



# Handbook for the Florida Vocal Association

[www.fva.net](http://www.fva.net)

Last Updated: November 28, 2016

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The following items can be found at [fva.net](http://fva.net)

- District Maps
- Leadership Directory
- Calendar of Events
- History
- List of FVA Past Presidents
- List of FVA Past Executive Directors
- FVA Affiliation with other
- Professional Organizations
- FVA Constitution and By-Laws
- Approved Adjudicator List
- Application Forms
- Adjudicator Evaluation Sheets (Chorus/S&E/Sight-Reading)
- Contact information

***It is the director's responsibility to know and adhere to the rules and procedures of all FVA activities and ensure that all participating students (and parents) do the same.***

## **Summer Convention**

Prior to the start of classes, FVA holds its Summer Convention. At this time, teachers are afforded an excellent opportunity to renew professional acquaintances, meet new people and to participate in enlightening workshops and music-reading sessions.

These two or three days are designed to address concerns and discuss ideas that are immediately applicable to teaching in the upcoming year. Some of the topics covered in-depth at previous conventions have included recruiting techniques, vocal production, sight-reading methods, legal responsibilities of teaching, selecting the "right" music, coping with festival performances, the "ratings game," community involvement, musical theatre, vocal blend, and government relations.

Always useful are the choral reading sessions where new or tried-and-true music is introduced. All-State music for SH, JH/MS and Treble Concert choirs is read and sometimes conducted by the January clinician.

One of the two General Membership meetings is held at this time. If you wish to suggest topics or clinicians for future sessions, call or write the Clinics Committee Chairman.

## **FMEA Professional Development Conference**

The annual FMEA Conference is held on Thursday, Friday and Saturday early in January. Some of the most important and enjoyable meetings of the year are held at this time, including the annual meeting of FMEA. All component and affiliate organizations of FMEA conduct their own meetings, but also meet together to solve common problems. Joint concerts by the All-State student performing groups are presented on the closing days.

The purposes and benefits of the Conference and Convention are manifold but might be roughly outlined as follows:

1. The exchange of ideas through contacts with fellow members. An opportunity to become better acquainted with one another and profit from the various new ideas that are always advanced and the discussions that result.
2. The observing of outstanding guest clinicians. Choral techniques and methods can be observed, studied, and evaluated in an actual teacher - class relationship.
3. An opportunity to increase knowledge of repertoire through reading sessions and exhibits.
4. An opportunity to examine teaching aids, materials, and equipment, and talk to representatives of music and equipment sources.
5. An overview of the entire musical education program of the state through observance of all clinicians and performing groups and through attendance at special sessions.

## All-State Choirs

### Overview

The All-State Choirs are comprised of select groups of choral students from Florida's junior, middle and senior high schools who have completed a three-step audition process consisting of the following:

1. written musicianship test
2. sight-singing
3. a vocal audition on the All-State music

### Seats

Seats are awarded on a statewide basis, according to highest composite scores. Schools that do not receive a seat based on high score are eligible (but not guaranteed) to receive one representative seat in the High School Women's or Men's Chorus or Middle School Treble or Concert Chorus.

### Choirs

- Middle School Concert Choir (SATB), 300 singers, grades 7-8
- Middle School Treble Choir, 300 singers, grades 7-8, females and males with unchanged voices
- High School Concert Choir, 300 singers, grades 9-12
- High School Women's Choir, 200 female singers, grades 9-12
- High School Men's Choir, 150 male singers, grades 9-12
- High School Reading Choir 100 singers, grades 9-12; members of this choir have received the highest sight-reading scores in the state.

### Repertoire / Sheet Music

- Repertoire for the All-State Choirs is listed on the FVA web site.
- If a school has a student selected for the Women's or Men's Choir, the director is responsible for purchasing and preparing the remainder of the music for that chorus.
- If a student only qualifies for the Women's or Men's Choir, the student will audition only on that set of music (SSAA or TTBB).
- Music for the Reading Choir is issued to students on-site. Some may be borrowed, issued as complimentary or used on consignment. Directors will be invoiced in November for purchased music. Payment is due by December 1.

### Application Procedures

- **Director eligibility:** The director must be a member of the Florida Vocal Association by September 1.
- **Student Eligibility:** Any auditioning student must be a registered student of the entering public or private school, and a regularly participating member in a chorus from that school. A homeschooled student must either be a regularly participating

member in a chorus of their home school association or enrolled in a chorus from an entering school.

- **Online registration** is required in advance through FVA.net. Instructions and deadlines are provided on the website and by district chairmen. Each student will have to have a photo uploaded at the time of online registration. The photo will be confidential and used only for proof of ID by All State coordinators.

#### Number of students allowed at the Musicianship Tests:

- **Middle School:** Maximum of 15 female/unchanged singers as listed below, unlimited changed voice male singers
  - 7-8 Treble Choir is limited to 3 students each of Treble 1, 2, and 3.
  - 7-8 Concert Choir is limited to 3 Sopranos, 3 Altos, and unlimited Tenors or Basses (changed voices).
- **High School:** Maximum of 12 female singers as listed below, unlimited male singers
  - 3 students each of Soprano 1, Soprano 2, Alto 1, and Alto 2
- Students must sing the voice part for which they are registered. No students will be permitted to change voice parts from their original assignment at any point in the process.

NOTE: In accordance with FSMA policy, 6th graders may not audition for All-State.

