



Florida School Music Association

RULES & REGULATIONS GOVERNING Interscholastic Music Activities 2008-2009

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 Educators' 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 groups, provided that these do not conflict with the Bylaws of the FSMA or these regulations. This does not preclude changes in operating regulations 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 conducting 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 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 executive secretaries or directors of the associations sponsoring the evaluations or 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 that, insofar as 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. Application for changing districts or divisions should be filed by the music director (and approved by the principal) with the officers of the FBA, FOA or FVA by specified deadlines.
- 1.9 State music performance assessment dates and the FMEA Clinic-Conference 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 music performance assessments shall be certified for competency and qualification by the representative music 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 scrupulously 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 -- \$130.00 annually
 - 2.2b. Elementary, Middle and Junior High Schools—\$230.00 annually regardless of enrollment.
 - 2.2c. Junior/Senior High Schools—less than 1,000 students, grades 9-12, \$280.00 annually.
 - 2.2d. Junior/Senior High Schools – 1001 and higher, grades 9-12, \$430.00 annually.
 - 2.2e. Senior High Schools—1 - 1,000 students, grades 9-12, \$280.00 annually.
 - 2.2f. Senior High School—1,001 and higher, grades 9-12, \$430.00 annually
 - 2.2g. County school districts may pay a lump sum to enroll ALL schools within the county. Total lump sum dues will be the sum of each school's dues according to the scale above, minus 15 percent 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 15 percent reduction in lump sum 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 deadline for membership may appeal to the FSMA Appeals Committee which will meet as required.
- 2.4 Appeals Committee Process
 - 2.4a. The FSMA office will make every attempt to contact schools and districts whose dues have not been received by September 1 as to the deadline requirements and the appeals process rules and requirements.

- 2.4b Any school or district-wide membership dues received with a post mark of September 15th or later is automatically referred to the Appeals Committee. See 2.2 and 2.3 above.
- 2.4c 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.
- 2.4d Any school or district-wide membership dues received beyond the September 15 post mark date not accompanied by the items required by 2.4b above will be returned to the school or district with a letter requesting the addition of the missing items. Once all items required by 2.4b have been received by FSMA the school's/district's package will be referred to the Appeals Committee.
- 2.4e 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 with a copy to the school's music director and the Executive Director of the performing components (FBA, FOA, FVA).
- 2.4f 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 with a copy to the school's music director and the Executive Director of the performing components (FBA, FOA, FVA).
- 2.4g On or about September 20 the Executive Directors of the performing components (FBA, FOA, FVA) will be informed of all schools that have failed to pay their membership dues as of the September 15 deadline. These schools are not authorized to participate in any MPA activities until the appeals process is resolved positively in the school's/district's favor.
- 2.5 All students who participate in district and state music evaluations or music performance assessments must be bona-fide members of the school that registers the student for entry, and must be regular members 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 which 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 bona-fide 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 will not participate.
- 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; and
- 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.

3. Financial Regulations

- 3.1 All financial matters concerning district and state music performance assessments and All-State auditions shall be under the supervision of the sponsoring association but shall be reported to and audited by the FSMA on an annual basis. The FMEA shall submit to the FSMA Board of Directors an annual financial report and audit report.
- 3.2 Budgets for all music performance assessments, All-State auditions and necessary annual operating expenses shall be generated by the sponsoring association, and have the approval of the FSMA.
- 3.3 District and state music budgets shall be presented to the sponsoring association Executive Board for approval by June 1 and to the FSMA by June 15.
- 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 The registration fee for students who participate in the FMEA Clinic-Conference shall not exceed \$40.00 payable by the school district, individual participant, parent or guardian.
- 3.6 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.
- 3.7 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 June 15 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.
- 3.8 Each association's state office shall file financial reports with the FSMA office by July 15 of each year. Effective in fiscal year 2000, there shall be a late fine of \$150 assessed by FSMA to the association for failure to meet this deadline.
- 3.9 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.
- 3.10 State offices and their districts shall maintain separate 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.
- 3.11 The cost of medals for soloists, student conductors and members of small ensembles and plaques and trophies for bands, choruses and orchestras in all evaluations or music performance assessments may be included in budgets, but medals and badges for individuals in bands, choruses or orchestras shall be furnished only at the expense of the individual schools purchasing them.
- 3.12 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.

- 3.13 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.
- 3.14 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.
- 3.15 Each participating group shall pay entry fees at the same time its entry form is filed. The sponsoring music association shall determine the amount of the entry fee.
- 3.16 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 music association) must accompany the entry form. On the 8th calendar day after the stated deadline, the fee will double. A late entry must be postmarked no later than 14 calendar days after the original deadline date or the group will not be permitted to perform.
- 3.17 Other monies sent by the music association to FSMA at the end of the fiscal year shall be placed in a designated account to be held in escrow until it is redistributed to the Districts for use the following year.
- 3.18 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.
- 3.19 Districts may, at the discretion of the Executive Board of the respective 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:
- 4.2 At the time of the evaluation or music performance assessment the music director shall:
 - 4.2a. attach to the copied music a letter from the publisher giving permission to copy
 - OR
 - 4.2b. 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.
- 4.3 Violations of copyright laws during evaluations or music performance assessments are to be addressed by the component music associations, together with penalties for the violations.

5. Adjudication Certification

- 5.1 The music associations sanctioned by the FSMA to hold music evaluations or music performance assessments for Florida students shall put into place a method of adjudicator certification by the 2007-08 school years. For large ensemble music performance assessments, there shall be one certified adjudicator on each panel that adjudicates all district music performance assessments for marching band and concert (band, chorus, and orchestra) events.
- 5.2 Appropriate training shall take place during, or preceding the 2007-08 school years.
 - 5.2a. Music educators seeking certification must have a background of successful teaching experience as demonstrated by earning "Superior" ratings with their school's bands, choruses or orchestras for at least three of the preceding five years.
 - 5.2b. Candidates must hold membership in the professional music education associations from which they are seeking certification (FBA, FOA or FVA) and the Florida Music Educators' Association.

- 5.3 Candidates must complete the training process as defined by the component music 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 or videotape component which shall include a discussion of standards and the application of ratings.
 - 5.3a2. how to focus on positive evaluation that will include criticism, complimenting and a suggested course of action for performing groups.
 - 5.3a3. written skills.
 - 5.3a4. an understanding of the evaluation instrument.
- 5.3b Each association shall develop a method of internship for certification candidates that will include:
- 5.3b1. written critique sheets or audiotapes for a number of performances to be specified by each association; and
 - 5.3b2. an evaluation of those critique sheets by the association's Board or the Board's designee.
- 5.4 Re-certification is required at the end of a five-year period.
- 5.5 A certified adjudicator may not return to a music district in the same capacity in the following year.
- 5.6 The opportunity to evaluate all adjudicators (including those certified) shall be available to each director participating in an evaluation or music performance assessment.