the President's Committee shall be to assist the President, when requested, in planning and/or implementing the agenda for various meetings/events at which the president shall preside. The Committee members shall counsel with the President, when requested, concerning decisions pertaining to executive authority, especially in cases where emergencies arise.

SI-8. Duties of the District Choral Representatives

The duties of the District Choral Representatives shall be those set forth in the VMEA Constitution and By-Laws.

SI-9. Income

Monies for the carrying on of the normal year-to-year activities of the Section shall be received from an allotment made annually by the Executive Board of VMEA to the several sections of the Association. Funds in excess of expenditures from All-District Chorus activities are placed in the VMEA treasury; in turn, deficits which are itemized and approved by the president may be paid from this fund.

SI-10. Surplus Fund and Deficits

Disposition of surplus funds and deficits shall be in accord with the stipulations of the VMEA Constitution and By-Laws and in accord with such instructions as may be given by the VMEA Executive Board.

SI-11. Amending By-Laws

The By-Laws of this organization may be amended in the same manner as that prescribed for amending the Constitution.

SI-12. Length of Term and Schedule of Terms of Office

The officers of the Section shall be elected for a period of two (2) years. At the end of a two-year period, the president-elect and the secretary shall take office on July 1 of the even-numbered years. The Treasurer shall be appointed by the President's Committee. His work will be reviewed every four years. The President's Committee may appoint another treasurer at any time it deems wise. District Choral Representatives shall be so elected as to take office on July 1 of the odd-numbered years.

SI-13. Election of Officers

The President's Committee will solicit nominees for VCDA offices from the sixteen District Choral Representatives in the fall prior to the election. The District Choral Representatives shall be elected by the choral members of the VMEA District they are to represent. All officers are elected by secret ballot, at state and district meetings.

SI-14. Vacancies

Should an officer of VCDA be unable to fulfill his term of office, a special election shall be held to fill the position.

SI-15. Re-election of Officers

A person may be reelected to the office of President-Elect only after the specified terms of President and Vice-President have expired. The VCDA Secretary may be re-elected for one succeeding term (thus the secretary may serve two successive terms, or a total of four years).

SI-16. Fiscal, Administrative, and Membership Year

The fiscal, administrative, and membership year shall conform to that of the National Association for

Music Educators (NAfME), July 1 through June 30, or such period as may be determined by the VMEA Executive Board.

SI-17. Rules of Order

Robert's Rules of Order, revised, shall govern all business meetings of VMEA, including the interest sections.

## **Section II**

### **ORGANIZATION**

#### **I. MEMBERSHIP AND FUNCTIONS**

The Virginia Choral Directors Association (VCDA) is the Choral Music Section of the Virginia Music Educators Association (VMEA) and is an affiliated unit of the National Association for Music Education (NAfME). Membership is available to all VMEA members engaged in teaching or supervising vocal music. The Constitution and By-Laws appear in Section I.

Although VCDA is directly involved with all choral activities held within Virginia, it officially sponsors only the All-Virginia Chorus and all rules, regulations, and funding therein are directly associated with VCDA. All-District Choruses, District Choral Assessments, and the Honors Choir are sponsored and guided by VMEA. Financial reports, excess funds, and requests for reimbursement for insufficient funds for these activities are made directly to VMEA. However, in practice, rules and regulations governing All-District Chorus are delegated to VCDA by VMEA.

Students of non-members are not prohibited from participating in VMEA/VCDA sponsored events. However, their directors will be assessed a non-member participation fee.

#### **II. OFFICERS AND RESPONSIBILITIES**

a. The President is elected by secret ballot and serves a two-year term as President-Elect, a two-year term as President, and a two-year term as Vice-President – a total of six years on the Executive Board of VCDA. During the presidential term, the president is a member of the VMEA Executive Board. The President serves as Chair for all VCDA executive and general meetings; plans and directs All-Virginia Chorus activities; and prepares and directs all information and sessions related to the VMEA In-Service Conference.

b. The President-Elect, elected by secret ballot, acts as Chair of VCDA meetings in the absence of the President; assists the President with the All-Virginia Chorus activities and the VMEA In-Service Conference; and serves as the assistant to one of the All-Virginia Chorus Guest Conductors.

c. The Vice-President serves as a consultant to the President and the VCDA board and assists the President and other officers in all VCDA activities and, in the absence of the President and President-Elect, acts as Chair of VCDA meetings.

d. The Secretary, elected by secret ballot, records and reports the proceedings of all Executive Board and membership meetings and prepares minutes of the meetings for publication in VMEA Notes. The Secretary also may review proposed revisions of the Handbook, then advises the Executive Board and

membership in writing of said revisions and, upon affirmative vote, prepares supplements to, or acts as Chair of a revision committee for, the VCDA Handbook.

e. The Treasurer, appointed by the VCDA President's Committee, records all financial activities and presents a financial report of the membership at each business meeting. The Treasurer remits any payments due for VCDA activities.

f. The Parliamentarian is appointed by the President of VCDA and serves to insure that the Executive Board and general meetings observe Robert's Rules of Order.

### **III. VMEA DISTRICT CHORAL REPRESENTATIVES**

District Choral Representatives are elected every two years, in the odd year. At the beginning of the school year, the Representative presides at the meeting of all choral directors in each District. Each Representative is responsible for:

- a. Preparing a roster of district choral directors to include:
  - (1) Director's name, school, school address, telephone, and fax, where available.
  - (2) Home address, telephone, cell-phone number and email address.
  - (3) School system, name of Supervisor of Music, Supervisor's office address and telephone, and forwarding a copy to the VCDA President and Secretary.
- b. Selecting chairmen and hosts for All-District Chorus auditions and All-District Chorus. Chairmen selected may also host All-District events.
- c. Selecting sites for All-District events, preferably several years in advance.
- d. Listing, in order of preference, possible guest conductors for All-District Choruses and the approved fees and expenses, as recommended by participating directors at the All-District Chorus meeting.
- e. Arranging the All-Virginia Chorus auditions.
- f. Having all district dates placed on the VMEA calendar for insurance purposes.

### **IV. VMEA EXECUTIVE BOARD/COUNCIL OF REVIEW REPRESENTATIVES**

Each district shall have one choral representative on the VMEA Executive Board or the Council of Review. Representatives serve for two years and are responsible for supervision or implementation of the district-wide choral activities (i.e. All-District Chorus Auditions, All-District Chorus, District Festival, and All-Virginia Chorus Auditions).

### **V. ANNUAL MEETINGS**

Two VCDA meetings are held annually; one in conjunction with the VMEA session during the VMEA In-Service Conference, and one during the All-Virginia Chorus event. Only VCDA members may discuss business brought before the body for vote.

# Section III

## ALL-DISTRICT CHORUS

All-District Chorus provides pupils of outstanding talent and musical skill an opportunity to sing together in a fine choral group directed by an outstanding guest choral conductor. Generally, this event is scheduled during the second weekend in February.

Rehearsals are normally held on Friday and Saturday (sometimes districts choose to hold a Thursday evening note-check rehearsal), with a public concert concluding the event. Conductors for the event are chosen by steering committees and are selected from both within and outside Virginia. Music is selected cooperatively by the steering committee and the conductor. (See MUSIC SELECTION GUIDELINES on VCDA website.)

Teachers are responsible for seeing that participating students are provided with the music and those students are responsible for learning it in advance of the event. Students pay registration fees which cover the cost of the guest conductors, meals and housing (where needed). The registration fees are established to insure a self-supporting event.

### 1. AUDITIONS

#### a. Rules

- (1) Auditions are mandatory for All-District Chorus in every district.
- (2) In All-District Chorus auditions, each singer will be heard by the judges simultaneously.
- (3) All auditionees may or may not be placed behind a screen, and not seen by the judges, subject to each District's preference.
- (4) Judges for All-District Chorus auditions will not be choral directors of the students involved.
- (5) All students who participate in All-District Chorus must have been selected through an audition process, on the same audition date, heard by the same judges as the other students auditioning on their voice part, and at the same audition site designated by the District involved, or as organized to fit individual District needs with any alternate method of audition submitted to VCDA President for approval in advance.
- (6) Students may participate in All-District Chorus auditions only if their choral director is an active member of NAFME/VMEA or pays the non-member fee, which is set in the VMEA Event Manual, as required by VMEA rules and regulations.

#### b. Eligibility

Any student enrolled in a choral/vocal music performance organization as recognized by the school division (performance-based ensemble within the school curriculum), and who is recommended by the director of that organization, is eligible to audition for All-District Chorus or Workshop Chorus. Students must be enrolled in their school choral program at the time of the auditions and at the time of the All-District Chorus event. Schools using an alternative form of scheduling may request a waiver of this requirement from the President's Committee.