*The following information references documents and information that are available online in the FVA All-State Omnibus found at [fva.net](http://fva.net).*

- **Application:** Print from the online registration program, obtain necessary signatures, and return to your district chair per their instructions.
  - A school with more than one director should submit only one application.
  - Schools with both MS/JH and HS components should submit an application for each level.
  - A director who teaches in two separate schools, must bring an application form for each school.
- **Audition Fee:** A **\$12.00** audition fee is charged for each student who is registered to take the musicianship test. The only accepted forms of payment are school or booster checks, money orders, or cash. *Personal checks and Purchase Orders are not accepted as payment.*
- **Student contracts:** Completed and signed FVA and FMEA contracts must be brought to the first audition. The FMEA contract is two pages that must be copied front to back (not two separate sheets of paper). Students will not be permitted to test without these contracts.

#### Audition & Seat Assignment Procedures

*The following information references documents and information that are available in the FVA All-State Omnibus found at [fva.net](http://fva.net).*

**District auditions:** Must be held within the window of dates designated by the FVA President. Individual districts select the time and place for their auditions. Directors should

notify their district chairman of any student with special needs no later than 4 weeks prior to the musicianship test.

**Audition Procedures:** The audition consists of 3 parts- a written musicianship test, a live sight-singing audition, and a recorded vocal quality/music preparation audition. Details on the content of these sections of the audition and the scoring can be found in the All-State Omnibus.

**Allotment Procedures:** Singers selected for the *High School Reading Choir* will be the first to be awarded All-State seats, by the President. If at all possible, Reading Chorus seats will be awarded before the vocal auditions. *Directors must indicate during online registration those students who do not want to be considered for the Reading Chorus.*

All other seats, select and representative, will be awarded in the order and manner described below:

### **Senior High Students**

- Unless a student opts out, the top 25 sight readers in each section will be awarded the select 100 seats in the Reading Choir.
- Students must score at least 80% on the 9-12 Musicianship Test and correctly read a minimum of 20 measures of the 40-measure Sight-Reading Examination in order to audition for the Concert Choir. Vocal Quality procedures are found online in the All State Omnibus.
- Senior High Concert Choir seats are allocated on a statewide basis according to composite scores.
- Students who score at least 70% on the 9-12 Musicianship Test and correctly read a minimum of 10 measures of the 40-measure Sight-Reading Exam are eligible to audition for the Men's or Women's Choir.
- Women's and Men's Choirs are filled on a statewide basis according to composite scores.
- Schools that do not learn a seat in any high school chorus will receive a representative seat in either the Women's or Men's Choir for their with the highest passing composite score.

### **Middle School Students**

- Middle School Students must score at least 70% on the 7-8 Musicianship Test and correctly read a minimum of 8 measures of the 24-measure Sight-Reading Examination in order to progress to the Vocal Quality Audition. Vocal Quality Audition procedures are found online in the All State Omnibus.

- Middle School Treble and Concert Choirs are both filled based on highest composite scores.
- Schools that do not earn a seat in either middle school chorus will get a representative seat for their student with the highest passing composite score.

### **High School Singers Only:**

- A male who is registered for the Concert Choir can be selected to the Concert Choir, the Reading Choir, or the Men's Choir.
- A female who registers for the Concert Choir can be selected to the Concert Choir, the Reading Choir or to the Women's Choir.

### **All State General Regulations**

- Directors must attend all parts of their FVA district-level All-State auditions in their entirety, participate as assigned by the District Chairman, and remain to the conclusion of the audition process in order to receive any All-State seats. A method for requesting permission for absences ahead of time has been developed. Please see [fva.net](http://fva.net) or your District Chairman for requirements.
- Directors and students must attend all parts of the audition process in their own district.
- Student names and scores will be posted on the FVA website. A waiver will be included in the contract which must be signed by a parent.
- No student will be accepted into an All-State chorus who does not attend the scheduled auditions, regardless of the reason.
- Applicants for the 7-8 Treble Chorus or 7-8 Concert Chorus must register for the All-State chorus and voice part for which they wish to be considered. No changes in chorus or voice part will be allowed after the registration deadline. The student must audition on the voice part for which they are registered.
- Applicants for high school choirs must register for the voice part for which they wish to be considered (S1, S2, A1, A2, T1, T2, B1, B2). No changes will be allowed after the registration deadline. All students must audition on the voice part for which they are registered.

## Checklist for Directors

- Directors, if unable to attend All-State with their students, must have permission in writing from their principal. The Principal must list the representative who is responsible for the students attending All-State. Except in the case of an unforeseen emergency, this letter must be presented to the FMEA Executive Director prior to registration at clinic and a copy provided to the FVA president.
- If an All-State singer becomes unable to attend the FMEA Conference, it is the responsibility of their choral director to notify the appropriate FVA Officer immediately.
- Registration is handled through FMEA at [flmusiced.org](http://flmusiced.org). Please note deadlines.
- All participating students must be chaperoned by a school approved chaperone who MUST be registered. For every 6 students registered, one free chaperone and one paid chaperone may be registered unless you have students in more than two performing ensembles. In that case, you may PAY for a chaperone for each performing ensemble in which you have registered students. If you have students from different schools you may PAY for a chaperone for each school for which you have registered students. Please use a separate FMEA student-chaperone registration form for each school.
- All students receiving seats are required to be in attendance and on time for the entire All-State rehearsal and performance schedule.
- Badges with a picture of the student (received on site) must be worn at all times with the participant's name and the name of the school showing.
- An All-State student should not miss more than one hour of rehearsal to participate in a mini-concert or session demonstration. There are no exceptions.
- Proper attire for All-State concerts is formal school chorus attire (suits, dresses, blazers, robes, etc.) Show Choir attire is not appropriate.
- Directors will be held accountable for the behavior of their students both in and out of rehearsals. Misconduct of students, tardiness or absenteeism will result in expulsion from the chorus and/or notification of the offense(s) to the administration of the school.

