



## Florida School Music Association

### RULES & REGULATIONS GOVERNING Interscholastic Music Activities

All Florida School Music Association (FSMA) regulations shall apply to band, orchestra, and vocal music performance assessments (MPA) unless otherwise specified. Schools wishing to participate in FSMA-sanctioned music events during a school year must enroll before registering for the event.

#### 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 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 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, 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 consideration is given to participating schools' travel times/distance.
- 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 All district and state music performance assessment information and music performance assessment results shall be submitted to the FSMA Office via the MPAOnline database. Music performance assessment results shall be reported online within 10 days of the close of the 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 a music performance assessment, with the exception of adjudicator assigned ratings, 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 Adjudicator ratings 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.
- 1.15 Each component of the Florida School Music Association will be responsible for securing, and paying for when required, existing campus resource officers, hiring state or local law enforcement personnel, or for hiring licensed, bonded, and insured private security personnel to provide adequate security for each of its music performance assessments.

**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 secondary public, public charter, or private school. Home school cooperatives or their equivalent are also eligible for membership through application and approval by the FSMA Board.
- 2.2 Dues may be paid starting in March of the prior school year through February 1 of the current school year. Payments postmarked by September 15 are eligible for the early payment rate. School membership categories and dues structure listed below:
  - 2.2a. Private schools with less than 200 students enrolled wishing only to participate in Solo-Ensemble events
  - 2.2b. K-8, Middle, or Junior High Schools
  - 2.2c. Junior/Senior High Schools, less than 1,001 students, grades K-12
  - 2.2d. Junior/Senior High Schools, 1,001 or more students, grades K-12
  - 2.2e. Senior High Schools, less than 1,001 students, grades 9-12
  - 2.2 f. Senior High School, 1,001 or more students, grades 9-12
  - 2.2g. Home School Co-ops, less than 1,000 students

School Type and Enrollment	Postmark	
	By September 15	after September 15
Private School (S&E Only) < 200	\$175	\$262.50
MS/JH Schools	\$290	\$435.00
MS/JH/SR High Schools (incl. K-12) 1-1000	\$345	\$517.50
MS/JH/SR High Schools (incl. K-12) 1001+	\$520	\$780.00
High Schools 1-1000	\$345	\$517.50
High Schools 1001+	\$520	\$780.00
Home School Associations/Co-Op	\$345	\$517.50

- 2.3 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. The 15% discount will be applied to either the regular rate or early payment rate depending on date of payment. Single schools are not eligible for the discounted enrollment dues.
- 2.4 All students who participate in district and state 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.
- 2.5 A student can only participate at one school at a time during a school year.
- 2.6 If a student desires to transfer to another school or a HEMC during the school year, the student must complete a transfer form, signed by the music director of the school in which the student is enrolled and by the receiving music director, and submitted to the FSMA for approval.
- 2.7 Junior high and middle school students may participate in 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.
- 2.8 In order to enter students in an FBA, FOA, or FVA music performance assessments, or other FSMA-sanctioned activities, the music director shall complete the proper entry materials and the principal must certify that:
- 2.8a. 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.
  - 2.8b. the students and the music directors agree to abide by the rules, regulations, and procedures set forth by the FSMA and the sponsoring association.
  - 2.8c. the director(s) and students listed on the entry form are required to be the individuals performing at the event. Special exceptions from this rule (2.8c) may be granted by the sponsoring component association for special and emergency circumstances. Directors should follow the component associations appeal process.
- 2.9 An individual home education student is eligible to participate at the public school to which the student would be assigned according to district school board attendance area policies or which the student could choose to attend pursuant to s.1002.31, or may develop an agreement to participate at a private school, in the FSMA music activities of that school, provided the student meets the provisions established by each sponsoring school or home education music cooperative and the following provisions of the FSMA.
- 2.9a. the student, within 30 days of withdrawal from a public or private school, must register with the school district superintendent in a home education program pursuant to s.1002.41 F.S.;
  - 2.9b. the student must meet and adhere to the same responsibilities and standards of behavior and performance as required of other members of the activity;
  - 2.9c. the student must be enrolled in the curricular music class in the school or cooperative with which the student participates;
  - 2.9d. the student must comply with the FSMA regulations and provide the school or cooperative

authorities all required forms and provisions;