**c. Responsibilities**

- (1) Audition Chair – The Chair notifies each choral director in the district of the date and location of auditions, audition music selected, fees, and audition procedures and provides necessary forms to be completed and returned. The Chair is also responsible for:
  - (a) Preparing a budget to cover all expenses (envelopes, paper, postage, audition forms, custodial and security fees, piano tuning and rental, accompanists, judges, and meals).
  - (b) Securing two judges for each audition room, providing audition forms, and giving the judges complete adjudication and scoring instructions.
  - (c) Securing accompanists for auditions, IF they are utilized, OR creating recorded audition accompaniment tracks.
  - (d) Scheduling auditions and notifying the directors.
  - (e) Obtaining teachers to tally and type audition results.
  - (f) Sending results to each participating director.
  - (g) Paying bills and completing the VMEA Financial Report, and submitting the report within 6 weeks to the following: 1) VMEA Treasurer, 2) VCDA Treasurer and 3) District Choral Representative
  - (h) Sending all excess monies to the All-District Chorus Chair to help defray All-District Chorus expenses.
  - (i) Maintaining records to turn over to the next Chair.
  
- (2) Audition Host – The Host (who may also be the Auditions Chair) provides the facilities and equipment required for auditions and is responsible for:
  - (a) Placing the event on the school calendar, advising the administration of all facilities and equipment to be used and informing involved faculty members, as needed.
  - (b) Advising the Auditions Chair of estimated expenses (piano rental and tuning; custodial and security fees; meals for judges, accompanists, and supporting staff).
  - (c) Securing pianos or equipment for recorded accompaniment for the audition, along with warm-up areas for the auditioning students.
  - (d) Obtaining student and adult assistance for runners, guides, monitors, etc., and arranging for custodial and security services.
  - (e) Providing meals for judges, accompanists, and supporting staff.
  - (f) Arranging student housing and student meals, as and if necessary.
  - (g) Checking that facilities are returned to proper order and returning pianos. The host school is not obligated to provide refreshments for participants, but may do so as a fund-raising project.
  
- (3) Judges – District choral directors recommend judges for selection by the Chair. Judges will not be directors of students involved. Judges are responsible for rating student audition performances as prescribed on the All-District Audition form provided by the Auditions Chair.

**d. Audition Procedures**

- (1) Registration – Students register at a central location site provided by the host.

- Registration by name, school, and voice part is appropriate.
- (2) Fees – Registration fees are prepaid by choral directors, the cost having been pre-determined by the Auditions Chair based on estimated expenses.
  - (3) Warm-Up/Audition – Students will have sufficient time to warm-up prior to auditioning. They will audition by number (Example: SI No. 10) and will sing the audition selection as determined by the District choral directors. Callbacks for a second audition are at the discretion of the judges. Each student will be heard by two judges (not directors of students involved) and may be placed behind a screen and not seen by judges.
  - (4) Selection – The Auditions Chair, District Choral Representative, and All-District Chorus Chair determine the number of students selected for each voice part. District choral directors may be included in the determination. Following the auditions, individual directors will advise students of their selection.
  - (5) Tabulation – Tabulators (usually District choral directors) determine the cut-off scores, check the judges’ scores for accuracy and list the order of placement of students from the highest to lowest scores. The list includes: name of student, school, voice part, and score. Alternates may or may not be selected and identified.

## 2. ALL-DISTRICT CHORUS

### a. Rules

- (1) Within each District, the All-District Chorus may include students in grades 9 – 12 who are chosen for either the SATB Choir, and/or if the District so chooses, an SSA(A) Choir. All students must be currently enrolled in a choral performance organization of the participating schools involved at the time of auditions and at the time of the All-District Chorus event. Schools using an alternative form of scheduling may request a waiver of this requirement from the President’s Committee.
- (2) If the District sponsors an All-District event for junior high/middle school students, all planning is the same as for the high school event. This chorus will be called the All-District Workshop Chorus and may be organized to fit the individual District needs.
- (3) Each District will plan an alternate date with the guest conductor when engaging said conductor for the event. The scheduled date and alternate date will be announced to students prior to All-District Chorus auditions. Should it become necessary to reschedule the alternate date, District Representatives will consult the District choral directors to determine a new date agreeable to the guest conductor. Any conflicts with the new date concerning All-Virginia Chorus eligibility will be resolved by the President’s Committee of VCDA.
- (4) Each district is required to have an annual All-District Chorus Commitment Form signed by participating students, their parent/guardian, choral director, and principal (Appendix H). Students will complete the required All-District Commitment Form and submit it with the necessary signatures at least 2 weeks prior to participation in the All-District Chorus.
- (5) Students who become ill during All-District Chorus may be excused from rehearsals and/or the concert without penalty with the approval of their choral director and District Choral representative. Excused absences due to illness will be determined only on the condition that the student’s illness is severe enough that continued participation would be harmful to the student’s health and/or that of other participants in the All-District Chorus.



- (6) No commercial solicitation or promotion of summer international tours will be allowed during any VCDA-sponsored event.
- (7) At All-District Chorus Auditions or All-District Chorus, home-schooled students, home school choral directors, and home schools will be liable for any destruction, theft, or damage to the host school, motel or home used for housing during the event.
- (8) Should a director fail to conform to the rules and regulations pertaining to All-District Chorus as prescribed by VCDA and VMEA, or allow a student or students from the school to do so, the school represented will be sanctioned in the following manner:
  - (a) A first offense will result in a letter of censure mailed by the District Choral Representative (and/or VCDA President), to the director, and to his/her principal and music supervisor. Said letter must state the nature of the offense and specify the penalty for a second offense.
  - (b) A second offense will result in sanctions placed against the offending school by denying it participation in All-District Chorus for the following year and a second letter will be sent to the same recipients (refer to “8a” above).
- (9) In the event a student is dismissed because of failure to adhere to the rules and regulations, no monies will be refunded. The results of all dismissals are to be reported in writing to the student’s choral director and principal and an overall report made to each participating choral director.
- (10) Members of All-District Chorus may not miss any rehearsal during the event. The only exception is if the student is granted an excused absence, in which case the student may only miss one rehearsal block. One rehearsal block is defined as break to break on a single day. Students involved in such a conflict must submit a written request including: name of student, event conflict, and rehearsal block to be missed, to the All District Chorus Chair prior to the event. The Chair is responsible for determining a ruling with the All District Chorus Committee. An excused absence may be a Virginia High School League (VHSL) sponsored competition or any other reason approved by the committee. If a student does not communicate this information prior to the All District Chorus Event, he/she will not be excused regardless of the reason.
- (11) Students must be accompanied by their choral director or other adult chaperone officially designated in writing by the principal of their respective school, as required by VMEA rules and regulations.
- (12) Students will not be permitted to participate in All-District Chorus if their choral director is not an active member of NAFME/VMEA or does not remit the non-member fee, which is set in the VMEA Event Manual.

**b. Eligibility**

Students participating in All-District Chorus must have been selected by audition within their District and must be enrolled in a choral music performance organization in their school at the time of the event. Schools on an alternative form of scheduling may request a waiver of this requirement from the President’s Committee. Teachers and students are responsible for having the music well prepared before attending the first rehearsal.

**c. Housing and Transportation**

If needed, housing arrangements for the students will be made by the All-District Chorus Chair, or by an appointed Housing Committee Chair from the host city. Students may be housed in private homes; however, housing could be arranged on a local college campus, hotel, or in public housing. Students must understand that their conduct in the homes of their hosts must be appropriate and respectful, and that their hosts are the authority in their own homes. A student who exhibits any misconduct of a serious nature is subject to expulsion from All-District Chorus, and such students will be sent home promptly. The All-District Chorus Chair should call parents and full details should also be given to the student's choral director and principal. To prevent misunderstandings, letters should also be sent by the All-District Chorus Chair to the parents and principal documenting the details of the student's expulsion. For violations which are not extremely severe, choral directors may discipline their misbehaving students. Students should be reminded to write "thank-you" notes to their hosts.

No later than one month prior to the All-District Chorus event, choral directors should send to the Housing Chair a completed housing form for each participating student. Directors are responsible for reporting changes in student personnel to the All-District Chorus Chair. He/she will inform the Housing Chair. Transportation is the responsibility of the individual students in accordance with local school policies as determined by the school administration.

**d. Responsibilities**

(1) All-District Chorus Chair – The Chair engages and makes the necessary housing arrangements for the guest conductor as soon as possible after the District choral directors submit a preferred list of recommended conductors. The Chair is also responsible for:

- (a) Establishing a budget to cover operational expenses and collecting fees from directors of participating students.
- (b) Obtaining selection suggestions from the guest conductor.
- (c) Contacting a music company/publisher able to provide the required number of copies of the selected music.
- (d) Securing accompanists and seeing that they are provided with the music as soon as possible.
- (e) Ordering certificates and nametags, preparing a program, and handling publicity.
- (f) Advising the choral directors of rules and regulations, rehearsal schedules, directors' meetings and duty assignments, and providing all necessary forms and other pertinent information regarding the event.
- (g) Appointing a Chair and/or committee to make housing arrangements if no Chair is appointed.
- (h) Preparing an envelope for each student containing a name tag, detailed schedule, meal tickets, copy of the program, and a certificate signed by the appropriate officers and guest conductor.
- (i) Paying bills and completing the VMEA Event manual within 6 weeks to the following:  
1) VMEA Treasurer, 2) VCDA Treasurer and 3) District Choral Representative
- (j) Sending all excess monies to the VCDA Treasurer.
- (k) Maintaining records to turn over to the next Chair.

