

2023-2024

Music Organization

**IHSA Manual for
Schools & Managers**





2023-2024 Music Organization Manual

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School Information

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2023-24 Organization Music Contest Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2023-2024 IHSA Music Organization Tournament Series.

November 1, 2023. The 2023-24 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

I. SCHOOL CLASSIFICATION

A) Classes:

Classification in the IHSA Music Organization Contest will be determined according to the IHSA Policy 17 (Classification System). The classification for the 2023-24 school year will be as follows:

Class AA	1233.51 and over
Class A	520.01 to 1233.50
Class B	319.01 to 520.00
Class C	181.51 to 319.00
Class D	up to 181.50

B) Participation:

All entries representing member schools shall participate in the contest only in their respective school's classification, except the school may participate in a higher (not lower) classification with the permission of the Executive Director of the IHSA. The request to participate in a higher classification is available online at IHSA.org and is due back to the IHSA office by Sept. 1.

II. DATE AND SITES

A) Date: State Organization Contests will be held on the Friday and Saturday of Week 41 of the Standardized Calendar. Adjustments will be made for Easter. The contest will be held on April 12-13, 2024. Individual sites can make adjustments due to spring break conflicts.

B) Sites: Contest sites will be posted on the IHSA website. Organization hosts are expected to offer their services on Friday and Saturday. It is a requirement for a Music Organization manager to use the online *Musicwire* program to manage their site.

III. ON-LINE ENTRIES, LATE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AND ENTRY INFORMATION

The Policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2023-2024 Policies and Procedures.

A) On-line Entries

All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at www.ihsa.org. The deadline for entry is

B) Late Entries

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

C) Breach of Contract By-law 6.041 (Withdrawal Procedure)

To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal, on or before **February 1, 2024**.

If a school withdraws after February 1, 2024 but prior to payment of event fees to the contest manager, it will incur a \$100 penalty.

Failure to send any entry information and/or fees to the contest manager and/or non-participation on contest day after the school submits the entry to the IHSA (and does not withdraw through the official procedures) is viewed the same as withdrawal from Organization contest and penalized as above.

Withdrawal after payment of event fees to the contest manager will result in forfeiture of all fees paid.

D) Eligibility

1) School Eligibility

All member schools in good standing may enter soloists and/or ensembles in Music Organization under the provisions of IHSA By-law 4.071. The principal is the official representative of his/her school in all interscholastic activities, and the responsibility for seeing that all students from his/her school entered in Music Contests are eligible under the rules shall rest with the principal. All correspondence with the IHSA Office must be conducted through the principal. Entry into the contests may be denied to any school which, since last year's contests, has participated in an unsanctioned interscholastic music activity.

2) High School Students Eligible:

To represent a school in the statewide Music Contests, students must conform to the Activities By-laws of the Association found in the Official Handbook. Students shall be entered based on enrollment in a music course and/or the recommendation of the music director.

NOTE: Be sure to apply the provisions of By-law 4.022, relative to academic standing.

3) Grade and Junior High School Students Eligible:

Any student of a grade school or a junior high school in the State of Illinois shall be eligible to participate with the instrumental and vocal organizations representing a Class B, C or D member school or in the string section of the orchestra from a school in any class if he/she is a regular member of the orchestra, provided, however, that the principal of the competing member school shall be responsible for the good



conduct of such grade and junior high school students during a contest, and provided further, that the principal of said member school shall certify that, at the time of registration for said participation, said student:

- a. Is a bona fide student of a grade school or a junior high school located in the district of the member school.
- b. Has a passing grade in at least three fourths (3/4) of his/her academic subjects.

NOTE: No grade school or junior high school student may compete as a soloist. Instrumental and vocal ensembles composed in part of grade or junior high school students may compete, if these students are members of their respective high school organizations.

4) Non-Student Participants:

Non-students may only be used as accompanists. (See Art. VIII-J-2).

E. Entry Information (List of Participants):

A) Online Entry System (List of Participants): Schools are required to complete the Music Organization List of Participants on-line (This is in place of downloading the Music program). Go to www.ihsa.org – Click on “Schools & Officials Center login” – Enter your “User ID” (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. All of this information was emailed to you by your school. Coaches must have a valid email on file in the School’s Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH.** Click on “Music Organization” List of Participants (This will then take you to the MusicWire program) – Type in requested information and save your page(s) as you proceed. The deadline for entering the “List of Participants: for Music Organization is March 10, 2023.

After completing the “List of Participants” online, print out a copy of the completed entry form for your records. It is no longer necessary to e-mail your information to your site manager. The information will be placed in a database and sent to the manager. **Your event fees should be made payable to the host school and mailed to the manager of the contest to which the school has been assigned no later than March 10, 2023.** If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Carol Carr.

B) Limitations on Entries

A student may participate in no more than one (1) organization in an event on the same instrument, regardless of school classification.

C) Changes in Entries

Changes in entries may only be accepted at the discretion of the contest manager.

D) Violations and Penalties (See Art. VIII-L).

IV. HOST FINANCIAL ARRANGEMENTS

A) Contest Event Fees:

Contest fees for the Organization Contest shall be \$75.00 each for the first band, choir, and orchestral group. Additional groups (i.e. second band or choir) will be \$50.00. For example, Morton High School enters two concert bands, one jazz band, one mixed choir, one treble choir, and a string orchestra. The fees would be \$225.00 for the “first” groups and \$150.00 for the three additional groups. **Contest Event Fees shall be made payable to the host school and mailed to the manager of the**

contest to which the school has been assigned no later than March 8, 2024.

B) Penalty Fees:

Contest Event Fees shall be made payable to the host school and mailed to the manager of the contest to which the school has been assigned no later than March 8, 2024. Information that is not complete may not be accepted (discretion of the manager). Following the March 8th deadline, changes in entries may be made only in accordance with Article III-E-3.

1) Late Entry \$100.00

2) Withdrawals \$100.00

a. The penalty fees for late contest entries shall be paid directly to the host school and mailed to the host school manager. Any individual organizational group withdrawal(s) after the event fees have been paid to the contest manager (March 8, 2024) will result in forfeiture of all fees paid.

b. To withdraw all organizational groups without penalty, the principal (official IHSA school representative) must notify the IHSA office, in writing, on or before February 1, 2024.

c. To withdraw organizational groups from contest after February 1, 2024 and prior to payment of event fees to the contest manager’s school, the principal (official IHSA school representative) must notify the IHSA office in writing and the withdrawing school will be assessed the \$100.00 late withdrawal fee.

d. Failure to send any entry information to the contest manager and or non-participation on contest day after the school submits the original entry to IHSA (and does not withdraw through official procedures) is viewed the same as withdrawal from the Organization contest and shall be penalized as described above. The school will be responsible for all penalty fees due to breach of contract. (Late withdrawal fee off \$100.00 and all original event entry fees per organizational group entered of \$75.00/\$50.00)

e. Any school not paying fees should be reported to the IHSA.