## Violations

- Infractions of rules for All-State will be brought to the attention of the director involved, by an FVA officer. The FVA officer may recommend to the FVA Ethics Committee that the violation be examined for appropriate disciplinary action by the FVA Board.

- If disciplinary action is recommended, the director will be notified in writing of the action to be recommended and the reason for such recommendation. The director shall then have an opportunity to respond in writing or in person to the Board at the meeting when the action is recommended.
- Depending on the seriousness of the violation, action by the Executive Board may result in a letter of reprimand, a fine and/or probation, or suspension from participation in the All-State choirs.

### **Waiver of Regulations**

Any exception to these procedures must be requested and granted in writing from the FVA President in advance.

### **Appeal Procedure**

A fine, probation or suspension may be appealed in writing within 48 hours to the FVA president for consideration at the next scheduled board meeting.

## **Music Performance Assessments (MPA)**

Each year, the districts of the FVA hold music performance assessments for choirs, solos, and small ensembles. These assessments offer to Junior High/Middle School and Senior High School students an opportunity to perform for each other and before adjudicators for ratings and/or written comments. The purposes are:

- to provide guided listening experiences for students and directors in a positive concert setting.
- to promote the development of musicianship and artistry through the choral experience
- to promote and encourage the use of quality choral literature of varying styles and periods
- to encourage the study of the voice and piano as solo instruments with the use of worthy solo literature
- to provide motivation and guidance for directors to improve their professional and musical effectiveness.

*The regulations in this section apply to all District and State MPA's. Each director is responsible for knowing and abiding by these regulations as well as the guidelines of the Florida School Music Association (FSMA) found at [flmusiced.org](http://flmusiced.org).*

### **School Eligibility**

September 15 is the deadline for schools to join Florida School Music Association each year. Membership in FSMA is required for schools to participate in MPA. FVA does not divide schools into Classifications such as Class A, Class B, etc. Enrollment figures are required on several forms.

### **Student Eligibility**

A student participating in any FVA activity must be considered a registered student of the school or home- schooled and an active participant in the choral program of his/her registered school (regular school day and/or extracurricular activities), and meet all eligibility requirements of the Florida Department of Education at the time of the event. (Go to [flmusiced.org](http://flmusiced.org) for a probation contract). Requests for special consideration of individual situations should be directed in writing from the principal of the school to the President of the Florida Vocal Association.

- Students entered in District S&E events as soloists, singing members of an ensemble, or student conductors, are required to sing in a concert chorus at Choral MPA. Schools entering district for the first time or those who have not entered for at least three years are allowed to enter solos and/or ensembles without entering a chorus - for one year only.
- Students in the 9th grade are high school students. All 6-8 grade students are in the JH/MS division. JH/MS students may participate in MPA on the district level but not on the state level. Seventh and eighth grade students who are members of a 7-12 school's combined chorus which qualifies for state MPA may participate in the chorus at State, but may NOT participate in State Solo & Ensemble events.
- If a registered school has a chorus entered, then students enrolled and participating in a keyboard class that meets at that school are eligible to perform in the piano solo category only.

### **District MPA Performance Guidelines**

**THE USE OF DUPLICATED COPYRIGHTED MATERIAL WITHOUT WRITTEN PERMISSION OF THE PUBLISHER WILL RESULT IN DISQUALIFICATION.** If a piece is backordered from a publisher for any reason, the director must provide proof that the music was order at least four weeks before the MPA event and show that the quantity equals at least one for every two students in that performing group.

### **Accompaniment Guidelines**

- No director may accompany his/her own chorus at Choral MPA.

- Directors may accompany their own Solo & Ensemble events.
- If the piano part states "for rehearsal only" or if the intent is for a cappella singing, the accompaniment must not be used. If the piano part is intended for accompaniment then it must be used.
- Pre-recorded, taped and/or pre-programmed accompaniments are prohibited in all categories except Special Category ensembles. All sounds in other categories must be actuated in live performance including Solo Special Category.
- Entries whose accompanists use duplicated, copyrighted material without the original in their possession will be disqualified.

### **Concert Choirs**

Choirs are defined as groups having a minimum of 17 singers on stage, same singers on all selections. All music must be memorized -- does not apply to the director or accompanist.

- Choirs with less than 17 members may perform for a rating at District MPA with permission from the FVA President.
- A school may enter as many choirs as it wishes without regard to membership or voicing; however, a student may only participate in a maximum of three choirs.
- Actual singing time shall not exceed fifteen minutes. A minimum of ten minutes will be provided for warm-up.
- The director may not sing with the chorus.
- Music selection:
  - Choirs are required to perform two numbers at the district level; three numbers at the state level.
  - One number must be selected from the current [FVA Music List](#) or the [Texas UIL list](#) or permission from the District Chair. Additional numbers may be chosen from any appropriate literature.
  - Directors are encouraged to submit sample copies of any choral music performed that is not on the [FVA Music List](#) for evaluation by the Music Committee for possible future inclusion on the List.
  - All-State High School repertoire may be performed for district MPA by a middle school chorus in the same calendar year. All-State Middle School repertoire may be performed by a high school chorus in the same calendar year.
- Chorus music used in MPA may not be used by any other chorus from the same school in the same school year and until three more years have passed. (Year 1 –

initial use; Years 2, 3, and 4 – may not be used; Year 5 – may be used again)  
Three-year schools may use the same selection in Year 4.

