



WAKE COUNTY PUBLIC SCHOOL SYSTEM

WCPSS ALL-COUNTY BAND HANDBOOK 2014 REVISION

The latest version of this handbook information can be found at:

www.wakecountybands.com

Central District Bandmasters Association information referenced in this document can be found at:

<http://www.nccdba.org/>

INDEX

Audition Adjudication.....	3
Audition Registration.....	2
Audition Requirements.....	2
Parent Volunteers.....	2
Clinic Information.....	4
Committee Structure.....	4
Chair Responsibilities.....	5
Forms.....	8

AUDITIONS

Registration/Preparation

1. Each student must be a 6th, 7th, or 8th grader enrolled in a band class at a WCPSS middle school. The student's director will ensure an auditioning student is registered in a band class and will be in compliance with New Essential Standards.
2. All participating students must complete a WCPSS field trip permission form for auditions.
3. The tabulations chair will send (via email) registration format to all WCPSS middle school band directors at least one month prior to the date of auditions.
4. Included in the registration process, there must be one parent volunteer for every five students auditioning from each school. Schools that do not provide parent volunteers will not be allowed to have their students audition.

<i>Number of Auditioning Students</i>	<i>Minimum Number of Parent Volunteers</i>
1-5	1
6-10	2
11-15	3
16-20	4
etc.	etc.

5. A \$5.00 audition fee is required for each student. Doublers must pay \$5.00 per instrument. Instructions for fee collection will be communicated by the auditions chair via email. Students are not allowed to audition on more than two instruments. Payment is due before the start of auditions.
6. Students who are not registered by their band director prior to the pre-registration deadline will not be allowed to audition.
7. Note that directors who have auditioning students are required to adjudicate during the auditions.
8. Scale requirements are the same as those of the Central District Bandmasters Association; however, students will only play four of the major scales, in addition to the chromatic. These scales are divided into an "A" list and a "B" list, as seen in the chart below. There is a 2-minute time limit to perform four major scales and chromatic, in that order. When time runs out, the student stops playing, and a score of zero is entered for any unfinished scales.

<i>Instrument</i>	<i>A list</i>	<i>B list</i>
Flute	Eb, Ab, G, Bb	F, Db, C, Bb
Oboe	F, Ab, C, Db	Bb, Eb, G, Db
Bassoon	F, Eb, Db, C	G, Ab, C, Bb
Clarinet	F, A, C, Eb	G, D, Bb, Eb
Alto Clarinet	G, C, A, E	F, Bb, D, A
Bass Clarinet	Bb, D, F, Eb	A, C, G, Eb
Alto Saxophone	G, F, E, C	Bb, A, E, D
Tenor Saxophone	G, F, Eb, C	Bb, A, Eb, D
Baritone Saxophone	G, F, E, C	Bb, A, E, D
Trumpet	C, D, Eb, G	Bb, F, A, G
Horn	C, Eb, Ab, F	Bb, D, G, F
Trombone	Bb, C, Db, F	Ab, Eb, G, F
Baritone TC	C, D, Eb, G	Bb, F, A, G
Baritone BC	Bb, C, Db, F	Ab, Eb, G, F
Tuba	Bb, C, Db, F	Ab, Eb, G, F
Mallets	G, Bb, C, Db	F, Eb, Ab, Db

9. Audition solos are the same as those of the Central District Bandmasters Association. These solos will be trimmed to smaller excerpts by the auditions chair. Cuts will be communicated via email.
10. The sight-reading guidelines and scoring are the same as that of the Central District Bandmasters Association. The auditions chair will provide the sight reading materials for the auditions. Brass players are not allowed to get a starting pitch. It is the judge's decision to handle the scoring component of this guideline in a consistent manner for all students auditioning.
11. Directors must prepare a 3"x5" index card for each auditioning student prior to auditions (see format below). This is the student's ticket to audition and should be given to each auditioning student prior to arrival at the audition site. Students who are auditioning on multiple instruments must have a separate card for each instrument. (See format below.)

Last Name, First Name	School
Instrument	

Student Check-In

1. Students should arrive at their designated audition group arrival time to check in.
2. Students must present their index cards at the check-in table.
3. The student's pre-assigned audition number will be written on his index card, below the instrument, by the parent volunteer at the check-in table.
4. Students must initial beside their names on the list of audition numbers at the check-in table.
5. Doubling students must complete this process for each instrument.
6. After check-in, students should report to the warm-up area and wait for their audition numbers to be called.
7. Students who arrive after their audition group has finished the check-in process will not be allowed to check in late or audition.