C) Judges’ Fees:

Judges for the Organization contest shall be compensated at a rate of \$30 per hour plus IHSA mileage. Any judge who drives more than 70 miles round trip to the site of a State Final Music Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges’ submission of a travel report form to be provided by the IHSA through the contest managers.

V. TOURNAMENT ASSIGNMENTS

Assignments for Music Organization can be found on-line at www.ihsa.org in November. Assignments will be made on the basis of location and equality in the number of entries.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A) Responsibility of the Local Manager:

1) The principal is the local manager: In all cases in which a member school is selected as a contest site, the principal of the high school shall automatically assume entire responsibility for the details of the contest under the general



directions of the Board of Directors and the Executive Director of the Association. The principal may delegate the authority to manage the contest to another staff member. In case the site is not located at a member school, then the IHSA Board of Directors shall appoint a local manager with like responsibilities.

2) Unusual situations: The local manager shall have authority to take proper action in the case of any unusual situations arising during the contests. However, no part of these Terms and Conditions may be set aside.

3) Programs: The local manager shall prepare and duplicate a program and time schedule for his/her contest. Insofar as is possible, the manager will maintain this schedule. However, if because of cancellations, conflicts, or for other reasons the program runs ahead of itself, he/she may permit or request available contestants or groups to appear in advance of their program time. He/she shall not require them to appear earlier.

4) Manager's Information: The IHSA Office will post any pertinent instructions and management information on the Music menu page at www.ihsa.org.

B) Responsibility of Individual School. The principal is the official representative of his/her school in all interscholastic activities and the responsibility for seeing that all students from his/her school entered in the Music Contests are eligible under the rules shall rest with him/her. All correspondence with the IHSA Office should be conducted through the principal.

In each contest in which his/her school is represented, the principal shall have present an adult, preferably a member of the faculty, who shall supervise and be responsible for the conduct of the participants and other persons from the school. Failure to comply with this provision shall result in disqualification of its contestants.

VII. ADVANCEMENT OF WINNERS

There is no advancement of winners in the Music Organization Contest.

Ratings:

Organizations in the respective events, including Show Choir, Jazz Choir, Jazz Band and Jazz Combos shall be rated in five (5) divisions as follows:

- Division I
- Division II
- Division III
- Division IV
- Division V

Judges may elect to use tenths of points in their ratings. Scores will not be rounded.

VIII. MUSIC ORGANIZATION CONTEST RULES

A) Number of Participants:

A member school may enter two (2) organizations in each of the following events: Band, Orchestra, Mixed Chorus, Bass Chorus, Treble Chorus, Show Choir, Jazz Choir, Jazz Band and Jazz Combo in the Organization contest.

No individual student may participate in more than one (1) organization in an instrumental event on the same instrument. Students may perform in any vocal event of which they are actively enrolled. Organizations shall be limited to the following enrollment of participants:

1. Band: No minimum or maximum
2. Orchestra: No minimum or maximum

3. Treble Choir: 10 minimum; no maximum
4. Bass Choir: 10 minimum; no maximum
5. Mixed Choir: 10 minimum; no maximum
6. Show Choir: 10 minimum; 32 maximum
7. Jazz Band: 12 minimum; 25 maximum
8. Jazz Choir: 8 minimum; 32 maximum
9. Jazz Combo: 3 minimum; 11 maximum

If Class D schools have only one entry in an event, minimums do not apply. However, if a Class D school brings more than one entry in an event, then all entries in that event must have the minimum number of students as stated above.

NOTE: The number of students present and performing in a group at the contest site shall be the number used to determine compliance with these limitations. Groups that fall below the minimum or above the maximum numbers may still perform and receive comments only. They may not be eligible for sweepstakes points.

B) Program:

1) Band: Each band shall perform at least twelve (12) minutes and no more than twenty (20) minutes from the first note of their first selection to the last note of their last selection with the time clock running continuously. The order of the selections in the concert portion is left to the director's discretion. See section E for more specific information related to performance time limitations.

a. Scores are required.

2) Orchestra: Each orchestra shall perform at least twelve (12) minutes and no more than twenty (20) minutes of music. The selection(s) in the concert portion will be left to the director's discretion. Piano is not permitted as an instrument in the orchestra unless it is an integral part of the composition played.

a. Scores are required.

3) Chorus: Each chorus shall perform selections with a minimum time of seven (7) minutes and a maximum time of twelve (12) minutes. No director or accompanist may sing with the chorus in the concert portion of the performance. All Class B, C, or D choruses (bass, treble and mixed), regardless of classification, must perform at least three-part music. All Class A or AA treble or bass choruses must perform at least three-part music, while Class A or AA mixed choruses must perform at least four-part music.

a. Scores are required.

4) Show Choirs/Jazz Choirs: Special rules governing this event are:

a. Accompaniment may be provided by as many instrumentalists as indicated by the score.

b. Jazz choirs must meet a minimum performance time of seven (7) minutes and a maximum performance time of twelve (12) minutes. Jazz Choirs must include one "swing-style" (unequal division of the beat) selection in their program.

c. Show Choirs/Jazz Choirs may perform any number of parts in their selections.

d. Jazz/Show choir may be conducted by their directors.

e. Risers, a microphone for solos, a 4 plug AC box, and a piano shall be provided by the host school. All other equipment must be provided by the performing group.

f. A total of fifteen (15) minutes will be allotted each group for assembly, set-up, tuning and performance.

g. Show Choirs will be judged primarily on musical performance. Choreography and showmanship will also be categories for evaluation. All Show Choirs will be evaluated by the scale, which includes choreography. Any Show Choir, which



does not use choreography, shall receive zero (0) points in the choreography category on the judge’s ballot.

h. Jazz Choirs will not be evaluated on choreography. Judges are to use the rating scale without choreography on the adjudication form. Jazz Choirs will be judged primarily on the musical performance of the group.

- i. Groups may wear special costumes.
- j. The points earned toward a sweepstakes award (Art. X-C) shall be the same as for any Organization event.

k. Scores are required for Jazz Bands, Jazz Combos, Jazz Choirs and Show Choirs. Original scores are required for all of these groups.

5) Jazz Bands/Jazz Combos: Jazz Bands shall be composed of a group of not less than twelve (12) nor more than twenty-five (25) performers. Jazz Combos shall be composed of a group of not less than three (3) nor more than eleven (11) performers. Other special rules governing this event are:

a. The following will be provided on stage by the host school: Risers, chairs and stands; an acoustic piano; a 4-plug AC box; a bass amplifier; three (3) stage microphones. All other equipment must be provided by the performing group.

b. Jazz Bands and Jazz Combos may include any instruments in their performing group.

c. A total of thirty (30) minutes will be allotted in the contest program for each Jazz Band/Jazz Combo. Assemble, set-up, tuning, performance and take-down must occur within this total time limit. Performance time shall be limited to twenty (20) minutes of this total time limit.

d. One “swing-style” (unequal division of the beat) number must be included in each Jazz Band’s performance. Jazz Combos must include at least one “swing-style” selection in their program. It is recommended that two (2) selections of varying styles be performed. There is no other limitation or requirement in respect to the selections to be performed.

e. Jazz Bands and Jazz Combos will be judged primarily on the musical performance of the group. Improvisation, or Creativity/Musicianship of soloists, will also be a category for evaluation.

f. Scores are required for Jazz Bands, Jazz Combos, Jazz Choirs and Show Choirs. Original scores are required for all of these groups.