- Song cycles and works by one composer published under one cover will be counted as one selection regardless of the number of movements performed.
- If a chorus chooses literature featuring a vocal soloist or small ensemble, these performers must be members of the performing chorus.
- It is permissible to change any composition between district and state, but all rules still apply.
- Music must be of a “traditional” nature. Pop, show, or “entertainment” styles are for Special Category performance.
- If a composition is an exact duplication of the one on the List but from a different publisher, the composition may be used.
- Original scores must be provided for all adjudicators. If a piece is backordered from a publisher for any reason, the director must provide proof that the music was ordered at least four weeks in advance and show that the quantity equals at least one for every two students in that performing group.
- Original unpublished compositions may be used with written permission of the composer and District Chairman and/or FVA President at least four weeks prior to the event. Music provided to the adjudicators must be an accurate representation of the performance.
- Choirs should perform acoustically without the aid of any amplification.

### **Ensembles (S&E MPA)**

- Small ensembles (2-7 singers) are defined as duets (ex. SA, TB), trios (ex. SSA, TBB), or quartets (ex. SSAA, SATB) with only one singer on a vocal part, or a balanced group of up to 7 singers. (For JH/MS only, 4 singers may equally divide to sing a 2-part selection.)
- Large ensembles are defined as 8-16 singers with the same singers performing both selections.
- The ensemble shall not increase in size between District and State. Substitutions may be made when deemed necessary by the director.
- Directors shall not conduct or sing with ensembles.
- All music must be memorized.

- Music Selection:
  - All ensembles are required to perform two (2) numbers if on the senior high level or one (1) if on the junior high-middle school level.
- Music for ensembles may be selected from any source, however should be of a “traditional” nature.
- All-State High School repertoire may be performed for district MPA by a middle school ensemble in the same calendar year. All-State Middle School repertoire may be performed by a high school ensemble in the same calendar year.
- Ensembles may perform music which has been learned by the chorus during the year provided the same music is not being used for MPA performance by the chorus.
- No ensemble or duets from the same school may sing the same number.
- Music used in MPA one year may not be used by the same ensemble the following year.

#### **Vocal Solos**

- All vocal solos must be performed from memory.
- Directors are urged to pick vocal repertoire appropriate for the age and ability of the vocalist.
- It is helpful for the adjudicator to know the number of years the student has studied privately (if any) and the age of the student.
- Music Selection:
  - High School performers are required to perform two numbers. One must be from the current [FVA Music List](#). The second may be chosen from any appropriate literature.
  - Junior High/Middle School performers are required to perform one number from the current [FVA Music List](#).
  - Music used in one year may not be used by the same entry the following year.

#### **Piano Solos**

- All music must be memorized.
- It is helpful for the adjudicator to know the number of years the student has studied.

- Single movements of multi-movement compositions are acceptable, but portions of a movement or only a part of a longer single movement composition are not permitted.
- Music used in one year may not be used by the same performer the following year.
- Total performance time may not exceed 15 minutes.
- High School performers are required to perform two numbers. One number must be from the current FVA Music List, piano music section. To be eligible for state the selections must be equal to Level 3 of the FVA Music List or higher.
- It is suggested that the two numbers be contrasting in style and/ or composers.
- Junior High/Middle School performers are required to perform one selection, which must be from the current FVA Music List, piano music section.

### **Special Category**

Special Category is fostered by FVA to encourage high quality performance by performers in the popular, show, and entertainment mediums. Solo performance or an emphasis of solo style is not appropriate to Special Category ensembles. This category allows for a variety of instrumentation and choreography depending on its appropriateness to the style. However, directors are reminded that **vocal quality is still of prime importance** and urges all directors to use careful discretion in all entries. All Special Category high school entries earning a Superior are eligible for State Solo & Ensemble MPA, including solos and duets. (beginning with 2014-2015 school year)

- Special Category Solos and Duets should be of high quality, using age appropriate literature. High Schools SC solos and duet entries must perform two selections and Junior High/Middle School entries perform one selection.
- Special Category Ensembles shall be limited to 3-40 singers plus instrumentalists. Vocalists and instrumentalists may change parts, but all singing participants must be actively performing in some capacity on stage throughout the entire performance. (Small group 3-24; Large group 25-40)
- All singing participants will be limited to three (3) entries in this category.
- High school entries are required to sing minimum of two selections or ten minutes of music.
- Junior High/Middle School entries are required to sing one selection.
- Total set-up, performance, and breakdown time shall not exceed twenty (20) minutes with the following exception
  - When there are two or more consecutive ensemble entries from the same school, a ten (10) minute set-up time may be given prior to the first entry.

- The director may accompany entries in this category. ALL other instrumental participants except keyboard must be members of the student body of the entering school.
- Pre-recorded taped and/or pre-programmed accompaniments are allowed in Special Category Ensembles; however, all pre-recorded or sequenced sounds must be instrumental in nature.
- Barbershop quartets are considered Special Category entries.
- The adjudicator must be provided with charts or music with traditional notation for every vocal line. Any alterations/improvisations must be clearly marked.
- Special Category groups may not be conducted.

### **Student Conductors**

- The student conductor shall be in complete charge of all organizational matters during the student conducting preparation/process.
- The choral director may critique the techniques of the student conductor, but shall not actually interpret the music by conducting the chorus in the music chosen by the student conductor.
- Music Selection:
  - The student conductor will conduct one selection for adjudication.
  - The music may be selected from any source other than the current FMEA All-State Concert Music of the same level.
  - The student conductor shall not select music which has been rehearsed in the current school year.
  - The music selected must have tempo change and varying dynamic levels.
  - No one number shall be conducted by more than one student conductor from the same school.
- In the event that a chorus is not eligible to attend State MPA, but the student conductor is eligible, the choral director may select a balanced choir of no more than seventeen (17) members to attend, even if more than one student conductor qualifies.
- Student conductors that participate in District Concert MPA and then continue to State MPA will only be able to participate at State Solo/Ensemble MPA. The group is allowed to reduce to ensemble size for State Solo/Ensemble MPA.

