



## Florida School Music Association

### RULES & REGULATIONS GOVERNING Interscholastic Music Activities

All Florida School Music Association (FSMA) regulations shall apply to band, orchestra and vocal evaluations and music performance assessments unless otherwise specified. Schools wishing to participate in FSMA-sanctioned music events during a school year must enroll by September 15 of that school year.

#### **1. General Regulations**

- 1.1 The associations authorized to conduct interscholastic music activities shall be the Florida Bandmasters Association (FBA), Florida Orchestra Association (FOA) and the Florida Vocal Association (FVA). The Florida Music Education Association (FMEA) is authorized to coordinate student auditions for the purpose of establishing the All-State Bands, Choruses and Orchestras.
- 1.2 All rules and regulations of approved music associations as they now exist shall be the operating regulations of these component associations, provided that these do not conflict with the Bylaws and Rules and Regulations of the FSMA. This does not preclude changes as conditions may require.
- 1.3 An instructor who is an employee of a school that is a member of the FSMA may not be required to hold membership in any professional organization as a prerequisite for participation of a student from an FSMA-member school in any interscholastic evaluation or music performance assessment. However, FSMA recommends that instructors support their professional association through membership.
- 1.4 All employees of school systems who are engaged in organizing and/or executing evaluations or music performance assessments or All-State auditions shall, for the purpose of these regulations, be considered as representatives of their respective schools, as well as directors or agents of the music association sponsoring the sanctioned activity.
- 1.5 Sanctioned activities shall be conducted by the music personnel of the member schools under these regulations and regulations of the particular association concerned, and under the direct supervision of the principal of the host schools in which district music performance assessments are held. All officers shall be held accountable for the enforcement of all regulations in all district music performance assessments.
- 1.6 State music performance assessments shall be under the supervision of the FSMA Executive Director and the respective presidents and/or executive directors of the associations sponsoring the music performance assessments.
- 1.7 District music performance assessments should be scheduled so that no participating students will miss more than two days of regular class work and, if possible, a late night return home will be avoided.
- 1.8 All schools shall participate in music performance assessments in their own districts or divisions of the state (as defined by FBA, FOA and FVA) except by special permission through the component associations' waiver process. Application for changing districts or divisions must be completed by the music director, approved by the principal, and filed with the officers of the component association by the specified deadline.
- 1.9 State music performance assessment dates must be approved by the FSMA Calendar Committee.
- 1.10 Copies of all district and state music bulletins, evaluation or music performance assessment information, and evaluation or music performance assessment results shall be sent to the FSMA Office. Music performance assessment results shall be reported within 10 days of the close of the evaluation or music performance assessment.

- 1.11 Adjudicators serving FSMA district music performance assessments shall be trained and evaluated for competency and qualification by the representative component association.
- 1.12 Any protest arising from an evaluation or music performance assessment must be filed with the appropriate association within 48 hours of the event. Any appeal of the association's decision must be filed with the FSMA Executive Director within 48 hours of notification of the association's decision for the protest to be heard by the FSMA Appeals Committee. Any hearing by the FSMA Appeals Committee will be for the purpose of verifying that procedures and policies of the component association were followed.
- 1.13 Judges' decisions may not be appealed.
- 1.14 Sites selected for Music Performance Assessments must be compliant with the Americans with Disabilities Act (ADA). Any person participating in an FSMA sanctioned event should contact the district chairperson or state officer in charge two weeks prior to the event to communicate special requirements. If there is no response, please contact the FSMA Office at 800-301-3632.

## **2. Eligibility Regulations**

- 2.1 School membership in the FSMA is required for participation in music performance assessments under its jurisdiction. School membership in the FSMA is open to any Florida middle school or high school, public or private. Home school cooperatives or their equivalent are also eligible for membership through application and approval by the FSMA Board.
- 2.2 Schools wishing to enter music groups in FBA, FOA or FVA evaluations or music performance assessments or in other FSMA-sanctioned activities must pay annual dues to the FSMA as established by the FSMA Board of Directors. Deadline for receipt of these dues will be September 15 of each school year.
  - 2.2a. Private schools with less than 200 students enrolled wishing only to participate in Solo-Ensemble events – \$175.00 annually
  - 2.2b. K-8, Middle, or Junior High Schools – \$290.00 annually regardless of enrollment.
  - 2.2c. Junior/Senior High Schools – less than 1,000 students, grades 9-12, \$345.00 annually.
  - 2.2d. Junior/Senior High Schools – 1001 and higher, grades 9-12, \$520.00 annually.
  - 2.2e. Senior High Schools – less than 1,000 students, grades 9-12, \$345.00 annually.
  - 2.2f. Senior High School – 1,001 and higher, grades 9-12, \$520.00 annually.
  - 2.2g. Home School Co-ops – less than 1,000 students, \$345.00 annually.
  - 2.2h. School districts may pay to enroll ALL schools within the school district. Total dues will be the sum of each school's dues according to the scale above, minus fifteen percent (15%) of that sum. Non-public schools that have one federation or association or belong to a defined organizational structure (diocese, parish, etc.) may qualify for the same fifteen percent (15%) reduction in total dues – using the scale above to determine each school's individual dues to ascertain the total – provided ALL the schools within the organization enroll. Single schools are not eligible for the discounted enrollment dues.
- 2.3 Any school failing to meet the September 15 (postmark) deadline for membership may appeal to the FSMA Appeals Committee, to become eligible as a participating school with FSMA.
- 2.4 Appeals Committee Process