- g. Groups may wear special costumes.

6) All numbers performed by any participating organization will be judged.

C) Repetition:

Music shall not be repeated that was performed in the last three (3) years.

D) Sight Reading:

Sight reading has been removed from the IHSAA Music Organization Contest.

E) Performing Time:

1) Each organization will be allowed a one (1) minute “warm-up” or “run-through” prior to the beginning of their first selection.

2) Band and Orchestra: Organizations shall consume at least twelve (12) minutes and no more than twenty (20) minutes from the first note of their first selection to the last note of their last selection with the time clock running continuously.

3) Vocal: Choruses shall consume at least seven (7) minutes and no more than twelve (12) minutes from the first note of their first selection to the last note of their last selection with the time clock running continuously.

4) Show Choirs/Jazz Choirs shall consume no more than fifteen (15) minutes total for assembly, set-up, performance and exit.

5) Jazz Bands and Jazz Combos shall consume no more than thirty (30) minutes total for assembly, set-up, and a twenty (20) minute performance time and exit.

6) Directors should proceed promptly from one selection to the next without waiting for a signal from the adjudicators.

7) Local managers must provide timekeepers for each performance.

F) Instrumentation:

Band and Orchestra: No specific rating will be given by the judges for instrumentation. However, any wide deviation from standard instrumentation will affect the general rating to whatever extent it affects the balance and general effect of the performance.

G) Scores:

Directors shall supply to each judge one conductor’s score of the organization’s selections with measures numbered. Public domain is allowed provided the director lists the exact internet address for their score. A copy of the score is required and should be made available to the contest manager and judges. Photocopies of copyrighted music may be provided to judges only in an “emergency”. “Emergency” shall be defined as cases in which:

- 1) music is out of print with no new score available;
- or
- 2) purchased music copies are backordered.

Written evidence, in the form of a school purchase order and/or a written statement from the supplier, shall be required to document the “emergency”. The penalty for violation shall be reduction of rating by one (1) step. To determine the rating for each performance, contest judges shall utilize the adjudication forms distributed by the IHSAA Office to contest managers. Judges are definitely instructed not to permit performance to begin until they have been supplied with such scores. However, if original or unnumbered scores are not available, the organization may perform with the understanding that its rating will automatically be lowered by one step.

H) Determination of Ratings:

- 1) Organizations, Bands, Orchestras, Choruses:

To determine the final rating for each organization, the contest manager shall total the three individual judge ratings and compare the total to the following scale to determine the rating:

TOTAL OF: 3-4 = I 8-11 = III
5-7 = II 12-Over = IV

- 2) Show Choirs, Jazz Choirs, Jazz Bands and Jazz Combos:

To determine the rating for each Show.

Choir, Jazz Choir, Jazz Band and Jazz Combo performance, contest judges total the individual judge ratings and compare the total to the following scale to determine the rating.

TOTAL OF: 3-4 = I 8-11 = III
5-7 = II 12-Over = IV

I) Selections

- 1) Suitability of Selections:

There will be no required numbers for bands, orchestras and choruses, or for Show Choirs/Jazz Choirs.



The choice of appropriate selections, suited to the performers' capabilities and in keeping with the classification of the schools they represent, is always an important factor in the awarding of ratings. In this context, music may be performed in a key other than that in which it is written, provided it is suitable to the contestant(s). Selections with vulgar and/or inappropriate language will be disqualified from the Music Contest.

If orchestras represent 25 percent or more of the performing ensembles, then one of the members of the instrumental music judging panel should have an orchestral background.

2) The IHSA assumes no responsibility for the payment of any royalties or other fees in connection with the performance of any music.

J) ACCOMPANIMENT

1) Requirements:

Organizations need not be accompanied unless the accompaniment is required by the score. Recorded accompaniment may not be used.

2) Accompanists:

The pianist may be an adult. All other instrumentalists must be eligible students. Instrumentation must be called for in the score or implied by the genre. Show Choir or Jazz Choir accompaniment may be provided by up to seven instrumentalists.

3) Conflicts:

Contest managers are not required to resolve conflicts created by organizations using the same accompanist.

K) Limitations

A student may participate in no more than one (1) performing group in each event in the Organization contest, regardless of school classification, provided that they are playing a different instrument in each group.

L) Violations and Penalties

1) For violations of the following rules and regulations, the penalty shall be the lowering of the rating by one (1) step:

- a. Failure to submit required score to adjudicators (Art. VIII-G).
- b. Failure of an organization to present the required number of minutes (Art. VIII-B).
- c. Entries exceeding the time limit up to one (1) minute (See Art. VIII-E).
- d. Failure to supply all judges with a score for each selection with the measures numbered.
- e. Failure to perform with accompaniment in the event accompaniment is required by the score.
- f. Failure to perform the required number of parts in a vocal organization performance. (Art. VIII-B-3).
- g. Failure to adhere to the posted time schedule in a reasonable manner.

2) For violation of the following rules and regulations, the penalty shall be disqualification:

a. Violation of rules of eligibility (Art. III-D): Discovery of the participation of an ineligible student with an ensemble or organization shall result in the disqualification of the group with which he/she participated. Any additional penalty upon the school for violation of eligibility provisions shall be determined by the IHSA Board of Directors.

b. Violation of the rules limiting the number of events in which a student may participate (Art. III-E-2): If a student participates in too many events, the school shall be disqualified in those events in which the student involved was not officially entered. If, however, the student was actually

entered in an excess number of events and this was not discovered by the local manager prior to the contest, the school shall be disqualified in the last programmed event or events in which he/she illegally participated.

c. Violation of rules governing repetition of selections (Art. VIII-C).

d. Violation of maximum or minimum personnel rules. (Art. VIII-A).

e. Entries exceeding the time limit by one (1) minute or more (See Art. VIII-E).

3) Violations frequently can and should be prevented by the local contest manager. Entries made in violation of any rule should be refused by the manager. However, if an illegal entry is not discovered and acted upon by the manager and is then discovered by the adjudicator before or during the performance, the student or group shall be penalized as provided in A and B above.

4) If a violation which involves disqualification is discovered and reported after the close of contest, any awards won as the result of ratings in the disqualified events shall be surrendered to the IHSA.

IX. TOURNAMENT POLICIES

A) Damage to Property or Equipment:

If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

B) Tobacco/Liquid Nicotine Products:

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

C) Use of Inhalers:

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self-administration in the Illinois school code.