- It is strongly suggested that the student conductor choirs memorize their music; however, this is not required.
- The student conductor must be able to identify key signatures and be familiar with basic terminology.
- The student conductor should be familiar with the adjudication sheet available at [fva.net](http://fva.net).

## District MPA Regulations

### Fees

- Entry fees for specific categories are based on the projected costs of the event, determined by the districts/state individually. A minimum entry fee may be charged.
- Part of the district's cost of MPA is an assessment of \$.68 per participant registered. \$.58 remains with the FVA state office; \$.10 is sent to FSMA for component support. Choral participants are assessed EACH time they appear in a chorus. Additionally, each solo and/or ensemble member is counted as one for each event entered.
- ANY SCHOOL SCHEDULED FOR AN MPA SHALL PAY ITS PRO-RATA SHARE OF THE COSTS EVEN THOUGH THEY ACTUALLY FAIL TO PARTICIPATE.

### Attendance Requirement

- A vital part of the evaluation is listening to other groups perform. Districts will establish their own policies regarding attendance requirements in the performance block. Choirs are required to remain in the auditorium for the entire block at State MPA. Violation of attendance policies will result in disqualification.

### Rules of Conduct

- The District Chair or other FVA officer will report infractions of MPA rules to the director involved as soon as possible. The DC or FVA officer may speak directly to the students, if necessary.
- All participating students must be supervised by their director both on and off the performance site. In the event a director is not able to attend with his students, the school principal must write a letter on school letterhead stating the reasons for the director's non-attendance and designating a specific representative to be in charge of the students. The letter should be addressed to the District Chair or Executive Director (for State MPA).
- Reasonable quiet should be maintained at all times around the MPA site

- Chaperones should take up cell phones during the MPA block and be sure they are turned off.
- No one is to enter or leave an adjudication room while a performance is in progress.
- No flash pictures may be taken during any performance.
- No food or drink is permitted in any adjudication or warm-up room.
- Individual schools are responsible for any property damage that is caused by any of their participants.
- Violation of conduct rules should be reported to and handled by the FVA Officer in charge.
- Schools found in violation of the conduct rules may be disciplined by one, or any combination, of the following:
  - A verbal reprimand to the students and director
  - A written reprimand sent to the director and copied to school's principal
  - A fine to recover physical damage to any property
  - Disqualification of the school's entries

**Technical Disqualification: Concert or Solo/Ensemble MPA**

- Director did not properly register online
- Use of illegally copied music
- Director did not bring required number of copies of music
- Director accompanied a chorus during MPA performance
- All State repertoire performed by MPA choir
- Performance at Choral MPA exceeds 15 minutes
- School did not bring chaperones to MPA
- Choir performed with less than 17 members, without permission of the FVA President
- Director audibly assisted students in sight reading

### **Other Reasons for Disqualification: Concert or Solo/Ensemble MPA**

- Disruptive behavior by students in the performance hall or sight reading room: includes talking, moving around the hall, or creating a disturbance of any kind
- Use of electronic devices such as cell phones, iPods, iPads
- Damage to property at the MPA site

### **What Happens After Disqualification**

- Ratings and judges sheets are held by the District Chair. However, the director may read the judges comments.
- In the case of a disputed disqualification the director must contact the FVA President and/or the Ex Director (State MPA) within 48 hours.
- Any disputed disqualification will mean that the final ratings and judging sheets will be withheld until the following board meeting at which time appropriate action will be taken. If the Board overturns the DQ, the sheets and ratings will be given to the director.
- Entries found to be in violation of regulations, even though reported after the fact or after the ratings being posted, can be disqualified by the Executive Board.
- In extraordinary cases the officer may recommend to the FVA Ethics Committee that the violation be examined for appropriate disciplinary action by the FVA Board which may include disqualification, a letter of reprimand, and/or suspension from participation the following year.

### **District MPA Procedures**

#### **Application**

- Online registration instructions are available from your District Chair and at [fva.net](http://fva.net).
- Deadlines for S&E and MPA registration are set by the District Chairmen, usually one month prior to the date of the event. Complete registration includes all of the following:
  - Online registration
  - Official Entry Form with director and principal's signatures postmarked by deadline
  - Payment – school check, booster check, money order, or cash. Personal checks are not accepted.

- A \$50.00 late entry fee must be included for district applications registered after the deadline date.
- Additional entries may be added with the payment of applicable entry and late fees until the final deadline, set by the District Chairman.
- To attend MPA out of district, a director must secure permission in writing in advance from both District Chairmen involved.
- District Chairmen must be advised in advance of any handicap accommodations needed.

#### **On-site Check-in/Check-out**

- The director must check in at least 30 minutes before the first scheduled performance time (first S&E event or choral block start time).
- Bring the following items with you, unless you have delivered them to the District Chair before the event.
  - Music – original scores for all adjudicators with measures numbered.
  - Announcer Form (Concert MPA) containing name of chorus, director, accompanist, titles and composers.
  - Auxiliary sheets (Concert MPA) for each adjudicator
- Directors should pick up completed material and judging sheets after all entries from that school are completed and posted.

#### **Adjudication**

*Instructions for selection of adjudicators can be found in the District Chairman Handbook. Districts are required to use two Certified Adjudicators.*

- All MPA events are evaluated using the five-division rating system of Superior, Excellent, Good, Fair and Poor.
- Solos, ensembles, student conductors, and special category are evaluated by one adjudicator.
- Choirs in concert performance are evaluated by three adjudicators. The three ratings (Superior, Excellent, Good, Fair, Poor) are averaged for the final concert rating. (See Chart B below.) Clinicians are often used at District MPA but do not give a rating to the choirs.