(2) All-District Chorus Host – The Host (who may also be the Chair) provides the facilities and equipment required and is responsible for:

- (a) Placing the event on the school calendar, advising the administration of all facilities and equipment to be used, and informing involved faculty members, as needed.
  - (b) Advising the Chair of estimated expenses (piano rental, tuning, custodial and security fees, etc.)
  - (c) Securing pianos and other necessary equipment.
  - (d) Assisting with housing arrangements and providing necessary meals.
  - (e) Obtaining sufficient adult and student assistance for registration, rehearsals, and the concert, and arranging for custodial and security services.
  - (f) Arranging for group photographs and recording, as required.
  - (g) Providing a faculty room for choral directors; refreshments may be provided.
  - (h) Seeing that students will be seated according to the guest conductor's instruction.
  - (i) Checking to see that facilities and equipment are returned to proper order.
- (3) All-District Chorus Committee – The Committee may be comprised of the VMEA Choral Representative, the All-District Chorus Chair, Co-Chair, Host, Housing Chair, and the All-District Auditions Chair. The Committee is responsible for:
- (a) Determining whether tardy students will be seated or eliminated from the chorus.
  - (b) Handling any discipline problems which might arise and notifying the appropriate choral director of the action taken.
  - (c) Implementing All-District Chorus rules, as specified, should a director fail to conform to rules and regulations.
  - (d) Ruling on the disqualification of any student eligible for All-District Chorus who has failed to attend a rehearsal, has an unexcused tardy, leaves the designated building or grounds of the event without express permission of the All-District Committee, evidences disrespect for those in authority, or has committed any other misconduct during All-District Chorus which is not in keeping with the standards of All-District Chorus. All decisions of the All-District Chorus Committee will be sent to all participating schools.

**e. Procedure**

The District Choral Representative schedules and arranges a meeting of the District choral directors in order to recommend future guest conductors and to discuss District business pertaining to choral events, including All-Virginia Chorus information. The Representative or District Chorus Chair also makes appropriate duty assignments for participating directors to assist the guest conductor and accompanist(s).

The District Chorus Chair arranges for distribution of a prepared packet containing name tags, certificates, schedules, etc. to each director during registration. Students assemble in the auditorium, are seated on stage (and any other rehearsal spaces designated for the event) according to the guest conductor's seating requests, and are welcomed by the Chair who may introduce the host school principal, the All-District Chorus Host, and the guest conductor(s) and accompanist(s).

Students receive their housing assignments (if applicable) following the first rehearsal. They are responsible for their attendance at subsequent rehearsals and the concert performance in accordance with the instructions furnished by the Chair.

Directors with students eligible to audition for All-Virginia Chorus are given all the necessary information for subsequent distribution to their students.

A Workshop Chorus is organized according to the dictates of each District. The District Choral Representative is responsible for informing the Chair of the Workshop Chorus as to rules and regulations governing the event.

# Section IV

## ALL-VIRGINIA CHORUS

There are two All-Virginia Choruses, an SSAATTBB Choir (hereafter Mixed) and an SSAA Choir (hereafter Treble). Both choirs are part of the All-Virginia Chorus event, held annually during the last weekend in April, sponsored by VCDA, working within the sanctions of VMEA. It is the goal of the Association to present choirs of the finest high school singers in Virginia, studying and performing advanced choral music under the direction of master teachers and conductors. When this goal is realized, students and teachers should experience a feeling of unity through music and a renewed sense of pride in the Commonwealth of Virginia. The All-Virginia Chorus experience provides choral directors with in-service training through observation of choral and conducting techniques employed by the guest conductor and the exchange of ideas and experiences with colleagues throughout the Commonwealth. The VCDA President is responsible for all facets of the All-Virginia Chorus, committee assignments, and all arrangements.

### 1. AUDITIONS

#### a. Rules

- (1) Any student, that has fulfilled the All-District Chorus requirements, is currently enrolled in a school choral performance organization recognized by the school division, and recommended by the school choral director, is eligible to audition. Schools using an alternative form of scheduling may request a waiver from the President's Committee before auditioning.
- (2) All auditionees will perform behind a screen and will not be seen by the judges.
- (3) The audition piece will be an art song in English, which exists in public domain status. Art songs that are currently in rotation are:
  - "She Walks in Beauty" - Arthur Finer (17-18, 21-22)
  - "Where E're You Walk" - G.F. Handel (22-23, 24-25)
  - "Whither Must I Wander" – R. Vaughan Williams (18-19, 20-21)
  - "Blow, Blow Thou Winter Wind" – Thomas Arne (19-20, 23-24)The audition piece will be available each year in multiple keys to accommodate each voice part – PDF's and MP3 files in all these keys will be posted on the VCDA website.
- (4) Sight-Singing criteria:
  - 8 measures long
  - begins and ends on low DO
  - measures 5 and 6 will be identical to measures 1 and 2 (the reason for this is two-fold: it makes better musical sense in retaining compositional integrity and symmetry, and it allows the student who makes mistakes in the first four bars to correct them in the second four bars)
  - 10% of the total audition points
  - Examples will be provided by Masterworks Press or a chosen composer (cannot be a choral director with students auditioning for All-Virginia Chorus) and sent via the VCDA President to the District Choral Representatives one week prior to the auditions. The Representatives will forward the examples on to the All-Virginia Auditions Chair in their districts.
  - Keys: "E flat" for Soprano and Tenor; "C" for Alto and Bass

- Tenors will be given the choice of reading in treble or bass clef.
  - The compositional elements will be:
    - Range—1 octave
    - Skips—do, mi, sol
    - Note values—whole, half, dotted quarter, quarter, eighth
    - Rests—quarter
  - Examples will be formatted in two ways, and the Auditions Chair will determine which format their district will use:
    - 1) all examples on one page
    - 2) each example on a separate page
  - All four examples must be used in a rotation (i.e. Singer #1 reads Example #1, Singer #2 reads Example # 2...etc.)
- (5) Judges for All-Virginia Chorus auditions will not be choral directors of the students involved.
  - (6) Judges must use the All-Virginia Chorus Audition Adjudication form. (See Appendix J)
  - (7) Each District Representative will distribute the All-Virginia Chorus Commitment Form to District choral directors after the All-Virginia Chorus auditions. The commitment form must be signed by the student, parent/guardian, choral director, and principal and submitted to the All-Virginia Chorus Auditions Chair after the auditions have been completed and the delegates have been chosen. The commitment forms would be submitted to the district chair within two weeks of the States Delegates Announcements. The chair would then send them to the state. No student will participate in the All-Virginia Chorus without the signed commitment form completed in its entirety and alternates will be called.
  - (8) Students may participate in the auditions only if their choral director is an active member of NAfME/VMEA or pays the non-member fee set in the VMEA Event Manual, as required by VMEA rules and regulations.
  - (9) Each District will select 16 voices (2 on each voice part – SSAATTBB) for the All-Virginia Mixed Chorus. They will also select 8 voices (2 on each voice part – SSAA) for the All-Virginia Treble Chorus. Within each district, treble voice part All-VA delegates will be selected with the numbered places (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>) alternating choir by year. In the odd numbered years, the odd numbers (1<sup>st</sup> and 3<sup>rd</sup> place) will go to the Mixed choir (and the even numbers - 2<sup>nd</sup> and 4<sup>th</sup> place - will go to the Treble choir). In even numbered years, even numbers (2<sup>nd</sup> & 4<sup>th</sup> place) will go to the Mixed choir (and the odd numbers (1<sup>st</sup> & 3<sup>rd</sup>) will go to the Treble choir).
  - (10) Each District will select a first alternate and a second alternate for each of the voice parts (eight voice parts in Mixed Chorus and four voice parts in Treble Chorus) during the All-Virginia Chorus auditions. Alternates will be placed in the first vacancy of either choir. The second alternate would replace the first alternate if the first alternate replaces an All-Virginia Chorus member or withdraws as the first alternate. The deadline for utilizing alternates is 48 hours prior to the beginning of All-Virginia Chorus.

**b. Eligibility**

Any student who meets the requirements of Rules (1), (7), and (8), above are eligible to

audition for All-Virginia Chorus.

**c. Responsibilities**

- (1) Audition Chair/Host – The Chair for All-Virginia auditions will be responsible for:
  - (a) Notifying directors of the date and location of auditions, selection procedures, and fees, which are determined by each District.
  - (b) Providing facilities and equipment (including screens) required for auditions.
  - (c) Preparing a budget to cover all expenses involved with auditions.
  - (d) Securing two judges for each audition room and providing them with complete instructions for adjudication and scoring.
  - (e) Selecting adults to check judges' scores for accuracy.
  - (f) Obtaining student and adult assistance for runners, guides, monitors, etc.
  - (g) Providing a faculty room for choral directors, if so desired; refreshments may be provided.
  - (h) Providing a registration area and registration forms.
  - (i) Providing a warm-up area for auditionees.
  - (j) Providing meals for judges and supporting staff, if necessary.
  - (k) Arranging student housing and student meals, as necessary.
  - (l) Advising participating directors of results.
  - (m) Paying judges and other bills; completing the VMEA Event Report within 6 weeks and sending to the following: 1) VMEA Treasurer, 2) VCDA Treasurer and 3) District Choral Representative
  - (n) Maintaining records to turn over to the District Choral Representative.
  - (o) Checking that facilities are returned to proper order.

