

- A. **EVENTS OPEN TO THE PUBLIC.** Events are open to the public. **EXCEPTIONS:** Solos and sight-reading for Band, Orchestra, and Choir will be closed to the public.
- B. **CONTEST SCHEDULING.** In spite of careful scheduling and earnest efforts on the part of the contestants, it must be recognized that conflicts are inevitable. Out-of-order appearance shall be resolved as follows:
1. A contestant appearing on time, in-order as scheduled shall always have first priority.
 2. Monitors shall keep the contest moving by permitting out-of-order appearances.
 3. Monitors shall observe the following priority in permitting out-of-order appearances:
 - a. First Priority: contestants that are on time and in order.
 - b. Second Priority: late contestants; lowest number first.
 - c. Third Priority: contestants who wish to perform in advance of schedule.
 4. **A scheduled contestant must appear within 30 minutes of the last scheduled performance in any division or they will be considered “scratched” by the Coordinator.** **NOTE:** Accurate ensemble rosters and listing of accompanists enable the coordinator to avoid conflicts in the schedule. Notify monitor of conflicts or delays as soon as possible and make schedule arrangements accordingly.
- C. **JUDGES**
1. **NUMBER OF JUDGES** for each event:
 - a. Large Ensembles - three judges
 - b. Sight-reading - 1 or 3 judges and one accompanist at **Region**; one judge, one accompanist at **State**
 - c. Solos and Small Ensembles - one judge
 - d. Jazz Band, Pop/Show, Sacred, and Medium Ensembles – 1 or 3 judges at **Region**, three judges at **State**.
 2. **JUDGES GUIDELINES.**
 - a. *Qualifications.* A judge should:
 - 1) be currently teaching, conducting or performing in the area in which they are asked to judge,
 - 2) have at least five years experience, and
 - 3) have a college or music conservatory background in music (consider UIL approved judges).
 - b. *Responsibilities.* Judging responsibilities may be combined based upon the number of entries per category, the individual judge’s qualifications, time limitations and willingness to work.

D. DIRECTOR GUIDELINES AND DUTIES

1. **ONLINE MUSIC ENTRY** All Entries and will be submitted through the online entry process www.tappster.com. Instructions are on the TAPPS website www.tapps.net and describe step-by-step the process of entering all entries at the Region and State levels. Some forms automatically generate while others are blank and need manual filling out. All manual fill forms are in the Documents section of tappster.
2. **Eligibility forms** must be on file in the TAPPS office before you can participate in any TAPPS sponsored event. Enter students in the Student section of tappster. Submit form through tappster to the TAPPS office and Print 2 copies: 1 will go to the Region Coordinator, and 1 will be on file with your school. There will be "0" tolerance for schools that do not have eligibility forms on file by contest date.
3. **Rules Acknowledgment forms** must be on file with each school/director, before participating in a TAPPS-sponsored Fine Arts event. Print a copy for each student and keep on file at your school.
4. **Anticipated entries** Email anticipated ensemble categories and number of participants in each category to the Region Coordinator at least six weeks prior to Region Contest. This will allow the Region coordinator time to plan for the meet. All final entries are due in tappster 3 weeks prior to the Region meet.
5. **Three weeks prior to the Region Contest.** Stage Set-up forms, **Regional Fee forms**, and **fees** are all due to Region Coordinators
 - a. Region Event Fees are set by individual regions.
 - b. Mandatory \$30 Sight-reading for each group Sight-reading
 - c. Verify that there is a completed and accurate form for each entry listed on the Ensembles Roster. You do not have to print, just view and verify.
 - d. Verify music selections performed at the Region level.
 - 1) Music selections required from the UIL PML are on the current UIL PML.
 - 2) The UIL PML music selection meets the class or grade qualifications as required, and is noted on the form.
 - 3) TAPPS regulations about all performers, personnel, numbers, substitution, doubling of parts, accompaniment, etc. are strictly enforced.
 - 4) Check adjudication forms for all necessary information.
 - 5) Check instrumental or vocal ensemble forms to make sure students are not entered in more that the maximum number of ensembles allowed.
6. **REGIONAL MEET.** All music entries will be submitted **ONLINE** by the deadline (three weeks prior to your Region meet). Incomplete or inaccurate forms may result in disqualification.
 - a. Check-in when you arrive at the Region meet
 - b. Scratches. All scratches are to be reported to the information center immediately upon arrival. Do everything you can to avoid scratches and last minute changes.
 - c. Check-out before you leave.
 - 1) Be sure to have a copy of all adjudication forms and music.
 - 2) Verify ratings posted match the ratings on adjudication forms.