- Required sight-reading (district MPA only) is evaluated by one adjudicator. The sight-reading rating is then factored into the overall concert rating to determine the final rating. (See Chart C below.)
- A chorus may perform for “Comments Only” if requested in advance or the number of performers has fallen below 17 on the day of performance. Requesting "comments only" does not exempt an entry from following all rules and regulations.
- JH/MS choirs entering for the 1st time may choose to sight-read for comments only.
- Chorus results shall be posted only at the conclusion of specified sessions and after concert and sight- reading ratings are compiled.
- No change in a final rating on a judging sheet is permitted once it has been posted by a district officer.
- Any dispute with a rating should be communicated to the district chairman, and not discussed with the adjudicator.
- No rating shall be released if there is a question concerning the eligibility of the entry.
- Adjudicator evaluation forms are available for feedback (both positive and negative), and are required to be submitted to the FVA President as part of an official complaint against an adjudicator.
- Samples of the adjudication forms may be found online at [fva.net](http://fva.net).

**Individual Adjudicator Ratings Possibilities (based on letter grades A,B,C,D,E)**

<b>Superior</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
AAA	AAC	ABE	AEE	DEE
AAB	AAD	ACD	BDE	EEE
	AAE	ACE	BEE	
	ABB	ADD	CCE	
	ABC	ADE	CDD	
	ABD	BBD	CDE	
	ACC	BBE	CEE	
	BBB	BCC	DDD	
	BBC	BCD	DDE	

**Concert Performance Ratings In Every Possible Combination**

<b>Superior</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
SSS	SEE	SGG	SFF	SPP
SSE	SEG	SGF	SFP	EPP
SSG	SEF	SGP	EFF	GPP
SSF	SEP	EGG	EFP	FPP
SSP	EEE	EGF	GFF	PPP
	EEG	EGP	GFP	
	EEF	GGG	FFF	
	EEP	GGF	FFP	
		GGP		

## Final Rating Performance and Sight-Reading Ratings Combined

Superior		Excellent		Good		Fair		Poor	
Perf	SR	Perf	SR	Perf	SR	Perf	SR	Perf	SR
S	S	S	G	E	F	G	P	P	F
S	E	S	F	E	P	F	G	P	P
		S	P	G	E	F	F		
		E	S	G	G	F	P		
		E	E	G	F	P	S		
		E	G	F	S	P	E		
		G	S	F	E	P	G		

## Sight-Reading Adjudication

### Sight-Reading Room Setup

- The room should be isolated so that choirs waiting cannot overhear preceding groups.
- A piano will be available for the establishment of tonality and pitch.
- Chairs should be set to accommodate the group size with preference for an arched floor plan.
- The adjudicator's table should be arranged to be in the best possible view of the group and their director(s) while maintaining enough space for adjudication sheets not to be in direct view of the directors or students.
- Chairs should have a numbered copy of the current sight reading book placed on each seat, title side up, with their covers closed.
- A host volunteer is recommended to help ensure that all books are returned to their chairs before a group exits.

### Sight-Reading Procedures and Rules

- Directors are to select their sight-reading examples for their groups and have their selections recorded by the chairman at check-in.

- Spectators are not permitted in the sight-reading room.
- Students are to enter the room prepared to go to a predesignated seating arrangement and should not rearrange themselves between exercises.
- The adjudicator will welcome the group with an introduction, confirm the selected exercises with the director(s), and provide a time to answer any questions regarding procedures.
- Only the director or adjudicator can instruct students to open sight-reading books to designated exercises.
- The adjudicator should offer feedback following performances, and it is at their sole discretion to request any subsequent passage's performance for the purpose of further evaluation and/or clarification.

### Rhythmic exercise

- The rhythmic exercise is performed first.
- If the director wishes to establish a pitch or chord for rhythm reading, they are to do so before instructing students to open their books.
- The rhythmic exercise must be performed verbally such that the attack, duration and release of pitch is clear to the adjudicator. Any verbal system such as counting, singing, or recitation of syllables is acceptable.
- Only the accuracy of the performance is to be adjudicated and not the correct usage of any chosen reading methodology.
- Clapping, snapping or any other body percussion for the performance of rhythm is not allowable.
- The chorus and director have one minute to study the rhythmic exercise. The one minute of study begins once the adjudicator has determined that students are on the correct exercise and student study has begun.
- Study time may be utilized in any variety of scenarios such as individual student rehearsal, sectional rehearsal, director led rehearsal or silent study time as long as the director and/or student leaders do not actuate any rhythms verbally or nonverbally for the purpose of demonstration for the group.
- During study time, the director and/or student leaders are permitted to provide verbal feedback and/or description provided they do not actuate or indicate the performance of any rhythm.

- During study time, directors are permitted to actualize (verbalize, snap, clap, etc.) a steady pulse and/or conduct a standard beat pattern to pace student study.
- Once prompted that study time is complete by the adjudicator, directors may count in the chorus audibly.
- During student performance, the director shall not give any audible or non-verbal assistance to the chorus and may only use a STANDARD CONDUCTING PATTERN, (i.e. no Kodaly hand signs or directing of rhythmic patterns through any form of sub-division.) A final cut-off should be indicated.
- The director is not permitted to speak during the performance of the exercise.