It is the All-Virginia Auditions Chair's responsibility to determine by scores (highest to lowest) the singers in each voice section who will participate in the All-Virginia Choruses. A first alternate and a second alternate for each voice part should also be selected. Ties in scores will be broken by the following, in order: Sight-Reading, Tone Quality & Diction, Musicianship, Intonation and Preparation of Material.

- (2) Judges – District choral directors recommend judges for selection by the Chair. Judges will not be directors of students involved. They are responsible for rating student audition performances as prescribed on the All-Virginia Audition form provided by the Auditions Chair.

**d. Audition Procedures**

All-Virginia Chorus auditions are conducted in a manner similar to the All-District Chorus Auditions, except that screens must be used and the judges must use the prescribed audition adjudication form (Appendix A). The selection process is described in Rules (10) and (11) above.

The tabulation is checked for accuracy by the All-Virginia Auditions Chair, and the selections are usually announced during or immediately following the All-District Chorus concert, unless auditions

are held following the All-District Chorus event. In that case, choral directors inform their respective students of the selections once auditions are completed.

## 2. ALL-VIRGINIA CHORUS

### a. Rules/Eligibility

- (1) All Participants must have been selected by the required audition process as outlined in the rules governing All-Virginia auditions.
- (2) All participants must have submitted the completed All-Virginia Commitment form prior to their audition.
- (3) In the event of a cancellation, the Section President must be notified prior to 48 hours of the beginning of the All-Virginia Chorus event.
- (4) All participants must attend all rehearsals and the culminating concert unless excused. (See Appendix C for All-Virginia Chorus Attire requirements) Excused absences due to illness will be determined only on the condition that the student's illness is severe enough that continued participation would be harmful to the student's health and/or that of other participants. Failure to adhere to this rule will result in dismissal from the All-Virginia Chorus.
- (5) Students must sing the voice part for which they auditioned.
- (6) All participants must abide by the regulations as printed on the commitment form. Failure to adhere will result in dismissal from the chorus.
- (7) Should a director fail to conform to the rules and regulations pertaining to All-Virginia Chorus as prescribed by VCDA and VMEA or allow a student or students from the school to do so, the school represented will be sanctioned in the same manner as prescribed in the All-District Chorus rules.
- (8) No commercial solicitation or promotion of summer international tours will be allowed to participants during any VCDA sponsored event.
- (9) Home-schooled students, home school choral directors, and home schools will be liable for any destruction, theft, or damage to the host school, motel, dormitory, or home used for housing during the event.
- (10) Students must be accompanied by their choral director. In extraordinary circumstances another adult chaperone from each school officially designated in writing by the principal of the school may serve in the capacity. Such requests must be submitted to the VCDA President in writing prior to the event and must also have the written approval of the parents or legal guardian of the student(s) involved.
- (11) Students will not be permitted to participate in All-Virginia Chorus if their choral director is not an active member of NAFME/VMEA or does not remit a non-member fee, set in the VMEA Event Manual, as required by VMEA.
- (12) Students involved in the All-Virginia Chorus must participate in the event in its entirety, including housing and meals.

### b. Host and Housing

The All-Virginia Chorus host and the housing are determined by the location of the event. The location is determined according to the rotation system established by the membership in November 2010. It is as follows:

- |         |   |
|---------|---|
| Area A: | Districts V and XIII – 2003, 2008, 2013, 2019...      |
| Area B: | Districts I, III, and XV – 2004, 2009, 2014, 2020 ... |



- Area C: Districts X, XI and XII – 2005, 2010, 2015, 2021 ...
- Area D: Districts II, IV, and VIII – 2006, 2011, 2016, 2022...
- Area E: Districts VI and VII – 2002, 2007, 2012, 2017, 2023...
- Area F: Districts IX, XIV and XVI – 2018, 2024...

The VCDA President determines the location within each area according to requests and/or suggestions by the Districts involved. Housing is determined by whether the event is held on a college campus with dormitory housing available or by the necessity of using hotel housing. For 3 years, beginning 2018, the event will be a combined All VA event with Band and Orchestra in Richmond.

Major decisions involving infractions of rules, etc., may be decided by the VCDA President’s Committee when necessary or appropriate to VCDA Rules. Each district will appoint two choral directors (one male and one female) to act as chaperones at the hotel. Room fees for these individuals will be paid for out of student fees. Two head chaperones will be appointed by the VCDA President from the 32 official District chaperones.

All information concerning procedures, schedules, housing, etc., is e-mailed to District Choral Representatives prior to their All-District Chorus event. The District Representatives distribute the information and collect required forms and monies as prescribed by the VCDA President.

Rehearsal procedures and the concert performance are similar to those outlined for All-District Chorus. Management for the event and all arrangements are the responsibility of the VCDA President. The middle school Virginia ACDA Honors Middle School Chorus may be invited to perform prior to or following the All-Virginia Chorus concert, or may perform at a separate venue. This decision will be made jointly by the Chairpersons for the high school and middle school events.

## Section V

### DISTRICT ASSESSMENTS

#### 1. PURPOSE AND ADMINISTRATION

The purpose and objectives of District Assessments, sponsored by VMEA are:

- (a) To provide incentive for the development of musical understanding and skills through performances which exhibit each ensemble at its most mature level of artistry.
- (b) To provide students and teachers a means of hearing the work done by other school groups.
- (c) To stimulate and recognize constant growth.
- (d) To provide students and teachers a means of receiving constructive criticism by qualified adjudicators.

The Choral and Instrumental Sections of VMEA administer District Assessments. Choral and Instrumental Sections establish the rules and regulations for these events, as authorized in the VMEA Constitution, Article V, Section 4.

In most districts of the state Choral and Instrumental Assessments are held on separate dates and usually in different schools. Some areas hold a Solo-Ensemble Assessment separate from the Instrumental Assessment for large groups. The Executive Board of VMEA sets dates for District Assessments, and those dates are entered on the calendar of the Virginia High School League. Dates for separate Solo-Ensemble Assessments may be set by majority vote of the directors in the District, provided that administrators of the schools involved have approved these dates. Approval for a District Choral or Instrumental Assessment to be held on a date other than that set by the VMEA Executive Board must be obtained, by a request in writing, from the Executive Board and

the administrators of all the schools involved.

If a school has a legitimate conflict with the date of the Assessment event in their home district, they can apply to participate in a neighboring district's event, with the permission of the District Choral Representatives from both districts and the VCDA President.

## **2. ELIGIBILITY**

Any student enrolled in a Junior/Middle or Senior high school performing ensemble in the state is eligible to participate in any and all events. He/she must be registered through the school in which he/she is enrolled. In order to participate in Choral Assessments, it is expected that students will be participating members of their school band, orchestra, or chorus. (Pianists are an exception.)

All participating music directors must be members of VMEA/NAfME

While the right to require membership of all directors who participate in activities sponsored by the Association is believed to be indisputable, it is not the intent of VMEA to deny any school group or student the privilege of an educational activity because a teacher has not met membership requirements. Therefore, the Association has established a participation fee as set in the VMEA Event Manual for each event under VMEA sponsorship, which will be accepted in lieu of the membership requirement. The non-member participation fee shall be collected by the host Chair of the event and sent to the treasurer of VMEA for deposit in the General Fund of the organization.

## **3. ACTIVITIES**

Both the choral and the instrumental assessments have three types of events in which students may participate: (1) solo, (2) small ensemble, and (3) large performing group.

## **4. REGULATIONS GOVERNING CHORAL ASSESSMENTS**

Under the direction of Virginia Music Educators Association:

- (a) District Assessments may be considered to be a culminating activity of music offerings that are part of the recognized high school curriculum. Therefore, any organization or individual from junior/middle or senior high school in Virginia whose director is eligible for membership in the VMEA shall be eligible to participate in the Assessments. The school principal must certify that all students being entered in the Assessments are regularly enrolled students of the school.
- (b) The individual schools are responsible for all expenses involved in participating in the District Choral Assessments.
- (c) Participants in the choral assessment shall compete against a standard of excellence and no ranking of entrants shall be made. The final rating is determined by the average of the ratings of the participating adjudicators, usually three. The following system shall be used:

I	-	Superior
II	-	Excellent
III	-	Good
IV	-	Fair
V	-	Below Average

NOTE: If a director desires, comments only will be given upon request.