- 2.4a. The FSMA office will attempt to contact schools and districts whose dues have not been received by September 1 to communicate the deadline requirements and the appeals process rules and requirements.
- 2.4b. Any school or district-wide membership dues received beyond the September 15 post mark date must be accompanied by a detailed letter of explanation as to the reason(s) why the dues payment is late along with a non-refundable late fee equal to ½ of the school's or district's dues payment.
- 2.4c. Any school or district-wide membership dues received beyond the September 15 postmark date not accompanied by the items required by 2.4b above will be deposited and escrowed and a letter requesting the additional needed items will be sent to the principal. Once all items required by 2.4b have been received by FSMA the school/district package will be referred to the Appeals Committee. The deadline for appeal and submission of funds and materials will be February 1.
- 2.4d. If the Appeals Committee approves the late paying school or district for membership then the school(s) will be enrolled as an FSMA member for that school year, and an appropriate letter will be sent to the school's principal or district office with a copy to the school's music director and the Executive Director of the performing components (FBA, FOA, FVA).
- 2.4e. If the Appeals Committee denies the late paying school's membership then the membership dues check with an appropriate letter will be sent to the school's principal or district office with a copy to the school's music director and the Executive Director of the performing components (FBA, FOA, FVA).
- 2.4f. Schools who have met membership requirements are posted to the FSMA Membership List (FloridaSchoolMusic.org) and are authorized to participate in any FSMA sanctioned events.
- 2.5 All students who participate in district and state music evaluations or music performance assessments must be enrolled in the school that registers the student for entry, and must be a regular member of the organization that is listed on the entry form.
- 2.6 Junior high and middle school students may participate in evaluations or music performance assessments on the district level but not those on the state level. Seventh and eighth grade students, who are members of a combined school's large ensemble that qualifies for a state music performance assessment, may participate in a State MPA. Although allowed to participate in the large ensemble MPA, seventh and eighth grade students may not participate in State Solo-Ensemble events.
- 2.7 In order to enter students in an FBA, FOA or FVA evaluation or music performance assessment, or other FSMA-sanctioned activity, the music director shall complete the proper entry materials and the principal must certify that:
  - 2.7a. the students listed on an entry form are enrolled students of the school and are regular members of the organization listed on the form. To be eligible, students must be in grades 6 through 12.
  - 2.7b. the students and the music directors agree to abide by the rules, regulations and procedures set forth by the FSMA and the sponsoring association.
  - 2.7c. the students listed on the entry form in grades 9-12 must maintain a cumulative 2.0 grade point average on an unweighted 4.0 scale for the previous semesters as defined in Florida Statute at the time of the evaluation or music performance assessment in which the students are entered or they may not participate.
  - 2.7d. students in grades 9 and 10 must execute and fulfill the requirements of an academic performance contract between the student, the district school board, the appropriate governing

association and the student's parents, if the student's cumulative grade point average falls below 2.0. [1006.15(3)(a)2]

2.7e. during their junior or senior year, students must have a cumulative grade point average of 2.0 or above on a 4.0 scale. [1006.15(3)(a)3]

2.8 Home-schooled students enrolled in a home education program under provisions established by each sponsoring organization shall be eligible to participate in FSMA music activities at the public school which primarily serves the attendance zone in which the student resides, the private school of the student's choice, or as a member of a home school association provided that:

2.8a. the student, within 30 days of withdrawal from a traditional school program, properly registers with the district school board in accordance with Section 232.02 (4)(b)(1) of the Florida Statutes;

2.8b. the student's parents at the conclusion of each semester certifies to the principal of the school or the executive officer of the home school association that the student meets the minimum course and grade point averages which are required of all students;

2.8c. the student meets and adheres to the same responsibilities and standards of behavior and performance as required of other members of the activity;

2.8d. the student is enrolled in the curricular music class;

2.8e. the student complies with FSMA and local school regulations during the time of participation by providing to school authorities all required forms and provisions; and

2.8f. the student may appeal their MPA eligibility with a deadline date of September 1.

### **3. Financial Regulations**

3.1 All component association financial matters shall be under the supervision of the sponsoring association but shall be reported to and audited by the FSMA on an annual basis.

3.2 Budgets for all necessary annual operating expenses shall be generated by the sponsoring association.

3.3 District and state music budgets shall be presented to the sponsoring association Executive Board for approval and sent to the FSMA by August 1.

3.4 Financial forms, previous year funds, and necessary advances shall be sent to the district and state officers by September 15 of each year.

3.5 Financial assistance from the FSMA for music performance assessments shall be available to districts or the state associations as a loan in emergency situations and when approved by the FSMA Executive Director. Loans not repaid by the specified due date shall have interest assessed at 1% per month on the unpaid balance.