D) Alcoholic Beverages and IHSA State Series Events:

The possession, distribution, sale and or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy



will be removed from the premise, and law enforcement officials will be called as warranted.

E) Responsibility for theft or other losses:

The IHSA will not be responsible for loss or theft of any personal property during the course of a contest.

X. RATINGS AND AWARDS

A) Ratings:

Organizations in the respective events, including Show Choir, Jazz Choir, Jazz Band and Jazz Combos shall be rated in five (5) divisions as follows:

- Division I
- Division II
- Division III
- Division IV
- Division V

Judges may elect to use tenths of points in their ratings. Scores will not be rounded.

B) Contest Awards:

1) Organization award plaques may be purchased or a Perpetual Plaque/Bar set up for each Division I rating received may be purchased. The Perpetual Plaque/Bar set takes up less wall space and the costs less. The Standard Large Group Plaque costs \$83.00 each. The Standard Bar Plaque is \$95.00 and the bars are \$24.00 each. After the one time purchase of the Standard Bar Plaque only the bars will need to be purchased each year. The order form can be found in the online entry program, on the IHSA website or in the Manual for Schools and Managers which can be found on the Music Menu page of the IHSA web site at www.ihsa.org. and must be sent directly to A & M Products with payment before the order can be processed. A & M Products can be reached at 815-875-2667.

To more quickly expedite the processing of a plaque order, please observe the following:

- a. Print or type all information requested on the order blank.
- b. Be sure the principal signs the order blank.
- c. Remit check or money order, in the amount of \$83.00 for each Standard Large Group Plaque ordered or \$95.00 for each Standard Bar Plaque ordered, plus \$24.00 for each bar (for Standard Bar Plaque) earned. Make check or money order payable to A & M Products and mail with the order blank directly to A & M Products. Payment must be received before your order can be processed.
- d. Make a copy of the order for your records.

e. The deadline for ordering all awards is June 15, 2024.

If the order form is properly completed and sent with the proper payment to A & M Products, you should receive your order within approximately two weeks of the date on which you place the order. Shipment will be by UPS.

C) Sweepstakes Award:

1) Winner, runner-up and third place sweepstakes awards will be distributed to the three (3) schools in each class throughout the state which earn the greatest number of points in solo, ensemble and organization competition. Medallions will be available for purchase by each qualifying school and shipped directly from the manufacturer to the schools.

2) Sweepstakes Scoring

a. Regardless of its total number of entries in the Organization contest a school may score Sweepstakes points

with a maximum of two (2) instrumental and two (2) vocal organizations.

b. In the event a school enters two (2) organizations in an event, only the highest rated performance is eligible to be counted toward Sweepstakes points.

c. In Jazz Band or Jazz Combo may be eligible for sweepstakes. If an entry from one of those events is counted for sweepstakes by a school, no entries from the other event will be eligible for sweepstakes from that school.

d. Only one entry from each school in Show Choir or Jazz Choir may be eligible for sweepstakes. If an entry from one of those events is counted for sweepstakes by a school, no entries from the other event will be eligible for sweepstakes from that school.

e. Any Division I that is counted for sweepstakes will earn 75 points for their school. Any Division II that is counted for sweepstakes will earn 37.5 points for their school.

f. Thereby, no school may score more than 300 Sweepstakes points (75 x 2 instrumental plus 75 x 2 vocal = 300) in the Organization contest.

3) After the conclusion of the contests, managers will report the point totals of all schools to the IHSA Office. The points will then be tallied according to the classifications and awards will be presented to the three (3) schools in each class that received the highest scores. The awards will be shipped directly from the manufacturer to the schools. In case of ties, duplicate awards will be presented.

D) Best of Day Award:

Each judge panel will have the opportunity to select an entry per event they have determined to be the "best performance" of the contest. **NO SWEEPSTAKES POINTS WILL BE ADDED FOR THIS DESIGNATION.** The contest manager will produce certificates, which should be signed by the judges and the contest manager and delivered to the director. Judges will be instructed by the contest manager of this award and should carefully consider its presentation.

XI. JUDGING

A) Selection of Judges:

The local manager of each contest shall be responsible for the selection of suitable judges. Judges shall be music educators experienced in the area(s) they are assigned to judge. Undergraduate students shall not be used as judges. It is recommended that local managers select judges for their contests from the list prepared and distributed by the IHSA Office. Judges should be selected from as near the contest center as possible. Every attempt should be made not to use judges in the same events in any given contest in successive years. **All judges shall be required to complete online registration and certification prior to the adjudicating of contest(s).**

B) Duties of Judges:

All events shall be rated on the official adjudication blanks furnished by the IHSA. Instructions to adjudicators, which are designed to express the philosophy or mission of the IHSA Board of Directors and its music advisors toward the adjudication of IHSA Music Contests, can be found in the Manual for Schools and Managers. Judges are required to follow all instructions.

Judges shall base their adjudication upon the actual achievement of competitors as given in the instructions to



adjudicators rather than upon any alleged desire to encourage a better effort or to express sympathy for an honorable attempt.

Contest adjudicators are not to consider their personal likes, dislikes or preferences of music literature in their evaluation of contest performances.

In the organization events in which three (3) judges are used, the judges shall not confer with each other in reaching decisions on the ratings to be awarded.

C) Restrictions on Division I Ratings:

Judges shall award Division I ratings to only those competitors manifesting the very highest level of achievement. Indiscriminate awarding of Division I ratings must be avoided.

D) Number of Judges:

All organization events, including Show Choir, Jazz Choir, Jazz Band and Jazz Combo, shall be rated by three (3) judges.

E) Judges' Fees:

Judges for the Organization contest shall be compensated at a rate of \$30 per hour plus IHSA mileage. Any judge who drives more than 70 miles round trip to the site of a State Final Music Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.



Board Approved Terms and Conditions Changes for Music Organization for 2023-24

*There are no changes in the Terms and Conditions
for the 2023-24 school year.*

Instructions to Music Organization Adjudicators

(Distribute to all adjudicators by mail and/or e-mail as soon as hired and again at the judges' meeting before your contest.)

On behalf of the Illinois High School Association, we wish to thank you for enriching the educational experience by adjudicating organization performances at the IHSAA Music Contest.

It is our goal to provide common instructions, which will enable all contest centers throughout the state to operate with consistency and fairness for the student participants. **It is required that you register as a judge and also take the 30 minute phase one judges tutorial. If you have not registered, please go to <http://www.tourneywire.com/music> and follow the instructions.** Give close attention to the following items. Adherence to these suggestions will help make this contest day more pleasant for you and more positive for the students whose performances you evaluate.