- (d) Judges of recognized ability will adjudicate the events of the assessments. Schools will compete against a standard of excellence and against their own previous performance, rather than against other schools. The judges shall use the VCDA/VMEA Choral Assessment Adjudication Form , Appendix A (as ratified by the VCDA membership in April 2010).
- (e) The assessment Chair is responsible for the following:
  - (1) Securing registration of performing groups and individuals.
  - (2) Collecting and managing all registration fees.
  - (3) Securing adjudicators.
  - (4) Scheduling appearances of performing groups, solos, and ensembles.
- (f) The preparation for a District Choral Assessment should be made far enough in advance to insure an efficient event. A suggested schedule is as follows:

May/June (previous school year) – Secure adjudicators and notify directors of date/location of Assessments for upcoming school year

January 15	–	Notification of pre-registration for event
February 15	–	Final registration including registration fees Deadline for applying for Blue Ribbon Award on VMEA website
March 1	–	Notification of performance times and final instructions concerning Assessments

- (g) Selection of Music
  - (1) Choral groups – each choral group will perform two selections, one of which must be chosen from one of the following:
    - (a) The VCDA Choral Literature Manual graded music list, current edition.
    - (b) The Texas Music Educators Choral Literature Manual
    - (c) The NYSSMA Manual

All songs selected from the approved manual lists must be in the correct voicing for your choir. Alternate voicings of a song must be graded and approved by the Literature Manual Committee for addition to the list before that arrangement may be considered for use. (If a school is intending to attempt earning Blue Ribbon status, then the ensemble that would qualify for that status must perform both selections from one or more of the above three manuals.)

The District Choral Representative and Assessment Chair will monitor compliance. All literature from VMEA Honors Choir and All-State Chorus will automatically be entered in the VCDA Literature Manual.

The classifications are:

Easy	-	Grades I and II
Medium	-	Grades III and IV
Difficult	-	Grades V and VI

Each adjudicator shall be supplied with the music to be sung. Each copy of music should contain the following:

- 1) The name of the school.
- 2) The name of the director.

3) A numbering of measures.

(2) Soloist and small ensembles (nine or less) – each soloist or ensemble will perform one or two selections of their own choosing commensurate with their own ability and musical taste.

(h) District Choral Assessment Fees

- 1) In order to defray the cost of adjudicators and other expenses, fees must be paid by each participating school. The amount will be determined by the District Choral Assessment Chair.
- 2) A \$.20 surcharge will be charged for each participant in Assessments. The sum total of these surcharges will be sent to the VMEA treasurer for the purpose of covering expenses incurred by VMEA and its officers relative to the operation of Assessments.
- 3) All expenses pertaining to Assessments shall be paid from the monies remaining after the rebate to the VMEA treasurer has been made.
- 4) Any surplus monies accruing from the operation of an Assessment shall be forwarded to the treasurer of VMEA.
- 5) Should a deficit occur, it should be reported immediately for disposition to the following VMEA officers:
  - a) President
  - b) Treasurer
  - c) VCDA President
  - d) District Choral Representative

This report shall consist of both:

- a detailed financial statement
- a written statement explaining why expenditures were not commensurate with anticipated income.

6) A financial statement covering the Assessment should be sent within 6 weeks of the event to the following: 1) VMEA Treasurer, 2) VCDA Treasurer and 3) District Choral Representative

(i) Final ratings for participating groups and soloists shall be forwarded to the following, using the District Assessment Rating Report spreadsheet sent from the Assessments Chairperson:

- (1) VCDA President
- (2) District Choral Representative
- (3) VMEA Office (to verify Blue Ribbon status)

(j) Blue Ribbon Eligibility

As voted upon by the VMEA Executive Board (June 2010), all schools seeking the Blue Ribbon Award must sight-read as part of the adjudication process at the District Choral Assessment and both adjudicated selections performed must be from the prescribed manuals in g(1) of the previous page.

- 1) The deadline for applying for the Blue Ribbon Award on the VMEA website is February 15.
- 2) The reporting of final scores must include both the performance and sight-reading scores.

**5. RULES AND REGULATIONS FOR STUDENT CONDUCT AT VMEA SPONSORED ACTIVITIES.**

- (a) A participating school is responsible for the conduct of its students at all VMEA-sponsored activities. Further, it shall be responsible for payment for damage to host school property by its own students.
- (b) A report of damages should be submitted to (a) the principal of the host school and (b) the principal of the participating school involved with the damages. The event host should make this report. He should then request that the principals discuss the matter of financial reimbursement for said damages.
- (c) The music director of a participating organization is responsible for acquainting his students with (a) the purpose of the event, (b) the desirable outcomes of their participation in such events, and (c) their responsibility toward the facilities and equipment of the host school. He should arrange for adequate adult supervision of his students while they are at the host school in order to reduce the incidents of accidental and/or deliberate damage to school property and equipment.
- (d) The VMEA Executive Board may review cases where evidence indicates that there are repeated incidents of damage by students of a particular school. It may warn the school principal and the music director against such future conduct and/or recommend that the organization be placed on probation for a specified length of time.

# Appendix A - Assessment Forms (Also available on website)

## VMEA / VCDA Choral Assessment Adjudication Form

School: \_\_\_\_\_

Director: \_\_\_\_\_

Ensemble Size: \_\_\_\_\_

Selection 1 Title: \_\_\_\_\_

Composer/Arranger: \_\_\_\_\_

Grade: \_\_\_\_\_

Source: VA, TX, NY

Selection 2 Title: \_\_\_\_\_

Composer/Arranger: \_\_\_\_\_

Grade: \_\_\_\_\_

Source: VA, TX, NY

TONES	I - SUPERIOR	II - EXCELLENT	III - GOOD	IV - FAIR	V - POOR	TONES
Healthy tone, focus, breath management, Age appropriate	Age appropriate tone (vibrant, free, open), focus, and breath management are consistently evident.	Age appropriate tone (vibrant, free, open), focus, and breath management are evident with a few notable exceptions.	Age appropriate tone (vibrant, free, open), focus, and breath management are evident at times, but not consistently.	Age appropriate tone (vibrant, free, open), focus, and breath management are seldom evident.	Age appropriate tone (vibrant, free, open), focus, and breath management are not evident.	
INTONATION	I - SUPERIOR	II - EXCELLENT	III - GOOD	IV - FAIR	V - POOR	INTONATION
Pitch accuracy, Unisons, Intervals, Chords, Tonality	Modic and harmonic pitches are correct; tonality is maintained; needed adjustments are usually made quickly.	Modic and harmonic pitches and tonality are correct with only a few notable exceptions; needed adjustments are usually made quickly.	Some modic and/or harmonic errors; tonality is not consistently maintained; needed adjustments are not made consistently.	Frequent modic and/or harmonic pitch inaccuracies; tonality seldom maintained; needed adjustments are seldom made.	Major modic and/or harmonic pitch inaccuracies evident throughout.	
DICTION	I - SUPERIOR	II - EXCELLENT	III - GOOD	IV - FAIR	V - POOR	DICTION
Vowels, Consonants, Syllabic stress, Languages	Vowels, consonants, language pronunciation, and syllabic stress are unified throughout the ensemble.	Vowels, consonants, language pronunciation, and syllabic stress are frequently unified throughout the ensemble with a few notable exceptions.	Vowels, consonants, language pronunciation, and syllabic stress are consistently unified throughout the ensemble.	Vowels, consonants, language pronunciation, and syllabic stress are seldom unified throughout the ensemble.	Unified vowels, consonants, language pronunciation, and syllabic stress are not evident.	
RHYTHM	I - SUPERIOR	II - EXCELLENT	III - GOOD	IV - FAIR	V - POOR	RHYTHM
Rhythmic precision, Pulse, Tempo	Consistent rhythmic precision and accuracy; appropriate tempo are clearly evident.	Rhythmic precision and accuracy, and attention to appropriate tempo are evident with a few notable exceptions.	Rhythmic precision and accuracy, and attention to appropriate tempo are inconsistent.	Rhythmic precision and accuracy, and attention to appropriate tempo are seldom evident.	Rhythmic precision and accuracy, and attention to appropriate tempo are not evident.	
ARTISTRY	I - SUPERIOR	II - EXCELLENT	III - GOOD	IV - FAIR	V - POOR	ARTISTRY
Phrasing, Dynamics, Style	Musical phrasing, expressive dynamics, and artistic style and interpretation are consistently evident.	Musical phrasing, expressive dynamics, and appropriate style and interpretation are evident at most times.	Musical phrasing, expressive dynamics, and appropriate style and interpretation are evident at times, but are not consistent throughout.	Musical phrasing, expressive dynamics, and appropriate style and interpretation are seldom evident.	Musical phrasing, dynamics, style, and interpretation are not effective.	
BALANCE/BLEND	I - SUPERIOR	II - EXCELLENT	III - GOOD	IV - FAIR	V - POOR	BALANCE/BLEND
Within vocal sections, Across the ensemble	Balance and blend are consistently evident within vocal sections and throughout the ensemble.	Balance and blend are evident within vocal sections and throughout the ensemble at most times with a few notable exceptions.	Balance and blend are inconsistent within vocal sections and throughout the ensemble.	Balance and blend are seldom evident within vocal sections and throughout the ensemble.	Balance and blend are not evident.	
GENERAL EFFECT	I - SUPERIOR	II - EXCELLENT	III - GOOD	IV - FAIR	V - POOR	GENERAL EFFECT
Posture, Focus, Stage etiquette/Presentation, Facial expression	Posture, focus, stage etiquette, and facial expression are clearly and consistently evident.	Posture, focus, stage etiquette, presence, and facial expression are evident at most times with a few notable exceptions.	Posture, focus, stage etiquette, presence, and facial expression are inconsistent.	Posture, focus, stage etiquette, presence, and facial expression are seldom evident.	Posture, focus, stage etiquette, presence, and facial expression are not effective.	