### Melodic Exercise

- The melodic exercise is performed second.
- The director should establish key before instructing students to open the sight-reading books to the melodic exercise.
- Directors may use the keyboard and/or sing along with their group to establish the key and to provide starting pitches.
- Establishment of key may include the ascending and descending form of the scale (or chromatic scale) along with some form of arpeggiated skips of significant tonal harmonies. The vocal patterns may also be supported by piano accompaniment.
- The chorus and director have two minutes to study the melodic exercise. The two minutes of study begins once the adjudicator has determined that students are on the correct exercise and student study has begun.
- Study time may be utilized in any variety of scenarios such as individual student rehearsal, sectional rehearsal, director led rehearsal or silent study time as long as the director and/or student leaders do not actuate any melodic material or rhythms verbally or nonverbally for the purpose of demonstration for the group.
- During study time, the director and/or student leaders are permitted to provide verbal feedback and/or description provided they do not actuate or indicate the performance of any pitch or rhythm.
- During study time, directors are permitted to actualize (verbalize, snap, clap, etc.) a steady pulse or conduct a standard beat pattern to pace student study.
- For isolating a section of study, directors may establish pitches for starting homophonic voicings at measures one (1), five (5), 9 (nine) and/or thirteen (13). These pitches are not to be provided in any real time rehearsal or performance.

- Once prompted that study time is complete by the adjudicator, directors may count in the chorus audibly.
- During student performance, the director shall not give any audible or non-verbal assistance to the chorus and may only use a STANDARD CONDUCTING PATTERN, (i.e. no Kodaly hand signs or directing of rhythmic patterns through any form of sub-division.) A final cut-off should be indicated.
- The director is not permitted to speak during the performance of the exercise.

#### Sight-Reading With Distinction

- The sight-reading with distinction rating (SD) can be awarded to outstanding sight-reading performances on the choir's initial attempt where the choir sings with exemplary tone, phrasing and utmost precision on exercises fitting the following criteria:
  - For middle schools, any melodic exercise from the booklet that is not unison and contains skips.
  - For high schools, any melodic exercise from the booklet that contains either stepwise chromaticism or consecutive skips for any voice part.
- The sight-reading with distinction rating has the ability to raise the specific stage rating of "S E E" to an overall Superior rating.

## Types of Exercises

FVA minimum requirements for choosing melodic exercises for sight-reading at District MPA. **Please note:** A director has the option to choose a higher voicing in the sight-reading room than what is required.

### *Junior High/Middle School Criteria*

<i>If the choir on stage is . . .</i>	<i>Then in the sight-reading room perform...</i>
Unison	Unison voicing
More than 50% first year AND both songs have the same voicing	Stage voicing or one voicing less
More than 50% first year AND songs have different voicing	The lower stage voicing or one voicing less
Less than 50% first year AND both songs are two part voicing	Two part voicing
Less than 50% first year AND songs have different voicing	HIGHEST stage voicing or one voicing less
Less than 50% first year AND both songs are three or more voice parts	Stage voicing or one voicing less

### *Senior High Criteria*

<i>If the choir on stage is . . .</i>	<i>Then in the sight-reading room perform...</i>
More than 50% first year singers	Beg. HS exercise of the lower stage voicing
Less than 50% first year singers AND both songs have the same voicing	HS Exercise of the stage voicing
A male or female chorus of more than 50% first year singers that meets as a mixed group or in separate classes except for MPA	Beg. HS Two-part, SA, or TB exercise
Performing SAT or SAB pieces	Beg. HS SAT, SAB or Three-part exercise
More than 50% first year AND songs have different voicing	The lower stage voicing
Less than 50% first year AND songs have different voicing	HIGHEST stage voicing or one voicing less

Any exceptions to these procedures must be requested and granted in writing from the district chair at least 4 weeks prior to MPA.

## **Awards**

Awards are available for purchase after the final District MPA. District Chairmen provide an order form to each school with the number of qualifying Superior medals/plaques filled in.

- Senior High: 1st division Superior district medals are available for all students earning Superior.
- Junior High/Middle School: 1st division Superior medals are available for all students earning Superior. Plaques will be provided for superior rated choirs.
- Directors should send order form and payment to the FVA State office. Purchase orders are accepted.

## **State Music Performance Assessments**

\*Only high school students are eligible\*

State MPA includes high school choirs and Solo/Ensemble participants who have received a superior rating at the District MPA. All arrangements for the state MPAs are made by the Executive Director of FVA. Adjudicators for state are selected by the FVA Executive Board and cannot judge the same category for two consecutive years. There is no sight-reading adjudication at State MPA.

***State MPA will be operated according to the District General Regulations and Procedures with the following additions/exceptions:***

- Assigned Attendance Areas – Schools will be assigned to the site (North, Central, or South) within their region. Requests to attend the other site may be made in writing to the President or Executive Director by January 1.
- Deadline for complete registration is two weeks after your final District High School MPA. For inclusion in the program, title changes must be made by 10 days prior to the event.
- Choirs are required to perform 3 selections.
- If a director cannot attend State MPA with his/her students, a letter must be submitted by the principal on school letterhead, authorizing another designated person to be in charge.
- A minimum of 15 minutes of warm-up time will be provided for choirs.
- There is no sight reading adjudication at State MPA.

- Performance order for choirs will be published ahead of time; however, cancellations or other unforeseen circumstances may require the order to be changed. *All performers, including instrumentalists, must be prepared to perform at the beginning of the block.*
- Choirs are required to remain in the auditorium through the entire performance block. Chorus members are not permitted to change uniforms during a time block in order to sing in another chorus.

### Awards

- Superior plaques will be awarded to all superior-rated choirs. Other participating choirs may purchase a plaque if desired.
- Medals will be awarded to all superior-rated soloists, student conductors, special category and ensemble members. Medals may be purchased for superior chorus members if desired.
- Second division and accompanist medals and smaller sized ensemble plaques may also be purchased.