Adjudication

1. Score sheets and tabulation formulas will be the same as those of the Central District Bandmasters Association.
2. When called to the audition rooms, the student should present his index card (with audition number) to the door monitor.
3. The door monitor should announce the student as he enters the audition room. ("This is clarinet number six.")
4. The adjudicator(s) must pay close attention to the audition number as it is announced and write the correct audition number on the score sheet.
5. In addition to completing a score sheet for auditioning students, the adjudicators should also keep a running list of scores by audition numbers ("tote sheet") so that mathematical errors or illegible numbers can be resolved by the tabulations chair.
6. Auditions are considered "blind", with the exception of double bass and percussion. Adjudicators should be facing away from the auditioning students. If students have questions, they should ask the door monitor, not the judge. Likewise, adjudicators should refrain from conversation with students, other than giving basic directions.
7. Door monitors should staple the index card on top of the two score sheets for that student. These score sheets should be sent to tabulations in groups of 10 or 15.
8. The standard instrumentation for the two all-county bands is the same as that of the Central District Bandmasters Association. However, the auditions chair and tabulations chair may use discretion if scores indicate that not enough qualified players have auditioned. Likewise, the decision may be made to include more players if the cut-off point would exclude highly qualified players by a narrow margin. Instrumentation may also be affected by factors addressed in items 9 and 11 below.
9. With regard to chair placement, ties in overall score will be broken by sight reading score first, then by solo score. If there is a tie for last chair in the concert band, both players will be included, but the higher chair will be determined by the aforementioned tie-breaking process.
10. Students who qualify on multiple instruments will be given the choice of which instrument to play at the clinic. However, if this choice is not communicated to the tabulations chair by noon on the day after auditions, the student's director will determine the instrument choice.
11. Auditioning schools with no qualifying students will be allowed the option to add one student representative to the end of the concert band instrumentation – student/instrument to be determined by consensus of auditions chair, tabulations chair, and the director from the affected school. The selected student representative must have participated in the audition. This policy helps allows for representation from all WCPSS middle schools.
12. Directors who learn of a student who is unable to attend the clinic should immediately notify the clinic chair, tabulation chair, and program chair so that a replacement can be notified and the program updated. These alternates will move ahead of the school representative students described in #11 above.

CLINIC

1. All participating students must complete a WCPSS field trip permission form for the clinic.
2. All participating students must complete a student contract for the clinic.
3. There will be a clinic fee of \$10.00. Fee collection instructions will be distributed by the clinic chair. Payment is due at the beginning of the clinic.
4. All directors with participating students must be on-site for the duration of the clinic.
5. If a qualifying student cannot attend the clinic, the clinic chair and program chair must be notified immediately. The clinic chair will then contact the director of the next student in line.
6. The clinic schedule will run as follows:

DAY ONE

3:00pm-3:20pm	Registration
3:30pm-7:00pm	Rehearsals (breaks determined by clinicians and clinic chair)

DAY TWO

8:45am-9:00am	Arrival and warm up
9:00am-12:30pm	Rehearsals (breaks determined by clinicians and clinic chair)
9:30am-11:30am	Director meeting
12:30pm-1:15pm	Lunch (on-site)
1:15pm-4:00pm	Rehearsals (breaks determined by clinicians and clinic chair)
4:00pm-6:30pm	Dinner (off-site)
6:30pm-7:00pm	Arrival and warm-up
7:00pm	Concert

7. At the meeting on day two, directors will address potential changes to all-county policies as well as clinicians and dates for the following year.
8. Concert attire will consist of dark dress shoes, dark socks (or neutral hose), dark pants or skirt, and a white dress shirt or blouse.