Comments: \_\_\_\_\_

Adjudicator Signature	Final Rating
_____	I - Superior II - Excellent III - Good IV - Fair V - Poor

Use me - er - in final rating

## VMEA/VCDA Sight Reading Rubric

School: \_\_\_\_\_ Director: \_\_\_\_\_

Ensemble: \_\_\_\_\_ Sight-Reading Level: \_\_\_\_\_

	<b>I - Superior</b>	<b>II - Excellent</b>	<b>III - Good</b>	<b>IV - Fair</b>	<b>V - Poor</b>	<b>Rating</b>
<b>Accuracy of Pitches and Intonation</b>	The entire ensemble consistently performed pitches correctly; the ensemble maintained tonality with outstanding intonation	The majority of the ensemble performed pitches correctly; the ensemble was able to correct tonality when it was inaccurate	The ensemble performed pitches inconsistently; the ensemble was not able to correct tonality when it was inaccurate	The ensemble seldom performed pitches correctly; the ensemble did not attempt to correct tonality when it was inaccurate	The ensemble did not establish tonality; the ensemble was unable to sing correct pitches	
<b>Accuracy of Rhythms and Tempo</b>	The entire ensemble consistently performed rhythms correctly; the ensemble maintained the tempo established by the director	The majority of the ensemble performed rhythms correctly; the ensemble maintained the tempo established by the director; the ensemble successfully self-corrected inaccurate rhythms	The ensemble performed rhythms and maintained tempo inconsistently; the ensemble was unable to self-correct inaccurate rhythms	The ensemble seldom performed rhythms correctly; the ensemble did not follow the tempo established by the director; the ensemble did not attempt to self-correct	The ensemble did not establish a unified tempo; the ensemble was unable to perform rhythms correctly	
<b>General Effect</b>  <i>Student independence; adherence to guidelines; and use of rehearsal time</i>	Students and teacher adhere to established guidelines; students use practice time wisely and efficiently	Students and teacher adhere to established guidelines; the majority of the students use practice time wisely and efficiently	Students and teacher adhere to established guidelines; students use practice time inconsistently	Students and teacher did not comply with some of the established guidelines; students did not use practice time efficiently	Students and teacher did not comply with the majority of the established guidelines; students did not practice.	
<b>Final Rating</b> <small>Use no + or - in final rating</small>						

**Adjudicator Notes:**

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**Adjudicator Signature:** \_\_\_\_\_

For Office Use Only

Delegatic	Choir
1 <sup>st</sup> Alt	SSAA or SATB
2 <sup>nd</sup> Alt	(circle one)

APPENDIX B

All-Virginia Chorus Commitment Form  
Virginia Choral Directors Association, VMEA

\*\*\*Please fill out the commitment form below, obtain signatures and return this form to your choral director. **Please print clearly in BLACK ink.**\*\*\*

Voice Part: SI SII AI AII TI TII BI BII

First Name:	Last Name:	District:
Height in Inches:	T-shirt Size:	Grade:
Director Name:		
Director E-mail:		Director Call #:
School Name:	School Street Address:	
City:	Zip:	

Any student who is enrolled in the Virginia School Curriculum and completed a successful audition for All-District Chorus is eligible to audition for the All-Virginia Chorus. If selected as a participant or alternate for the All-Virginia Chorus, he/she must attend ALL rehearsals, official activities and culminating concert from **April 23 – April 25, 2020** in order to maintain eligibility in the All-Virginia Chorus. Should he/she be absent from or tardy to any All-Virginia rehearsals or concert for any reason not approved by the VCDA President, his/her position must be forfeited.

**Health and Insurance Information**

I authorize the choir director of my child's school or an official of the All-Virginia Chorus to take precautions deemed necessary by a qualified physician. I understand that this would be done only in an emergency situation.

Insurance Company:	
ID#	
Group/Individual#	
<b>If no insurance, sign here</b>	
Emergency Contact Phone #	
Alternate Contact Phone #	

**\*\*Food Allergies/Dietary Restrictions:**

*(If none, please write n/a)*


<p>I am pleased to recommend this student as a prospective member of the All-VA Chorus for 2020 and I realize I am responsible for this student during the All-Virginia Event</p> <p>_____</p> <p><b>(Choral Director Signature)</b></p>	<p>If selected as a member of the All-Virginia Chorus, this student has my endorsement and congratulations. I understand that this student's director or a chaperone, which I have designated in writing to accompany him/her to this event in accordance with the VMEA Constitution. It is further understood that the choral director must be a member of NACME/VMEA or pay a participation fee in order for this student to participate.</p> <p>_____</p> <p><b>(Principal Signature)</b></p>
--	--

**All-Virginia Chorus Contract**

I have read and understand all rules, regulations, expectations and consequences that apply to my participation in the All-Virginia Chorus. I further understand that this form with the required information and signatures must be submitted on time to the President of VCDA before I am permitted to participate in All-Virginia Chorus.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

  
Virginia Choral Directors Association President

**ALL REGULATIONS ON THE REVERSE SIDE OF THIS PAGE MUST BE READ AND PRINTED ON THE REVERSE OF THIS PAGE.**



### All-Virginia Chorus Regulations

All participants must abide by the regulations as printed on this form. Failure to adhere to these rules will result in dismissal from the chorus. It is the parent's responsibility to work with the Principal and choral director to appropriately arrange for the student to be removed from the event location immediately.

1. No use of tobacco in any form or possession of the same.
2. No alcoholic beverages to be purchased or consumed during the entirety of the event.
3. Drugs are not allowed in any form. (Advise your director of any prescription medications you are taking, follow your school policies)
4. Good manners, respectful behavior and courtesy shall be shown to fellow students and adults in positions of authority at all times.
5. The student is obligated to attend the entirety of all rehearsals and the concert, unless excused for personal illness or family emergency. Furthermore the student must participate in the event in its entirety including meals, and other official events. Excused absences due to illness will be determined only on the condition that the student's illness is severe enough that continued participation would be harmful to the student's health and/or that of other participants.
6. All students are expected to wear the appropriate designated attire for the concert. District Representatives will make sure that directors of participating students receive the information before the event.

### Regulation Consequences

If the student violates any of the above regulations he/she will be dismissed from the All-Virginia Chorus and sent home at his/her own parent or guardian's expense with no monies refunded. A letter to the director, Principal, and parent/guardian will be sent home to inform all concerned.

### All-Virginia Chorus Housing Expectations

Housing is now the responsibility of each school. It is suggested that school districts work together to transport and house all students participating in the All Virginia Event. Each school and teacher will be responsible for handling this as a field trip, according to their own district regulations. School Districts local to the event may choose to operate on a day trip schedule, and not stay in the event hotels.

### All-Virginia Rehearsal Expectations

Each student will use appropriate rehearsal techniques, discipline and good manners in all rehearsals. This includes:

1. Arrive on time or early for all rehearsals.
2. Having a music and pencil at all times
3. Singing only the part to which he/she was assigned.
4. Sitting in his/her assigned seat during every rehearsal unless officially changed.
5. Being prepared in advance of the "note check" session with all music.
6. Staying on task at all times and not talking during rehearsal.
7. Maintain proper singing posture (sit up straight, feet flat on the floor, music up with eyes on the conductor).
8. No food, beverage or gum in rehearsal area.
9. Being in place when rehearsal is to begin.
10. Wear appropriate attire for rehearsals.
11. NO CELL PHONES DURING REHEARSAL.

### Rehearsal Consequences

A warning will be given to the student who breaks any of the above rehearsal expectations and the student's director will be informed of the issue. If the student breaks any of these rules a second time, he/she will be dismissed from the All-Virginia Chorus and sent home at his/her parent or guardian's expense with no monies refunded. A letter to the director, Principal, and parent/guardian will be sent to inform all concerned.

Prior to auditioning for All-Virginia Chorus, students will be made aware of these expectations by their director. It is then the student's responsibility to conduct him/herself as an outstanding choral student who has achieved one of the highest choral honors afforded in the state.

### General Information

1. Chaperones will be assigned to each rehearsal area to monitor behavior and student participation.
2. Contact your chaperone/director for any emergency or assistance.

Revised 2019-2020

## APPENDIX C

### ALL-VIRGINIA CHORUS ATTIRE

**Students must wear:**

Dressy black shoes. Black or nude pantyhose or black socks. No sandals or flip-flops, and please keep heel height to 2" or less.