1. **Prior to contest day, download and print all sample judging sheets and rules if you have not done so. It is recommended that you register as a judge and take phase one of the judges' tutorial.**
2. **Begin your day by checking with the contest manager and obtaining any special instructions you may need.** Then, before you leave the contest site at the end of the day, check again with the manager to be sure there are no questions relative to any of the judging you have done that need resolution. This little extra communication will help everyone involved.
3. **Be sure to review the provisions of the IHSAA Music Contest Terms and Conditions, provided to you by the contest manager, before the contest begins.** Many of the rules in this manual pertain to contest administration and management. However, the provisions of Organization Rules Articles VIII through XI in the Terms and Conditions and the Instructions to Adjudicators in the 2023-2024 Music Organization Manual for Schools and Managers are especially applicable to your judging assignment, and you should become familiar with them.
4. **If any questions relating to the contest rules or administrative procedures should arise during the contest day, consult with the contest manager and, if necessary, the contest advisory committee, for resolution.** The manager and committee are the final decision making authorities for any disputes.
5. **Use the judging ballots provided by the IHSAA Office.** Complete each ballot in its entirety, utilizing the point scale printed on the form in determining the rating for each performance. It is recommended to bring a calculator to check your scores.
6. **Note the school enrollment classification of each performer.** Do not expect that a Class D school's entry will perform the same standard as a Class B school's entry. Remember that these students are high school students and should be evaluated by a realistic, as opposed to an idealistic, standard of excellence.
7. **Write critiques of each performance which contribute to the educational experience of the students.** Be sure to indicate those elements of the performance that have a decided positive or negative impact on your evaluation. Managers will insist that they obtain written critiques from you for every performance you adjudicate. **PLEASE DO NOT give undue emphasis to your personal likes, dislikes or preferences of music literature in your evaluation of performances. Focus your evaluation upon how well the students perform the chosen literature. (Refer to Judges Tutorial)**
8. **Be sure the points you award justify the rating assigned.** You may use decimal points instead of whole numbers, for example 4.5. You will not be allowed to round up final scores. You are not limited as to the number of ratings you may award in any category, but just make certain the points earned by each contestant confirms that the rating assigned is warranted. The code for assignment of points in the various rating categories, contained on the judging ballots, describes the kinds of performances deserving of the different ratings. Consult this code, then base your judgment upon the actual achievement of the performing group as opposed to any desire to encourage or express sympathy for an honorable attempt.
9. Scores are now required for Jazz Bands, Jazz Combos, Jazz Choirs and Show Choirs.
10. Show Choirs/Jazz Choirs- Jazz Choirs must meet a minimum performance time of seven (7) minutes and a maximum performance time of (12) minutes. Jazz Choirs must include one "swing-style" (unequal division of the beat) selection in their program.
11. Jazz Bands/Jazz Combos- One "swing style" (unequal division of the beat) number must be included in each Jazz Band's performance. Jazz Combos must include at least one "swing style" selection in their program.
12. Jazz choirs will not be evaluated on choreography. Judges are to use the rating scale without choreography on the adjudication form. Jazz choirs will be judged primarily on the musical performance of the group.
13. Public domain is allowed provided the director lists the exact internet address for their score. A copy of the score is required and should be made available to the contest manager and judges.



Hosting IHSA Music Contests

The IHSA invites any schools wishing to be a host site for the IHSA music contests to contact their local administration and then express their interest to host a contest by completing the **host availability survey** which can be found in the IHSA schools center at IHSA.org. The process of securing host sites for music contests can be challenging with nearly 600 IHSA member school participating annually. We encourage current music contest groups and conferences to set up rotations to host. All IHSA member schools must be willing to contribute to hosting at some time. Some suggestions for hosting include:

1. Utilize two or three school buildings in a district or nearby area if a single high school building alone cannot accommodate the entire contest.

2. Use community auxiliary buildings as host sites.
3. Work with your contest site to arrange a rotation of hosts. Submit your rotation to Carol Carr at the IHSA at ccarr@ihsa.org.
4. If a site in your contest truly is the best physical site for hosting, then rotate and assist the manager to serve as co-hosts.

The IHSA underwrites costs for hosting the state music contest. The tentative budget approves items such as piano rental and tuning, adjudication costs, etc.

The IHSA assists in providing the managers with internet based entry and scheduling programs to help sort, organize and schedule the contest.

MusicWire will serve as the IHSA music technology support liaison. It is a

requirement for a contest manager to use the online Musicwire program to manager their site. Any questions concerning contest entries or electronic management of a contest can be directed to Ben Stewart at musicsupport@tourneywire.com.

Contact the IHSA office to express your interest in hosting for the 2024-25 school year:

Music Organization-
April 11-12, 2025

The IHSA is continuing to develop new ideas and methods to improve the contest experience for all member schools. Feel free to express any concerns and suggestions to the music advisory committee <http://www.ihsa.org/org/advcomm/adv-mu.htm> or contact the IHSA music administrator Susie Knoblauch at 309-663-6377.

IHSA Pep Band Selection Procedures

The Pep Band Selection Information and Application are downloadable from the IHSA Web Site on the Music Menu page.

The online application must be submitted electronically by December 13, 2023. Selected schools will be notified by Feb. 1 as to which tournament they have been assigned to perform. Schools that have been accepted will receive follow up information from the IHSA.

IHSA Tournament National Anthem Singers Selection Procedures

The selection of tournament National Anthem singers for Boys and Girls Basketball tournaments as well as the Girls Volleyball Tournament is done with the assistance of the Illinois Music Educators; **THEREFORE, ANYONE WISHING TO SUBMIT A STUDENT FOR THIS HONOR MUST ENTER THEM INTO THEIR ILMEA DISTRICT AUDITIONS FIRST.** Only those students that perform well enough at their District Audition to make the All State Choir have the opportunity to be selected as IHSA singers.

All State singers will audition at the State Convention in

late January and will be notified by mid-February as to their acceptance. Upon receiving this

notification, please complete the enclosed materials and return them to the IHSA Office as soon as possible. For more information about ILMEA events, please contact their office at (708) 479-4000.

Selection of National Anthem singers for other IHSA tournaments is done through the IHSA office. Send or e-mail a recording of the vocalist singing the National Anthem a cappella along with the student's name, school, and year in school to the IHSA office.

The address is:
IHSA, 2715 McGraw Drive
Bloomington, IL 61704
Attn: Dan Le
The e-mail address to send the recording is dle@iha.org.



Important Dates for Music Organization

Original Entry Deadline	Nov. 1, 2023
Music Managers Meeting (virtual).....	Nov. 1, 2023
List of Participants (Online Entries) Due Online from Schools.....	March 8, 2024
Managers can use online program	After March 8, 2024
Tentative Budget due to IHSA Office	March 15, 2024
Music Organization Contest	April 12-13, 2024
Financial Report is to be completed through the Managers Software Program or you can use the Financial Report from this manual and fax it to the IHSA office.....	Within 10 days after contest



Music Entry Procedures

Schools Are Required to Use the Internet to File LIST OF PARTICIPANTS

Schools should complete their online *List of Participants* to enter their team or individual(s) and coaches. IHSA will provide this data to your site manager. Any changes to the original entry must be made online prior to the List of Participants deadline.