COMMITTEE STRUCTURE

Staff Development Coordinator <i>oversees the following</i>	
Auditions Chair <i>oversees the following</i>	Clinic Chair <i>oversees the following</i>
Auditions Site Chair Adjudication Chair Tabulations Chair Parent Volunteer Coordinator	Clinic Site Chair Clinician Liaisons (2) Program Chair Handbook Chair

CHAIR RESPONSIBILITIES

Auditions Chair

1. Secure or prepare a directory of WCPSS middle school band programs and directors, complete with phone numbers, mailing addresses, email addresses, and a list of chairpersons.
2. Distribute the directory to all WCPSS middle school band directors.
3. Obtain the Central District (CDBA) audition solo list, and choose excerpts for county auditions.
4. Provide audition solo list, with measure numbers of excerpts, to the handbook chair one week after the fall CDBA meeting.
5. Publish and distribute solo excerpts (title and measure numbers), scale information, and the snare drum rudimental solo as early as possible.
6. Choose sight reading for all instruments.
7. Instruments are grouped as follows for auditions:
 - a. Flutes
 - b. Clarinets
 - c. Alto saxophones
 - d. Other woodwinds (oboes, bassoons, alto clarinets, bass clarinets, contrabass clarinets, tenor saxophones, baritone saxophones)
 - e. Trumpets
 - f. Trombones
 - g. Other brass (horns, baritones, tubas)
 - h. Percussion (mallets, snare, timpani)
8. Prepare instruction packets for the audition judges, including:
 - a. Rules and procedures
 - b. Tally sheets
 - c. Pencils
 - d. Scale sheets
 - e. Solo
 - f. Sight reading (3 copies).
9. Make arrangements for food to be provided for judges and parent volunteers.
10. Hold an information meeting with the judges immediately prior to the start of auditions.
11. Oversee auditions site chair, adjudication chair, tabulation chair, and parent volunteer coordinator.
12. Alert the staff development coordinator if a school has not fulfilled its parent volunteer obligation.

Auditions Site Chair

1. Clear the date for auditions with the school administration.
2. Appoint a parent volunteer coordinator and provide his or her contact information to the audition chair.
3. Make arrangements for concessions to be provided for students.
4. Assist audition chair in providing food for judges and parent volunteers.
5. Prepare rooms for the following audition groups:
 - a. Flutes (3 rooms – scales, solo, sight reading)
 - b. Clarinets (3 rooms – scales, solo, sight reading)
 - c. Alto Saxophones (3 rooms – scales, solo, sight reading)
 - d. Other woodwinds (3 rooms – scales, solo, sight reading)
 - e. Trumpets (3 rooms – scales, solo, sight reading)
 - f. Trombones (3 rooms – scales, solo, sight reading)
 - g. Other brass (3 rooms – scales, solo, sight reading)
 - h. Percussion (2 rooms – snare, timpani/mallets OR 3 rooms – snare, timpani, mallets)
6. Prepare student check-in area with enough tables and chairs for volunteers. There should be one table for each audition group listed above. Coordinate this with audition chair.
7. Prepare a parent volunteer check-in area.
8. Prepare warm-up areas.
9. Prepare a tabulation room with the number of computers and network passwords needed by the tabulation chair.
10. Post directional signs to all areas/rooms listed above.
11. During the auditions, monitor all areas listed above to ensure that the process is running smoothly.

12. Make arrangements for on-site repair technician and school security.

Adjudication Chair

1. This position can be co-chaired as woodwinds and brass/percussion.
2. Contact and secure judges and assign specific judging tasks (two judges per room).
3. If possible, line up backup judges who can fill in for no-shows.
4. Maintain a list of judging contacts for future use.
5. Ensure that each audition room has at least one WCPSS band director.
6. Private instructors should not adjudicate their own students.
7. Send list of judges' names and assignments to the audition site chair and audition chair.
8. During the informational meeting with the judges and audition chair prior to auditions, check attendance of assigned judges. Call on backups for no-shows if possible.
9. Send thank you notes to all judges who are not WCPSS band directors.

Clinic Chair

1. Contact and secure the clinicians agreed upon by the general membership to conduct the clinic bands according to the contract.
2. Mail contracts, band instrumentation, clinic schedule, concert information, and programs from previous three clinics to both clinicians.
3. Request that clinicians return their completed contracts as soon as possible so that all pertinent information can be forwarded to necessary individuals at least two months prior to the clinic.
4. Provide the clinician liaisons' names and contact information to the clinicians as a primary contact for the remainder of the process.
5. Follow up with Arts Education secretary to make sure the contract has been submitted.
6. Be responsible for all logistics pertaining to the clinic and the timeliness of each related task.
7. Send clinic schedule and registration information to all directors immediately after final audition results are published.
8. Arrange for the collection of clinic fees and deposit into the appropriate account as determined at the previous spring meeting.
9. Keep accurate financial records of any fees collected as well as all expenses so that this information can be reported accurately to the membership.
10. Organize a dinner to include all Wake County middle school director and clinicians prior to the Friday evening concert.
11. Provide a supervision schedule for all rehearsal sessions with emphasis on the scheduled lunch and the concert.
12. Make arrangements for a recording of the concert.
13. Serve as host for the clinic.
14. Pay the clinicians at the conclusion of the clinic. Contact Arts Education at least two weeks prior to clinic to ensure availability of checks.
15. Document all clinic preparation and activities so that accurate information can be passed to future chairperson.