**KNEE LENGTH or LONGER** Black Dressy Skirt or Dress Style Black Pants (tux pants are acceptable)

Long Sleeve, Pressed Dress Style White Blouse or Long Sleeve, Pressed Dress Style White Shirt with Dark solid color tie

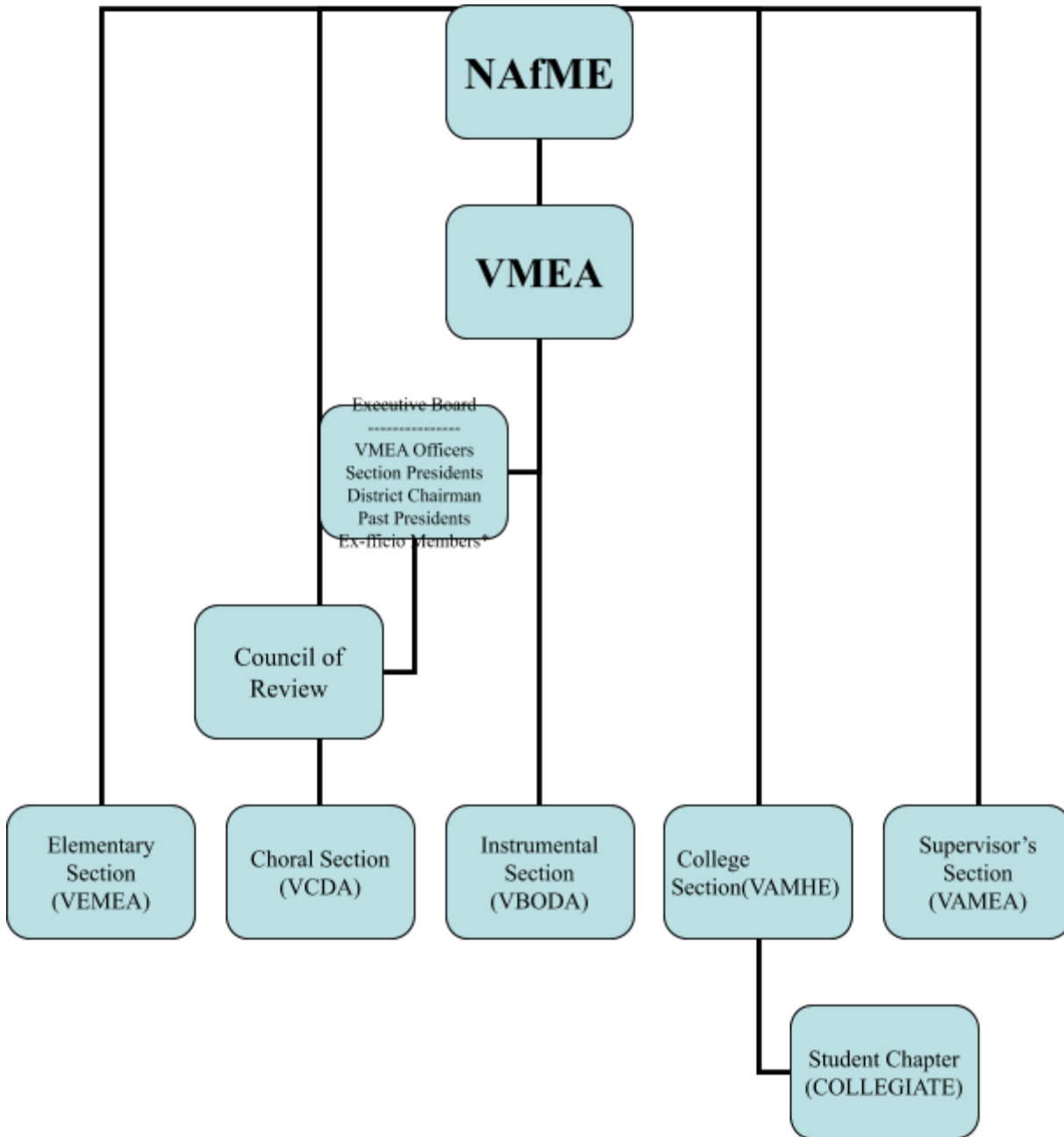
Please do not wear cologne, perfume, body sprays, and perfumed lotions during rehearsals or the concert. Some people are allergic to them.

Jewelry should be kept to a minimum for the concert.

Remember: The focus is on the choir's singing!

Failure to cooperate with the above dress code will result in removal from the performance.

**APPENDIX D**



\* Ex-Officio members: Music representatives of the Virginia Department of Education,, Executive Secretary of the Virginia High School League (or representative), President of the Department of Secondary School Principals of the Virginia Education Association (or representative, a representative of the string teachers of the Instrumental Section of VMEA, Editor of VMEA notes.  
 # Council of Review is composed of two of the three elected representatives of the choral, instrumental, elementary, and/or general interests of the District. (The third member is the District Chair and serves on the Executive Board of VMEA.

## APPENDIX E

### ACTIVITIES CHECKLIST FOR CHAIRMEN/HOSTS

The following list of responsibilities is outlined on a month-by-month basis to serve as a checklist for chairmen and hosts of VCDA activities and a general reference for directors. Events are as follows:

DA =	All-District Chorus Auditions	(October or November)
DC =	All-District Chorus	(February)
VA =	All-Virginia Chorus Auditions	(February)
VC =	All-Virginia Chorus	(April)
DCA =	District Choral Assessment	(March)
HC =	Honors Choir	(November)

#### SEPTEMBER

District Representative: Compile roster of district choral directors and distribute to district directors and VCDA President and Secretary.

HC: Directors submit audition list and fees.

DA: Double check arrangements for use of building facilities (arranged in preceding April).  
Secure adjudicators  
Secure accompanists, if necessary.  
Select audition material.  
Confirm that the audition date is on the host school schedule.  
Determine costs and establish budget; set up bookkeeping account through school finance office.  
Send information and forms to directors.  
Arrange for pianos and piano tuning, if necessary.  
Obtain adult and student assistance for administrative support.  
Arrange student housing and student meals, if necessary.

DC: Double check arrangements for use of building facilities (arranged in preceding April).  
Arrange for reading session of proposed choral literature, if necessary.

VC: Contact recording company.

#### OCTOBER

DA: Obtain directors' registration and financial forms and monies.  
Secure necessary equipment.  
Arrange for meals for judges, accompanists, and support staff.

HC: Auditions held.

DCA: Determine costs and establish budget.  
Secure adjudicators.

#### NOVEMBER

HC: Directors return forms and monies.

DA: By audition date: arrange for refreshments, draw checks for judges, check facilities and equipment.

DC: Contact music company/publisher to obtain music.  
Determine costs and establish budget; set up bookkeeping account through school finance office.  
Send information and forms to directors.

Obtain list of participating students by sections.  
Advise directors of hotel facilities and other available information.  
Send music to accompanist(s).  
Send guest conductor a schedule and program information; request biographical sketch and picture for printed program; request preferred seating arrangements and specific requirements for accompanist.  
Arrange student housing and meals, if necessary.

VA: Secure adjudicators.

VC: Make flight reservations for guest conductor.

## **DECEMBER**

DA: Pay bills and submit financial report within 6 weeks.

DC: Make hotel reservations for guest conductor.  
Arrange for pianos and piano tuning.  
Obtain directors' registration and financial forms and monies.  
Obtain signatures required for certificates; order name tags, medals, certificates.

VA: Double check arrangements for use of building facilities (arranged in preceding April).  
Ensure that audition selection is online (pdf and mp3 files).  
Determine costs and establish budget; set up bookkeeping account through school finance office.

DCA: Double check arrangements for use of building facilities (arranged in preceding April).

## **JANUARY**

DC: Publicize event; invite administrators and supervisors.  
Prepare printed program.  
Prepare registration packets for directors.  
Secure necessary equipment.

VA: Send information and forms to directors, including commitment form.

DCA Set up bookkeeping account through school finance office; send information to directors.  
Obtain list of participating schools and number of choirs.

VC: Advise directors of hotel facilities and other available information.  
Obtain signatures required for certificates; order name tags, medals, certificates.  
Send music to accompanist.

District Representatives receive all information pertaining to All-Virginia Chorus for duplication and distribution at All-District Chorus.

## **FEBRUARY**

DC: Set up stage.  
Assign host to meet guest conductor(s); draw check to pay conductor(s) and accompanist(s).  
Provide refreshments for participants and directors; arrange for meals for guest conductor(s), accompanist(s), and support staff.  
Prepare list of selected All-Virginia Chorus participants.  
Select Chair and/or host for All-District Chorus auditions for following year.  
Turn records over to next year's chairmen.  
Check facilities and return equipment; pay bills and submit financial reports within 6 weeks.

VA: By audition date: Arrange for refreshments, draw checks for judges, check facilities and equipment, set up registration and audition areas.  
Following auditions, pay bills and submit financial reports within 6 weeks.

VC: Send guest conductor(s) a schedule and program information, request biographical sketch and picture for printed program, request preferred seating arrangements and specific requirements for accompanist(s), send All-VA Chorus information/paperwork to District Representatives.  
District Representatives provide this All-Virginia Chorus information/paperwork to directors.

DCA: Advise the directors of performance schedule, prepare printed program.

### **MARCH**

DC: Engage guest conductor for the following year.