INSTRUCTIONS TO COMPLETE THE ONLINE LIST OF PARTICIPANTS

Go to www.ihsa.org – Click on “Schools & Officials Center login” – Enter your “User ID” (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. All of this information was emailed to you by your school. Coaches must have a valid email on file in the School’s Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH.** Click on “Music Organization” List of Participants (This will then take you to the MusicWire program) – Type in requested information and save your page(s) as you proceed. The deadlines for submitting the List of Participants are as follows:

The deadline for entering the “List of Participants” for Music Organization is March 8, 2024.

After completing the “List of Participants” online, print out a copy of the completed entry form and send it to your contest manager along with your event fees made payable to the host school to which your school has been assigned by the deadline of March 8, 2024 for Organization. It is no longer necessary to e-mail your information to your site manager. The information will be placed in a database and sent to the manager. The printed copy that you mail with your event fees is used as a backup. Keep a copy for your records as well.

(If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Carol Carr)

LIST OF PARTICIPANTS DEADLINE:

Music Organization: March 8, 2024



Deadline for accepting 2023-24 orders is June 15, 2024
You may order for Division 1 ONLY

Participating School	
Contest Site	
School Code	
Contest Manager	

AM-263: Standard Large Group Plaque	Price Per Plaque = \$83.00
<input type="checkbox"/> Band <input type="checkbox"/> Orchestra <input type="checkbox"/> Mixed Chorus <input type="checkbox"/> Treble Chorus <input type="checkbox"/> Jazz Band <input type="checkbox"/> Jazz Choir <input type="checkbox"/> Bass Chorus <input type="checkbox"/> Show Choir <input type="checkbox"/> Jazz <input type="checkbox"/> Combo	
	Quantity _____ x \$83.00 = \$ _____

AM-503: Standard Bar Plaque	Price Per Plaque = \$95.00
	Quantity _____ x \$95.00 = \$ _____

AM-503-1: Bars (For Bar Plaque)	Price Per Bar \$24.00
<input type="checkbox"/> Band <input type="checkbox"/> Orchestra <input type="checkbox"/> Mixed Chorus <input type="checkbox"/> Treble Chorus <input type="checkbox"/> Jazz Band <input type="checkbox"/> Jazz Choir <input type="checkbox"/> Bass Chorus <input type="checkbox"/> Show Choir <input type="checkbox"/> Jazz <input type="checkbox"/> Combo	
	Quantity _____ x \$24.00 = \$ _____

Total Amount Enclosed: \$ _____

Orders will not be processed unless payment is enclosed with this form. Send this order form with payment to:

A & M Products c/o Andy Austin
 575 Elm Place
 P.O. Box 266
 Princeton, IL 61356
 Phone: 815-875-2667
 Fax: 815-879-0400



Please Print Principal's Name

Principal's Signature

Please type or print legibly.
This is your mailing label.

UPS must have street address
to deliver; include Zip+4

Attn.: _____
School: _____
Street Address: _____

Manager Information

**IHSA Manual for
Schools & Managers**





2023-24 Music Organization Manager Information

To the Managers of the 2023-2024 IHSA Music Organization Contests:

This document will provide you the information needed to conduct the Music Organization contest assigned to your school. Please read the documents carefully and follow all instructions. Contact the IHSA if you have any questions.

FINANCIAL INFORMATION

- 1) **EXPENSES:** Entry fees will be used to cover the operating and administrative costs for the entire contest series. Each manager will submit a tentative budget to the IHSA Office for approval. A copy of the form is enclosed. Estimate the cost of conducting the contest assigned to your school. Judges' fees, piano rental and tuning, and reasonable administrative costs will normally be allowed. However, payments to students or adults for ushering, messenger service, chairmanships, etc.; cost of meals for judges or workers; or charges for hospitality expenses will not regularly be approved. In addition, as noted on the Tentative Budget Form (enclosed) and Financial Report Form (to be completed through the manager's software program or you can use the enclosed form) the IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria open for meal service of any kind, it must be a self-supporting venture. **Budgets MUST be faxed 309-663-7479 or emailed (ccarr@ihsa.org) to Carol Carr by March 15, 2024.** Expenses approved in the tentative budget will be paid from receipts. The final Financial Report should be completed as soon as possible after the conclusion of the contest. The Financial Report can be completed through the manager's software program or a copy can be found in the Manual for Managers which is on the Music Menu page of the IHSA website.

PLEASE NOTE: IN ORDER FOR THE IHSA TO GUARANTEE PAYMENT OF YOUR CONTEST EXPENSES, THE TENTATIVE BUDGET MUST BE SUBMITTED AND APPROVED PRIOR TO YOUR CONTEST.

- 2) **EVENT FEES:** The deadline for sending a printed copy of the List of Participants and event fees for the Organization contest to the CONTEST MANAGER is March 8, 2024.

IMPORTANT:

IHSA ENTRY POLICY NOW STATES THAT THOSE SCHOOLS OFFICIALLY ENTERED AND LISTED ON THE MUSIC ASSIGNMENTS THAT DO NOT SUBMIT ANY ENTRIES/FEES TO THE CONTEST MANAGER MUST PAY A \$100 PENALTY FEE FOR CONTEST WITHDRAWAL. PLEASE KEEP A CAREFUL RECORD OF EACH SCHOOL LISTED ON THE ASSIGNMENT SHEET FOR YOUR CONTEST THAT DOES NOT SEND ANY FINAL ENTRIES/FEES TO YOU AND LIST THE SCHOOLS ON YOUR FINANCIAL REPORT IN THE PROPER PLACE. THE IHSA WILL THEN PURSUE COLLECTION OF THE PENALTY FEES.

- 3) **DEFICITS:** In the event any contest incurs a deficit, the State Association shall guarantee to the host school only the expenses authorized on the approved budget.
- 4) **DIVISION OF SURPLUS FUNDS:** In the event entry fee receipts exceed the approved contest expenses, the surplus shall be divided as follows: 60% to the IHSA and 40% retained by the host school.
- 5) **OTHER FINANCIAL GUARANTEES:** Neither the State Association nor the host school shall assume responsibility of any kind for expenses incurred by a participating school.
- 6) **JUDGES FEES:** Judges for the Organization contest shall be compensated at a rate of \$30 per hour plus IHSA mileage. Any judge who drives more than 70 miles round trip to the site of a State Final Music Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

EMPLOYMENT OF JUDGES

- 1) Three (3) judges each are to be employed for each Organization's concert performance. (See Org. Article XI-D of the Music Rules Book.)