- d. Region Awards. It is the responsibility of the school director to order Region awards. Order forms and checks made to TAPPS (memo: Music Region Awards) need to be received at the TAPPS office **three weeks prior to State Meet**. Award Order forms are in the Vocal and Instrumental Documents Section of www.tappster.com
- 7. **STATE MEET**. All music entries will be submitted **ONLINE** by the Regional coordinator by the deadline. Incomplete or inaccurate forms may result in disqualification.
 - a. Verify State Qualified Entries **Four weeks prior to State meet**, entries that qualified at the Region meet will be posted on the www.tapps.net website. It is the responsibility of the director to verify that all students who qualified to participate at State are on this list.
 - b. Directors must notify the State Coordinator of any students or ensembles that have qualified for the State contest and that will not be competing **three weeks prior to STATE meet**. Certification of students to State Competition is a commitment by the student and school. Fees shall be paid for all students not scratched prior to the 3 week deadline even if they do not participate at the State competition.
 - c. SUPERVISION. **Parents/adults from each school must assist (no unsupervised students)**. In addition to the director and/or accompanist of a school, there should be 1 adult for every 10 students at the Region and State Music meet. Students should not be left unattended at the Region or State Meets.
 - d. **VOLUNTEERS. Each school will be assigned a volunteer time slot of 1 hour at the State meet (time keeper, stage-set-up crew, room monitor, etc.). All schools will be expected to honor their commitment.**
 - e. STAGE SET-UP. It is the responsibility of the school to set-up for performance, tune, perform, and break-down the stage all within the time limits set forth for each ensemble. Chaperones and other school volunteers should aid in setting up their school to keep within the time limits.
 - f. Check-in when you arrive at the State meet.
 - 1) Stage Set-up forms and verify equipment needs
 - 2) Volunteer/Chaperone Form complete with cell numbers so chaperones may be contacted in case of emergency while at the meet.
 - 3) **State Fee forms** and a check for **fees**
 - (1) Fees for entries advancing to State will be paid to the TAPPS State Office
 - (2) Each Large Ensemble advancing to State for Sight-reading will pay a State sight-reading fee of \$30.00
 - (3) Each Large Ensemble advancing to state will pay a CD recording fee of \$30.00 and will receive a CD recording of their performance.
 - g. Scratches. All scratches are to be reported to the information center immediately upon arrival. Do everything you can to avoid scratches and last minute changes.

- h. Check-out before you leave
 - 1) Pick up director packet
 - (1) All adjudication forms
 - (2) Any stray music
 - (3) Awards earned
 - 2) Sign out verifying your results with ratings and points with the amount of awards given and the amount of awards to be ordered. Fill out a State Award Order form if there are some awards not available at the State meet.
- E. **REGION MEET COORDINATOR GUIDELINES AND DUTIES.**
1. It will be the duty of the Region Coordinator from the previous year to appoint a new region coordinator unless he/she remains as the coordinator. If the past coordinator is no longer in the region, the State Music Coordinator shall appoint a new region coordinator. The Region Coordinators should appoint an assistant and secure a date and location for the competitions; this should be done by September 30.
 2. The Region date and location information shall be relayed to the State Music Director, who will enter the information in www.tappster.com.
 3. The Region Music Coordinator and the Assistant Region Music Coordinator should attend the music committee meeting in January.
 4. Every attempt should be made to model the Region music contest after the State contest so that participating directors/students are familiar with procedures, rules and time allotments.
 5. A copy of all Region music mailings/emails are to be sent to the State Music Director.
 6. It shall be the duty of the Region Coordinator to handle violations of contest rules. The Region Coordinator will contact the State Music Director on questions.
 7. **By October 30** E-Mail and/or post-mail a Region letter to each qualified school shown on the Region fine arts list provided by the TAPPS State Office to confirm:
 - a. Contest date
 - b. Location, and
 - c. Deadlines as posted on the TAPPS website in the Online Music Entry. There is a three-week prior to Region contest deadline for school directors to send Vocal and Instrumental Entry Forms to the Region Coordinator.
 8. **Six weeks** prior to the Region contest mail information letter that sets forth the following information:
 - a. Deadline for entering all data into the online data entry process (deadline is three weeks prior to Region contest).
 - b. Region Fees to cover the costs
 - 1) Postage for mailings
 - 2) Piano tuning, renting, and/or moving cost
 - 3) Judges- should be paid \$20.00-25.00 per hour with a \$50.00 minimum.
Example: 2 hours=\$50.00, 3 hours=\$60.00-75.00 (depending on work-

load), 4 hours=\$75.00-100.00 (with break), 5 hours=\$100.00-125.00 (with break).