VC: Directors return All-Virginia financial forms and monies to District Representative who tallies and forwards to VCDA President.  
See that event is publicized, prepare printed program, prepare registration packets, invite administrators and supervisors.  
Arrange for site for following year, place event on school calendar.

DCA: Make final arrangements for refreshments, meals, pianos, adult and student assistance, registration, tabulation, etc.  
Pay adjudicators and all bills, submit financial reports within 6 weeks.  
Check facilities and return equipment.

### **APRIL**

DA: Arrange for use of building facilities for the following year, place event on the school calendar.

DC: Arrange for use of building facilities for the following year, place event on the school calendar.

VC: Secure necessary equipment, set stage as required.  
Meet guest conductor(s), arrange for meals for guest conductor(s) and accompanist(s).  
Draw checks for guest conductor(s), accompanist(s), and other expenses.  
Engage guest conductor(s) for the following year.

### **JUNE, JULY, AUGUST**

VCDA President plans vocal/choral sessions for VMEA In-Service Conference.

VC Initiate arrangements for housing and meals.

## **APPENDIX F**

### **PROCEDURE FOR SELECTING PERFORMANCE CHOIRS FOR VMEA IN-SERVICE CONFERENCE**

**(This procedure was revised and voted ratified by the VMEA Executive Board in 2012.)**

1. CD recordings must be submitted which are to include four pieces: two recorded during the current school year, and two recorded from the previous year. There must be NO identifying information on the audition CD's.
2. Programs from performances where these selections were performed must be included.
3. The audition application must be completed and submitted along with the audition recording.

#### **PROCESS:**

Refer to the Conference drop-down menu on the VMEA home page – select “general” on the drop-down menu for information about the selection procedure and submission deadlines. Below is a summary of the procedure for choral submissions.

The VMEA Conference Selection Committee will screen all audition submissions over a two-day period in mid-May. The Committee will consist of a balance of directors from both choral and instrumental disciplines at the middle school, high school and college levels. The choral ensembles selected will be those that demonstrate a high quality of artistry and musicianship.

Deadline for receipt of all materials will be May 1 to allow for timely notification of all choirs.

**APPENDIX G**

**Virginia Music Educators Associations, Inc.**

**MOTION**

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**Bring all Motions to the chair as soon as they are made.**

Motion made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Date: \_\_\_\_\_

**Motion:      Passed      Failed**



HIGH SCHOOL ALL-DISTRICT CHORUS COMMITMENT FORM

STUDENT INFORMATION

Student Name: _____	Grade: _____
School: _____	Height in inches: _____
Director: _____	

HEALTH & INSURANCE INFORMATION

Emergency Contact: _____	Phone: _____
Alternate Contact: _____	Phone: _____
Insurance Company: _____	ID #: _____
Individual/Group Name: _____	Group #: _____
Initial here if no insurance: _____	

STUDENT ELIGIBILITY

*Any student enrolled in a music performance organization as recognized by the school division (performance-based ensemble within the school curriculum), and who is recommended by the director of that organization, is eligible to audition for All-District Chorus, Workshop Chorus, or any choral group selected for the event. Students must be enrolled in the choral program at the time of the auditions and at the time of the All-District Chorus event. Schools using an alternative from of scheduling may request a waiver of this requirement from the President's Committee.*

This student has my recommendation and endorsement for being selected as a member of the All-District Chorus. I understand that the student's director or a chaperone, which must be designated in writing, is required to accompany him/her to this event. It is further understood that the choral director must be a member of NAFME/VMEA or pay a non-member participation fee in order for this student to participate.

\_\_\_\_\_  
Choral Director Signature

\_\_\_\_\_  
Principal Signature

ALL-DISTRICT CHORUS CONTRACT

I have read and understand all Event Rules & Regulations, Rehearsal Expectations and Consequences that apply to participation in the All-District Chorus event. I further understand that this form with the required signatures must be submitted on time to the Chair of All-District Chorus before this student is permitted to participate in the All-District Chorus event to be held on the scheduled dates: \_\_\_\_\_

I authorize the choir director of my child's school or an official of All-District Chorus to take any precautions deemed necessary by a qualified physician. I understand that this would be done only in an emergency situation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

## ALL-DISTRICT CHORUS CONTRACT

*(All regulations on this page must be read and attached to or printed on the reverse side of the previous signature page.)*

### EVENT RULES & REGULATIONS:

1. Transportation is the responsibility of the individual students in accordance with local school policies as determined by the school administration.
2. Members of All-District Chorus may not miss any rehearsal during the event. The only exception is if the student has a Virginia High School League (VHSL) sponsored competition which conflicts with the All-District Chorus event. In this case, those students may only miss one rehearsal block. One rehearsal block is defined as break to break on a single day. Students involved in such a conflict must submit a written request including: *name of student, VHSL event conflict, rehearsal block to be missed* to the All-District Chorus Chair prior to the event. The Chair is responsible for determining a ruling with the All-District Chorus Committee. If a student does not communicate this information prior to the All-District Chorus event, he/she will not be excused regardless of the reason.
3. Students who become ill during All-District Chorus may be excused from rehearsals and/or the concert without penalty with the approval of their choral director and District Choral representative. Excused absences due to illness will be determined only on the condition that the student's illness is severe enough that continued participation would be harmful to the student's health and/or that of other participants in the All-District Chorus.
4. When necessary, students will be housed in a hotel/motel or private homes close to the host school. Whenever possible, at least two students from each school will be housed in the same room/house. No housing assignments will be changed by the student.
5. At All-District Chorus Auditions or All-District Chorus, students, home school choral directors, and home schools will be liable for any destruction, theft, or damage to the host school, and motel or home used for housing during the event.

### REHEARSAL EXPECTATIONS:

1. The student will conduct herself/himself as an outstanding choral student who has achieved one of the highest honors in choral music in the state of Virginia.
2. The student will prepare all of the event music before attending the first rehearsal.
3. The student will sing only the part for which he/she auditioned and/or was assigned.
4. The student will sit in her/his assigned seat during every rehearsal unless officially changed.
5. The student will be in place when the conductor begins each rehearsal.
6. The student will have her/his own music, a black folder and a pencil for all rehearsals.
7. The student will stay on task and refrain from talking and using cell phones during rehearsal.
8. The student will sing with proper tone at the proper dynamic level as directed by the conductor.
9. The student will maintain proper posture while singing: *sit/stand up straight, both feet on the floor, music up, eyes on the conductor.*
10. The student will remain in the announced designated areas for all rehearsals, meals and event activities.
11. The student will NOT bring/consume any food or drink, other than water, in the rehearsal areas.
12. The student will NOT chew gum during rehearsal.

### CONSEQUENCES:

1. A warning will be given to any student who does not comply with Rehearsal Expectations outlined above. If the student refuses to comply yet a second time, he/she will be dismissed from All-District Chorus.
2. A student who leaves the All-District site without permission will be dismissed from All-District Chorus.
3. A student who misses any rehearsal - unless properly excused by the All District Committee prior to the event- will be dismissed from All-District Chorus.
4. In the event a student is dismissed because of failure to adhere to the Event Rules & Regulations or Rehearsal Expectations, no monies will be refunded.
5. In the event a student is dismissed because of failure to adhere to the Event Rules & Regulations or Rehearsal Expectations, the dismissal will be reported in writing to the student's choral director, principal and parents/guardians.
6. A student who is dismissed from All-District Chorus because of failure to adhere to the Event Rules & Regulations or Rehearsal Expectations will be disqualified/ineligible for All-VA Chorus.

## APPENDIX I

### VCDA Rating Averages

The cart below shows how to determine the final rating. The stage score reflects the average of all 3 judges in this column. The sight-reading score is considered with the final stage score to determine the overall rating. No pluses or minus are to be used in the overall rating.

I-Superior		II-Excellent		III-Good		IV-Fair		V-Poor	
Stage	Sight-Read	Stage	Sight-Read	Stage	Sight-Read	Stage	Sight-Read	Stage	Sight-Read
1	1	1	3	2	4	3	5	5	4
1	2	1	4	2	5	4	3	5	5
1		1	5	3	2	4	4		
		2	1	3	3	4	5		
		2	2	3	4	5	1		
		2	3	4	1	5	2		
		3	1	4	2	5	3		

The final rating on each sheet must accurately reflect the average of the caption letter grades. Each evaluator is to determine their final rating independently. The District Choral Representative is responsible for insuring that any split in rating is not to exceed two grade levels. For example:

Judge 1	I
Judge 2	II
Judge 3	III

In the example above the judges must confer to resolve the final rating. The final ratings must not be more than one grade level apart. There are additional possible resolutions as well, see below:

Judge 1	II
Judge 2	II
Judge 3	III

Or

Judge 1	I
Judge 2	II
Judge 3	II

Or

Judge 1	II
Judge 2	II
Judge 3	II

Or

Judge 1	I
Judge 2	I
Judge 3	II

#### Judges Sheet

Judges are to use roman numerals in each of the seven captions. These grades are averaged by the judge and a final rating is determined. Judges may use a plus (+) or minus (-) sign in the captions; however, **NO** pluses (+) or minuses (-) are to be used in the final rating box at the bottom of the judges sheet.