### Hotel Accommodations

Directors are responsible for arranging for their own accommodations. In order to avoid any problems with reservations, contact the hotel of your choice as soon as possible after the District MPA.

### Chaperone Regulations

The FVA requires one chaperone for every ten students at any FVA event. This outline is intended as a guide for our chaperones.

- No student should be allowed to accompany a group on a trip until he has agreed, in writing, to abide by the rules set up and has written consent of his parents for him to make the trip.
- All chaperones should comply with District regulations regarding background checks and registration.
- It is required that the person in charge of the trip shall be a teacher.
- Directors should follow travel guidelines and rules regarding student behavior set forth by their District. Chaperones should be advised of these guidelines.

## FVA Choral Composition Award

The FVA Choral Composition Contest was established to encourage efforts in original composition and to give recognition to students for outstanding achievement.

### Rules for entry

- The deadline for entry is June 15.
- The applicant must be a secondary school music student under the direction of an active member of FVA. Students who graduate in spring are eligible.
- A letter of sponsorship from the director and a letter from the student stating that the composition is original shall accompany the submitted work.
- The time duration of the composition must be at least two minutes and long enough to be consistent with good form and taste. The musical form need not be complicated or extensive.
- The manuscript must be legible and marked for complete understanding.
- All materials should be sent to the FVA Music Chair. Current contact information for the Music Chair is on the website under the Leadership Directory.

### Composition Guidelines

- Allow one staff for each voice part. If a voice part divides, the two may remain on the same staff. The accompaniment must be on two staves below the voice parts.
- If the composition is a cappella a piano reduction must be provided for rehearsal.
- Digital submissions are preferred. If submitted as manuscript, send four legible copies.
- Include a audio file of the composition, or a recording of a choral group performing the work

### Adjudication

- Compositions are adjudicated by a committee appointed by the FVA Music Chair.
- The FVA Music Chair will communicate with the winner and submit the entry to the FVA President and Executive Director. The student winner and their director will be notified ASAP.

### Recognition

- The composer of the winning composition will receive a plaque and a check for \$250.

- The winner will be recognized at the Reading Choir Concert where the piece will be performed by the All State Reading Choir.
- Each participant shall receive written critiques of the entry from the Music Chair.

### **FVA Music Education Scholarship**

The Florida Vocal Association bestows the \$500.00 **Elaine C. McNamara Scholarship** annually to an applicant who meets the following criterion:

- first year freshman in college
- majoring in Music Education with a choral emphasis
- has participated in a high school chorus for 3 years
- has maintained a 3.5 GPA in music for 3 years
- has participated in FVA events

Applications are available on [fva.net](http://fva.net) and should be sent to the FVA Vice President, postmarked by December 1. The winner is announced at the January Conference.

### **Hall of Fame/Roll of Distinction**

The FVA has established the Hall of Fame and Roll of Distinction Awards to honor music educators who have distinguished themselves as outstanding in the areas of vocal and choral music. See [fva.net/awards](http://fva.net/awards) for deadlines, criteria, and nomination forms. These awards are presented during the FVA Summer Conference.

### **Executive Board Meetings**

Meetings of the Executive Board are open to members desiring to observe. Anyone having business items or wishing to appear before the board should contact the president or their district chairman. General agenda items for each meeting are listed below. Check the FVA Calendar for exact dates.

- **July/August:** in conjunction with FVA Summer Convention
- **January:** held before FMEA Conference
- **May:** held mid- to late month

Board members and District Chairmen who will take office on July 1 should attend the May Board meeting along with the outgoing member.

## Notes on the Copyright Law

In drafting the 1976 revision of the law (P.L. 94-553), Congress sought to achieve an equitable balance between the need for educators to have reasonable access to copyrighted material and the need to properly compensate creators and publishers with economic incentives so as to not inhibit the creation and publication of new materials.

Section 106 of the law deals with certain exclusive rights of copyright owners. Among them are:

- to reproduce the copyrighted work in copies and recordings;
- to prepare derivative works based upon the copyrighted work;
- to distribute copies to the public by sale, rental, lease or lending; and,
- to perform and/or display the copyrighted work.

**According to the law then, only the copyright owner can grant permission to copy or reproduce his copyrighted work.**

Music stores and distributors are sales agents only and, in most cases, do not have a legal right to grant any copying permission. Sections 107 and 108 deal with "Fair Use" and "Library Copying" and place some limitations on these exclusive rights for the purposes of "criticism, comment, news reporting, teaching, scholarship or research." In determining "fair use" it directs four factors be considered - the purpose and character of the use, the nature of the work, the amount and substantiality of the portion used, and the effect on the potential market value of the work.

Congress then directed that guidelines be drawn up to clarify certain sections of the law. Based upon these guidelines - which were formulated jointly by publishers and music teachers' professional associations - it appears that, without obtaining permission, **music educators may do the following:**

- Make a copy of a lost part in an emergency (such as an imminent performance) if it is replaced with a purchased copy in due course.
- Make one copy per student of up to 10% of musical works for class study so long as the 10% does not constitute a performable unit.
- Edit or simplify purchased copies provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
- Make a single recording of a student performance for study and for the archives.

The following are expressly prohibited:

- copying to avoid purchase
- copying music for any kind of performance (except as noted above for emergency situations)
- copying to create anthologies or compilations
- copying without including the copyright notice
- reproducing material designed to be consumable such as workbooks, standardized tests and answer sheets.

Based upon the law and guidelines, FVA will disqualify all entries using duplications of copyrighted music unless prior permission is secured. When purchasing downloadable music, there should be a stamp of purchase on each page. Legal copies from CPD or other Public Domain sources should contain source information.