- 4) Suggested format for assessing Region Contest fees:
 - (1) \$75.00-100.00 for each band, orchestra, choir
 - (2) \$10.00-\$20.00 for mailing SR music
 - (3) \$20.00-\$25.00 for each small ensemble
 - (4) \$35.00-\$75.00 for each Jazz/Pop/Show/Medium
 - (5) \$10.00-\$15.00 for each solo
 - (6) Mandatory \$30 for each group Sight-reading sent to TAPPS office
- c. Instruments/stand needs at the Region contest
9. **Three weeks** prior to the Region contest
 - a. send sight-reading music needs to the State Music Director. Include voicing (SAB, band, etc) and number of copies needed for students, judges, directors, and accompanist.
 - b. Secure and schedule competent judges - *See Judges Guidelines*.
 - 1) JUDGES INFO PACKET WILL INCLUDE:
 - (1) Letter with date, location etc.,
 - (2) Judges instructions,
 - (3) Sample Adjudication and Event Results forms for their event(s) and Contest Rating Criteria information, Sight-reading procedure.
 - c. Check and validate Entry Forms, Ensemble Rosters, and Adjudication Forms.
 - d. Verify that there is a completed and accurate form for each entry listed on the Ensembles Roster.
 - e. Verify music selections performed at the Region level for all schools:
 - 1) Music selections required from the UIL PML are actually on the list.
 - 2) The UIL PML music selection meets the class or grade qualifications as required, and is noted on the form.
 - 3) TAPPS regulations about all performers, personnel, numbers, substitution, doubling of parts, accompaniment, etc. are to be strictly enforced.
 - 4) Check adjudication forms for all necessary information. (NOTE: Remember that vocal and string small ensembles can be chosen from either the PML large ensemble list or small ensemble list. This will determine the correct PML number for state advancement. For some schools a *CLASS 2* ensemble will advance but a *GRADE II* will not if they make a 1st division)
 - 5) Check instrumental or vocal ensemble forms to make sure students are not entered in more that the maximum number of ensembles allowed.
 - f. Schedule events and facility use
 - 1) Consider size of rooms needed for large, small and solo events (allow for audience for ensembles if possible).
 - 2) Pianos: each performance site AND warm-up rooms. All pianos to be used in good tune and up to pitch
 - 3) Percussion instruments which should be provided for Large ensemble events: bass drum, 26" and 28" timpani, xylophone (or bells/vibraphone)

- 4) Locate and provide equipment such as risers, music stands, percussion instruments, etc.
 - 5) Try not to schedule entries from the same school back to back in the same event. They often use the same accompanist and need time to warm up together before they perform (*NOTE: Some schools prefer to have several soloists back-to-back in order to accommodate the accompanist. Make sure the students have adequate warm-up time prior to the events, and check with the school director.*)
 - 6) Be aware of instrumental and vocal soloists who use the same accompanist. Avoid conflicts by noting which students/accompanists are in multiple events and schedule accordingly.
 - 7) Try to supply each competing school with an area for band instrument cases, band and choir uniforms, etc.
 - 8) Consider availability of food and drinks (provide concessions and/or directions to area eating establishments).
 - g. Secure sight-reading music from the TAPPS Music Director
 - h. Final Region e-mailing:
 - 1) Schedule of events.
 - 2) Encourage participants to put school or student names on everything (music, instruments, uniforms, props, etc.).
 - 3) Include maps/directions to the competition site. Indicate parking areas, facility area for schools to “set up base,” and concessions or directions to restaurants.
 - 4) Provide list of percussion equipment provided
 - i. Schedule warm-up/event monitors, timekeepers, and runners as needed; provide them with the instructions and guidelines in advance.
 - j. Secure fees from each school prior to or at the Region contest.
 - k. Prepare Judges’ packets:
 - 1) Judges instructions, schedule, and sharpened pencils,
 - 2) Contest Rating Criteria information
 - 3) Event Results Form for their event with individuals/ensembles listed in schedule order
 - 4) Adjudication forms in schedule order.
- 10. Region Meet**
- a. At the facility
 - 1) Set up judging tables,
 - 2) Organize the hospitality room for judges and directors, and
 - 3) Post signs and monitor chairs at each event location.
 - 4) **HOLD A JUDGES’ AND MONITORS’ MEETING** to review and clarify expectations and procedures. Do not assume your team comprehends your intent. Refer to the Judges’ and monitors’ instructions in the Forms section of this manual.
 - b. Tally, check, and post contest event results as soon as possible after the event is completed.

- c. Verify rating selections on each adjudication form.
- d. Verify that ratings have been transferred to Results Form correctly.
- e. Post results in a visible and easily accessed area.
- f. Make photocopies of finished adjudication forms, if possible, in case of questions later, especially if you are not entering the ratings in tappster as the meet is in progress.
- g. Return Adjudication forms, stray music, etc. after each school is finished and remind directors that each school is responsible for State fees for their participants unless they notify the State coordinator of scratches within one week.
- h. Enter all contest results on the website, and within one week following the Region competition SUBMIT result to the State Coordinator. This is the official CERTIFICATION necessary for participation at State. This should indicate all State qualifiers. Verify results before hitting the SUBMIT button.
- i. Verify all fees paid and account for all use of Region funds making sure judges and other expenses are paid. The Sight-reading fee of \$30 for each performing ensemble must be sent to the TAPPS State Office no later than two weeks *before* the State contest.