3.6 Each association's districts shall file financial reports with the association executive officer who will, in turn, provide them to the FSMA Office for audit and review by August 1 of each year. There shall be a late fine of \$150 assessed by FSMA to the association for each district report not filed by this deadline. Additionally, if district financial reports are not submitted with all the elements and forms prescribed by FSMA, an administrative fine of \$150 will be assessed to the component state office for each non-complying district report.

3.7 Each association's state office shall file financial reports with backup documentation for audit and review with the FSMA office by August 1 of each year. There shall be a late fine of \$150 assessed by FSMA to the association for failure to meet this deadline.

- 3.8 All fines mentioned in this section or other FSMA instructions to sponsoring music associations shall be levied against the association state office and shall be due and payable within 30 days of the date of the invoice.
- 3.9 Component associations shall maintain independent bank accounts, through which all funds collected shall be handled, expenditures from which are to be made only according to the approved budget under regulations set up by the association's Board of Directors. Reconciliation conducted monthly.
- 3.10 Executive Board and committee expenses of all sponsoring associations shall be a part of the association's state budget, rather than the various district budgets.
- 3.11 If the district or state evaluations or music performance assessments are held in different centers or on different dates, the costs and the receipts of the centers shall be combined, rather than figured separately, and entry fees shall be assessed on that basis.
- 3.12 In addition to the prorated costs of district programs, there shall be assessed against each district an amount set by the sponsoring association's Executive Board to apply towards the cost of operating the respective state programs.
- 3.13 Each participating group shall pay entry fees at the same time its entry form is filed (excepting FBA Marching MPA). The sponsoring music association shall determine the amount of the entry fee.
- 3.14 Each association shall set postmark date deadlines for the applicable district or state music performance assessment. Music performance assessment entry forms must be sent to the music performance assessment officer by that date, or a fine (determined by each component association) must accompany the entry form.
- 3.15 Other monies sent by the component associations to FSMA at the end of the fiscal year must be received by the FSMA office by June 10 and shall be placed in a designated account to be held in escrow until it is redistributed to the Districts for use the following year.
- 3.16 Any school that allows one of its music groups to be scheduled for an evaluation or music performance assessment shall pay its prorated share of the cost of the district or state program even though the group actually fails to participate.
- 3.17 Districts may, at the discretion of the Executive Board of the respective component associations, appoint a district treasurer to handle the district's finances.

#### **4. Copyright Rule**

- 4.1 Photocopies of music may be used only under the following conditions. At the time of the evaluation or music performance assessment the music director shall:
  - 4.1a. Attach to the copied music a letter from the publisher giving permission to copy
  - OR
  - 4.1b. If a publisher does not respond, attach to the copied music a letter from a sheet music dealer stating that a request to copy was made to the publisher at least 14 days prior to the event at which selections are performed.
- 4.2 Violations of copyright law during evaluations or music performance assessments are to be addressed by the component associations, together with penalties for the violations.

#### **5. Adjudication and Adjudicator Certification**

- 5.1 The component associations, sanctioned by FSMA to hold music evaluations or Music Performance Assessments for Florida students, shall provide for the highest caliber of professional assessment and feedback to students and directors through the use of certified adjudicators.

- 5.1a. Component associations shall make every effort to train and supply certified adjudicators.
- 5.1b. For Concert and Marching Music Performance Assessments each adjudication panel shall have, at minimum, TWO (2) certified adjudicators (to be implemented beginning 2013/14). Only in extreme circumstances should any non-certified adjudicator be utilized.
- 5.1c. For Concert and Marching Music Performance Assessments adjudicators may not serve in the same capacity, more than two (2) consecutive years.
- 5.2. The component associations shall require a procedure for adjudicator certification.
  - 5.2a. Music educators/artists seeking certified status must meet the eligibility requirements, as determined by the component association, for certification training.
  - 5.2b. Certified adjudicators and certification candidates must hold membership in the Florida Music Education Association and the professional music education associations from which they hold or are seeking certification (FBA, FOA or FVA).
  - 5.2c. Component associations may grant certified status to an artist teacher/performer at the discretion of the component association's Board or their specified designee.
- 5.3. Candidates for adjudication certification must complete the training process as defined by the component association (FBA, FOA, and/or FVA).
  - 5.3a. Each association shall develop a training seminar of not less than seven (7) hours, which shall include:
    - 5.3a1. a significant listening and/or video component which shall include a discussion of standards and the application of ratings.
    - 5.3a2. models that focus on positive evaluation that include criticism, complimenting and a suggested course of action for improvement.
    - 5.3a3. development of clear and concise communication skills.
    - 5.3a4. a comprehension of the evaluation instrument and its application.
  - 5.3b. Each component association shall develop a method of internship for adjudication certification candidates, to ensure inter-rater reliability, which will include:
    - 5.3b1. written and/or recorded critiques for a number, to be specified by each component association, of performances; and
    - 5.3b2. an evaluation of those critiques by the component association's Board or the Board's designee.
- 5.4. Certified status shall be granted to adjudicators for a period of five (5) years. Re-certification is required to extend certified status.
- 5.5. Component associations shall provide directors participating in a Music Performance Assessment, a procedure to evaluate each adjudicator.