- 2) Whenever a judge is employed to do the equivalent of one-half day of judging, the program should be so arranged to enable him/her to do all judging in either the morning or afternoon, if possible.
- 3) Make every effort to obtain qualified judges as near the contest center as possible.
- 4) Be sure to assign judges only to those events for which they are best qualified to adjudicate.
- 5) A list of certified judges can be found in the online music program.
- 6) Send a copy of the link to the Music Organization Manual for School and Managers to each judge you employ. The Manual can be found on the Music page of the IHSA website at www.isa.org. Be sure each judge reads page one (I) of the Manual as well as the rules pertaining to the events he/she will adjudicate.
- 7) Indicate the name of the selection to be played or sung, the number of the event, and the school code number or letter on each adjudication sheet. Adjudication sheets should be given to the judges shortly before the contest. Explain to the judges that the most frequent complaints we receive concerning their work is that they do not go into enough detail in their remarks. Urge them to write thorough critiques for all performances.
- 8) A meeting with the judges should be scheduled on the day of the contest before competition begins. Judges will be given their necessary material, adjudication sheets and assignments. At this time the manager may address any judge's questions concerning the day and may give instructions for procedures such as judges' written evaluations, terms and conditions points of emphasis, and the procedure for filing a protest.

PROGRAMS

Printed or copied programs of your contest should be prepared and sent to the participating schools **at least two (2) weeks prior to the contest**. The program should give definite information regarding the time and place of each contest. A complete time schedule with the time for each performance is also advisable.

ASSIGNMENT OF SCHOOLS AND FINAL ENTRIES

******The Assignments for the IHSA Music Organization State Contests can be found on the IHSA web site at www.ihsa.org.**

You are to receive the following items produced from the Online Entry System from each school entered in your contest:

- 1) School Information Sheet for the contest in which the school is participating. This should include all basic information about the school (i.e., address, phone, e-mail), the music directors and their entries.
- 2) Individual entries –Each school should also send you a printed copy of their entries for you to use as backup.
- 3) A School is only committed to pay for the entries it actually submits to the contest manager. Note that schools may enter two (2) organizations in each of the Band, Orchestra and Mixed, Bass or Treble Chorus events if they wish, but a school may enter only one (1) Show Choir, Jazz Choir, (1) Jazz Band and one (1) Jazz Combo. If any of your schools do enter two (2) organizations in any event, see Org. Article VIII-A of the Rules Book.

REMEMBER: A school is committed to pay for the entries they submit to the contest manager.

*Each school should send you a check or money order for event fees in addition to a printed copy of their entry.

CONTEST AND WARM-UP ROOMS

Host sites will need two performance areas, capable of providing a good venue in which to perform and capable for adequate audience seating. Gyms and auditoriums are the usual sites. Two warm-up rooms will also be needed. Warm-up rooms should be provided and located in such a way that warm-up and practice will not interfere with contests in progress. Most schools will use their band and chorus rooms for warm-up rooms. Good substitute rooms would include libraries or ag shops. There should be home areas for equipment and uniforms. Individual class rooms can be assigned to each school or some schools use a gym for a mass home room area and then designate specific areas within the gym for each school. There will need to be a room designated as the contest headquarters. A



cafeteria is good to set up to feed people and make money for the host school. It is good to have a separate meeting and feeding area for the judges. Many schools set up a hospitality room for directors and bus drivers.

ROOM CHAIRS AND TIMEKEEPERS

Appoint a Chairman-Timekeeper for each room in which contests will be held. Faculty members or other adults should be used in these duties wherever possible. A separate timekeeper may be used if desired.

Doorkeepers who place themselves outside the door of the contest room to prevent entry during the time a number is in progress have proved valuable in many contests. This doorkeeper should post a program of the contest in progress on the outside of the door and cross off each number as it is finished. This is helpful to audience members who may wish to hear only certain contestants.

Provisions should also be made for securing other necessary volunteer personnel, such as guides, clerical workers, warm-up room supervisors, etc. Students may be enlisted for many of these tasks.

AWARDS

Special plaques may be purchased by the winners of DIVISION I ratings only. The order form is in the software for managers as well as the Manual for Managers.

SWEEPSTAKES AWARDS will be distributed from the IHSAA Office as soon as all results are tallied and verified following the completion of the Organization contest. Awards will be sent directly from the manufacturer to the winning schools. Medallions will be available for purchase by each qualifying school and shipped directly from the manufacturer to the schools. (See Org. Article X-C of the Terms and Conditions.)

REPORTING RESULTS

The tally sheet will automatically be generated from the online Music Program.

RECORDING

Recorded Critiques — Organization Contests: Organization Contest managers may receive cassette tapes from schools which are interested in having one or more of the judges give them a tape recorded critique. Managers should provide appropriate facilities so judges may record a critique if a participating school requests a recording and provides the tapes.

Recording of Performances — Organization Contests: Do not permit any recording of contest performances other than in the taped critiques by judges. The Association does not permit companies to tape contest performances for record production and sale.

RATINGS FOR PERFORMANCES

BAND, ORCHESTRA AND CHORUS ORGANIZATIONS: With no Sight Reading for these events, the final rating is to be determined as follows:

1. Add the three judges' ratings.
2. Compare the total to the following scale and assign the rating merited according to the scale:

TOTAL	3-4	= I Rating	Example:	A group rated I, II and II for its concert performance would
	5-7	= II Rating		have a Total of 5 and would receive a final rating of II.
	8-11	= III Rating		
	12-Over	= IV Rating		

SHOW CHOIR, JAZZ BANDS, JAZZ COMBOS AND JAZZ CHOIRS: With no Sight Reading for these events, the final rating is to be determined as follows:



1. Add the three (3) judges' ratings.
2. Compare the total to the following scale and assign the rating merited according to the scale:

TOTAL	3-4	=	I Rating	Example:	A group rated I, II and II for its concert performance would have a total of 5 and would receive a final rating of II.
	5-7	=	II Rating		
	8-11	=	III Rating		
	12-Over	=	IV Rating		

FORMS

Please make copies of the following forms for your contest and include the cost of the copies on your financial report (the financial report form can be found in the Managers Manual on the IHSA website or can be completed in the manager's software program).

1. Report of Judges Fees - Retain duplicate for your file.
2. Tentative Budget - Retain duplicate for your file.
3. Organization Tally Sheet for Sweepstakes Award.
4. Adjudicator Comment Sheets for Organizations.

The final Financial Report should be completed as soon as possible after the conclusion of the contest. The Financial Report can be completed through the manager's software program or a copy can be found in the Manual for Managers and on Music Menu page of the IHSA website.

WHEN YOUR CONTEST IS OVER

Complete the financial report online as soon as possible after your contest.

Please do not hesitate to call upon the IHSA Office for any help in planning the contest. We shall be glad to give you all possible assistance. We sincerely hope that your contest will be successful in every way.



IHSA MUSIC ORGANIZATION

TIMETABLE/CHECKLIST FOR CONTEST MANAGERS

This is intended to be a guide in the planning of the Organizational Music Contest.

UPON NOTIFICATION THAT YOU ARE HOSTING

- Confirm contest on school calendar and meet with representatives of school administration and staff (faculty, custodial, secretarial and cafeteria) to explain the large scope and work involved with the contest. The cooperation of your school is imperative if the contest is to run smoothly and be a positive learning experience for the students involved. If the fee for the custodians will be coming out of your contest budget, let the custodians know that you need an expense estimate by about a month before the contest date. IHSA does allow you to budget for janitorial services.
- Check with your Athletic/Activities Director. Give him/her the set-up date and the actual date(s) of the contest. Make sure that the rooms you need are not already booked for a practice, game or other event.
- Begin to consider judges you may want to hire. Understand that the most qualified judges are often hired early in this process.