- 2.9e. the student can only participate at one school or cooperative at a time during the school year;
- 2.9f. if a student desires to transfer to another school or a cooperative during the school year, the student must complete a transfer form signed by the music director of the school in which the student is enrolled and by the receiving music director which must be submitted to the FSMA for approval;
- 2.9g. the student may appeal 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 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 entryfee.
- 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 a 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 Rules**

- 4.1 Photocopies of copyrighted music may be used only under the following conditions. At the time of the music performance assessment the director shall:
  - 4.1a. Attach a copy of the written permission to make copies for music that is out of print from the publisher or rights holder. Vendors may not give this permission.
  - 4.1 b. Attach a copy of a vendor letter stating that the music was ordered on or before the title change deadline (per component policy), for music that is on order and will not arrive in time for the event. The letter must be on company letterhead or equivalent electronic correspondence and should contain:
    - a. Date music was ordered
    - b. Person/school name who ordered the music
    - c. Title of the pieces ordered
    - d. Invoice information for the ordered music
- 4.2 If photocopies of music in the public domain are used, documentation should be provided in accordance with the organizing component organization's rules.
- 4.3 Violations of copyright law during music performance assessments are to be addressed by the component associations, together with penalties for the violations.

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

Component Board Approved Adjudicator (CBAA)

- 5.1 The component associations, sanctioned by FSMA to hold 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 Component Board Approved Adjudicators (CBAA) adjudicators. Professional feedback and assessment (making students and teachers better) to improve the quality of music education that students are achieving.
  - 5.1a. Component associations shall make every effort to train and supply sufficient CBAA adjudicators for all MPA events.
  - 5.1 b. For Concert and Marching MPA, each adjudication panel shall have, at minimum, TWO (2) CBAA adjudicator to expand to minimum of three (3) by 2019-2020. Only in extreme

circumstances should any non-CBAA adjudicator be utilized.

- 5.2 The component associations shall require a procedure for adjudicator CBAA.
  - 5.2a. Music educators/artists seeking CBAA status must meet the eligibility requirements, as determined by the component association, for CBAA training.
  - 5.2 b. Component associations may grant CBAA status to an artist teacher/performer at the discretion of the component association's Board or their specified designee given that the evaluation process meets the legal standards for this type of activity, including due process.
- 5.3 Candidates for adjudication Component Board Approval must complete the training process as defined by the component association (FBA, FOA, and/or FVA).
  - 5.3a. Each association shall provide professional development training which shall include:
    - 5.3a1. a significant listening and/or video component that shall include a discussion of standards and the application of ratings.
    - 5.3a2. models that focus on positive evaluation that include compliments and criticism, 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 provide a method of internship for adjudication candidates to increase consistency on the adjudication panel. This internship will include:
    - 5.3b1. written and/or recorded critiques of performances; and
    - 5.3 b2. an evaluation of those critiques by the component association's Board or the Board's designee.
- 5.4 CBAA status shall be granted to adjudicators for a period of five (5) years. Adjudicators must retake adjudicator training to extend CBAA status.
- 5.5 Component associations shall provide directors, participating in a Music Performance Assessment, a procedure to evaluate each adjudicator.
- 5.6 A CBAA adjudicator may not return to a District MPA in the same capacity the following year.

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**Note from the Board of Directors on 2.6, student eligibility:**

**March 4, 2019**

Music Performance Assessments (MPAs) are not exclusively extracurricular activities, but rather, they are co-curricular, meaning students who are enrolled in music classes have work that extends beyond the school day for regular rehearsals and performances.

Music courses are part of a well-rounded education as defined by the Every Student Succeeds Act (ESSA). As such, music courses are credit-bearing and aligned to standards created and approved by the Florida Department of Education.

The Florida School Music Association (FSMA) designed the Music Performance Assessments to assess knowledge and skills related to the approved standards for secondary music ensembles including Band, Chorus, and Orchestra. Therefore, students' academic eligibility requirements in other academic courses are not a prerequisite for participation in Music Performance Assessments.

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