Clinic Site Chair

1. Plan the day one lunch for students.
2. Arrange for custodians, security, sound, and lighting.
3. Obtain a list of percussion needs from the Clinician Liaisons at least two weeks prior to the clinic.
4. Arrange for all necessary percussion equipment to be on site for the clinic.

Clinician Liaisons (2)

1. Obtain music selections, biographical information, and seating charts from the clinicians as early as possible.
2. Submit music selections and biographical information to Program Chair at least two weeks prior to the clinic.
3. Order or borrow music, make copies, prepare folders, and send out immediately after auditions results have been confirmed. (Submit receipts to Clinic Chair.)
4. Submit percussion needs to Site Chair at least two weeks prior to the clinic.
5. Have folders and name tags on stands for students prior to the start of the first rehearsal. (Name tags are large print on 8.5"x11" paper, folded in half, and hung on stands so that the name is facing the conductor.)
6. Act as liaison/host for the clinicians during the clinic.

Handbook Chair

1. Form a committee to make necessary revisions to the handbook during the clinic.

- Distribute revised handbook to all directors and to Arts Education for inclusion in the survival kit online.

Parent Volunteer Coordinator

- Communicate to directors the list of responsibilities for parent volunteers, so that directors can communicate this list to the parents.
- Obtain parent volunteers from each participating school at least two weeks prior to the auditions, as part of the student pre-registration process.
- Inform audition chair of any participating schools not providing the appropriate number of parent volunteers.
- Assign each volunteer a shift and specific assignment. This should be coordinated with the tabulation chair as part of the registration process. Suggested assignments are:
 - student registration (ensure that each student has a 3x5 index card – see procedures)
 - warm-up area supervision (PA system strongly recommended)
 - judges’ assistance
 - concessions.
- Communicate these shifts and assignments to the volunteers.

Program Chair

- Have directors check the spelling of their students’ names from auditions results at least one week prior to the clinic.
- Prepare the program. Include music selections, clinician biographies, student names, and acknowledgements.
- Make 750 copies of the program on quality paper. Submit receipts to the clinic chair.

Tabulation Chair

- Inform the auditions chair of the number of computers and network passwords needed for the tabulation process.
- Obtain via email, in Microsoft Excel format, student pre-registration from directors at least two weeks prior to auditions, along with parent volunteer pre-registration (collaborate with parent volunteer coordinator).
- Assign random audition numbers to auditioning students. Make exceptions for this randomization for students whose parents are volunteering, ensuring that parent volunteers are evenly distributed among the various arrival times (see below). Audition numbers should not be communicated to directors, parents, or students until the day of auditions when the students check in.
- Assign arrival time groups based on audition numbers. These groups and arrival times must be communicated to the band directors at least one week prior to the auditions. The table below is a sample used in previous years. Again, specific audition numbers should not be communicated with directors, parents, or students prior at this time.

GROUP	AUDITION NUMBER RANGE	ARRIVAL/CHECK-IN TIME
A	1-18	3:30pm
B	19-36	4:15pm
C	37-54	5:00pm
D	55-72	5:45pm
E	73 and up	6:30pm

- Enter scores into spreadsheet as they come in.
- Have at least one person proof results in all audition areas after they are entered.
- Consult audition chair or other necessary individuals where there are questions or concerns (see adjudication guidelines on page 3 for more detail).
- If students qualify on more than one instrument, consult band directors to get the student’s choice, and adjust chair placements accordingly. This should be done the morning after auditions.
- Send email of spreadsheet to all directors for proofing. These preliminary results should not be communicated to students until any errors have been addressed.
- Send final results to directors via email within 48 hours after the completion of auditions.

FORMS

Updated rubrics and score sheets are available on the WCPSS website.