F. STATE MEET COORDINATOR GUIDELINES AND DUTIES

- 1. Check and validate Region Results form, Ensemble Rosters and Adjudication Forms received from Region Coordinators.
 - a. Verify that there is an adjudication form for each ensemble/ solo listed on the Region Results Form.
 - b. Verify all entries and music selections performed at the Region level:
 - 1) Music selections required from the UIL PML are actually on the list.
 - 2) The PML music selection meets the class or grade qualifications as required, and is noted on the form.
 - 3) TAPPS regulations about all performers, personnel, numbers, substitution, doubling of parts, accompaniment, etc. are to be strictly enforced.
- 2. Schedule Events no later than 2 weeks prior to the State meet.
 - a. After the Scratch-deadline schedule the events for the State meet using the time/room guidelines set by the TAPPS Music Director and the facility host.
 - b. Avoid conflicts with the director, accompanist, and students in multiple events. Consider scheduled warm-up/performance times as unavailable when scheduling other events. It may be necessary to schedule back-to-back performances for solos.
 - c. Send the schedule to the TAPPS Music Director for review and posting on the website. Once a schedule is posted on the website, updates to the schedule will not be posted. All changes in the schedule will only be forwarded to the effected schools.
 - d. Post a revised copy of the schedule at the State meet including all the revisions from the original website posted schedule.
- 3. Prepare Judges' packets:

- a. judges instructions, schedule, and sharpened pencils,
- b. Contest Rating Criteria information
- c. Event Results Form for their event with individuals/ensembles listed in schedule order
- d. adjudication forms in schedule order.
4. At the facility:
 - a. Set up judging tables
 - b. Organize the hospitality room for judges and directors
 - c. Post signs and monitor chairs at each event location.
 - d. **HOLD A JUDGES' AND MONITORS' MEETING** to review and clarify expectations and procedures. Do not assume your team comprehends your intent. Refer to the Judges' and monitors' instructions in the Forms section of this manual.
 - e. **Enter all contest results on the data entry site.**
 - f. Verify rating selections on each adjudication form.
 - g. Verify that ratings have been transferred to Results Form correctly.
 - h. Post results in a visible and easily accessed area.
 - i. Make photo-copies of finished adjudication forms, if possible, in case of questions later.
 - j. Prepare director packets
 - 1) Adjudication forms
 - 2) Stray music
 - 3) A copy of all their school events with ratings
 - 4) Awards earned
 - k. Check-Out process
 - 1) Each director must sign a copy of their results with ratings/points and the amount of awards given.
 - 2) Each director must fill out an Award order form for any awards not given.
 - 3) If a school leaves without checking out, their packet must still be verified and signed by a State meet coordinator. An Award order form must also be filled out.
 - l. Award overall Ranks
 - 1) After each school has been verified, award overall ranks based on the number of total points for each event.
 - 2) In the event of a tie, give one school the present plaque and add the missing award to the other school's Award order.
5. January/June Meeting- Make notes for discussion and attend the planning meetings in January and June.

G. STATE MUSIC DIRECTOR GUIDELINES AND DUTIES.

1. Organize regions
 - a. Divide schools into Regions
 - b. Choose Region coordinators

- c. Prepare initial memo for schools stating the coordinator, dates, locations, and contact info
- 2. Region Meets
 - a. Communicate deadlines and guidelines with Region Coordinators
 - b. Organize Regional meets in www.tappster.com with major meet details
 - c. Send Sight-reading music to Region meets
- 3. State Meet
 - a. Meet with State Meet Facility Host
 - 1) Discuss the use of rooms. Consider size needed for large, small and solo events (allow for audience for ensembles if possible).
 - 2) Decide number of judges/monitors needed.
 - 3) Determine the time frame of the meet (start/end times).
 - 4) Determine available equipment/instruments. Each performance center AND warm-up rooms should have a piano (additional instruments needed for bands).
 - 5) Discuss available concessions and storage area.
 - b. Prepare for state meet
 - 1) Verify region advancement before a schedule is made (post anticipated entries)
 - 2) Establish state meets in www.tappster.com with major details and entries
 - 3) Provide time frames for the state schedule based on University availability
 - 4) Provide mailings/memos regarding the State meet with details of the Facility Host
 - 5) Provide Sight-Reading music
 - 6) Communicate with State Meet coordinators deadlines and guidelines
 - 7) Secure a recoding company for Large ensembles
- 4. January/June Meeting- Preside over meetings with the collaboration of State Meet Coordinators.