THREE MONTHS PRIOR TO YOUR CONTEST

- Communicate with attending schools as soon as the assignments have been released by the IHSA. The assignment list is usually released in mid-November. Check the IHSA web site. Please understand that the assignments can change slightly. Some schools choose to drop out of the event while others may petition the IHSA for a venue change. The IHSA is very good about notifying hosts of any proposed changes and seeking the permission of the contest manager before making a change permanent. Expect to receive a number of requests concerning scheduling. Some schools may have conflicts on contest day with athletics and may request early morning or late afternoon times. Be sure to write down the requests and keep them where you can find them when you start to schedule.
- Contact three participating directors about serving on the contest site advisory committee. It is recommended to select directors who have hosted in the past and/or are very knowledgeable regarding IHSA Music terms and conditions and policies. You may wish to consult them about prospective judges.
- Continue and complete the process of hiring judges. Send out contracts.
- Make contacts and arrangements for piano rental and/or tuning.

TWO MONTHS PRIOR TO YOUR CONTEST

- Determine rooms needed. Make sure that you give your custodial staff the list of rooms you will be using. If you are using classrooms for homerooms, be sure to notify the classroom teachers.

SIX WEEKS PRIOR TO YOUR CONTEST

- Determine what equipment will be necessary for your contest.

FIVE WEEKS PRIOR TO YOUR CONTEST

- You should be very close to the entry deadline. As soon as you receive all of the entries (March 8, 2024), you can start making some very important decisions. These include:
 Will this contest take place on one day or over the span of two days?
 How long will the contest day be (determined by the number of entries)?
 How many volunteers will I need to recruit and train? (you will need a guide for each entered organization)
 How will the event be scheduled (ie. By hand or by allowing the software to schedule for you)
- You can start to schedule as soon as you have received all of the entries.



- Make arrangements for your contest headquarters help (secretarial, office help, runners, etc.)
- Make arrangements for concessions at your contest.
- Contact area restaurants, notifying them of possible heavy traffic.

FOUR WEEKS PRIOR TO YOUR CONTEST

- Contact your judges and make sure they know when and where they are to arrive. Give them an idea of the length of the contest day.
- The entry deadline for the 2023-24 school year will be on March 8, 2024. You should receive your total entries in a matter of days following the deadline. You can start scheduling as soon as you get all of the entries. There really is no good reason to wait on scheduling at this point. You don't need to prepare the entire program with selections listed at this point, but plan to get the schedule to the participating schools as soon as it is ready.
- Make arrangements to tune and move pianos if needed. Set up these appointments. Be sure to ask for prices as these costs can be included in your contest budget. .
- Work on your tentative budget and send it to the IHSAA office for approval by March 15, 2024.
- Get your student and adult volunteers signed up.
- Review school drop off points and parking for school buses.

THREE WEEKS PRIOR TO YOUR CONTEST

- Secure supplies (envelopes, pencils, markers, paper etc.)
- Assign specific jobs for your student and adult volunteers.
- Contact other schools about borrowing any needed equipment for the event.

TWO WEEKS PRIOR TO YOUR CONTEST

- Duplicate your program and provide copies to each participating school. You can do this either via mail or email. Be sure to include information regarding director check-in, home room assignments, bus parking, directions to your site, etc.
- Make signs and posters for displaying ratings. Make adequate signage so that that people who have never been in your building can efficiently locate the performance areas and the concessions.
- Assemble the judges' packets into program order. Each packet should include one adjudication form for each organization, a menu for the judges to fill out during your morning meeting and several pencils.

ONE WEEK PRIOR TO YOUR CONTEST

- Have a training session for your student workers. Make sure the host/guides understand their job. Walk them through the procedure and provide them with guiding information. Keep an extra copy of each host/guide information sheet in the office. If the assigned guide does not show up on contest day, you have the information ready to give to an alternate.
- Prepare your instructions and comments for the judges' meeting.
- Compile a folder or notebook of the instrumental organization set-up charts. Your set-up supervisor will need this on contest day.
- Contact local media outlets who may want to cover the event.

ONE DAY PRIOR TO YOUR CONTEST

- Have all pianos delivered and tuned.



- Place necessary stands and equipment in rooms.
- Provide three solid tables and three comfortable chairs in each performance area for the judges.
- Hang all necessary signage.
- Have parking plan in place with signage if necessary.
- Have the checks written and signed for judges, contest managers and office managers.
- Have on site security/parking director if needed
- Confirm all signage is clearly displayed.

CONTEST DAY

- Make sure all performance sites, home rooms, warm-up rooms etc. are unlocked/open.
- Check on attendance of all volunteer workers.
- Have your judges' meeting a half hour before the first group performs. Go over any rules questions, be sure each judge understands what the lunch procedure will be. Give the judges their checks (or wait until they complete their day).
- Direct your own groups.
- Supervise clean up and tear down.
- No admission is charged for this IHSA event.
- Host school may sell concessions.
- Host school may sell program/merchandise (see IHSA Royalty Policy included in this manual).
- Have a clear emergency/crisis plan.
- Have all emergency numbers available (local police, ambulance/school nurse, superintendent, principal, athletic/activities director).

MONDAY AFTER CONTEST

- See to the return of all pianos and borrowed equipment that was not taken care of following the end of the contest day.
- The online music program will complete the tally sheet showing ratings/points earned by each school and submit to the IHSA office.

ONE WEEK AFTER CONTEST

- Complete the Contest Financial Report online (or the copy found in this manual)
- Finalize any thank you notes.
- Submit press release to local media outlets.
- Enjoy the accomplishment of being a successful contest host!



IHSA Online Music Program Information for Managers

You will be directly emailed login information to manage your music contest. You will also receive a more detailed user's manual via email as the contest setup period approaches.

The online music program will come pre-loaded with all events assigned to your site. You will then begin the process of scheduling your contest. Here is a basic overview of those steps.

1. **Selecting Judges:** Judges will be selected from a list of all judges that have completed the online rules certification process. You will then send out contracts, select which students they will be judging, and assign them the physical room they will be judging in.
2. **Scheduling the performance times for each entry:** The online program will do this for you, with the option to move entries earlier or later. The program will warn you if your adjustment creates a conflict for a student or accompanist.
3. **Printing schedules for the schools in attendance.** Schedules for judges and accompanists will also be available for viewing and printing.
4. **Printing adjudication sheets for each entry,** probably directly from your web browser.
5. **You will enter all ratings online during the day of the contest,** and results will tabulate automatically.
6. **Print lists for each school in attendance for use on contest day as comment sheets are completed and collected for each school.**
7. **Print Plaque Order Forms and final results list for each school when they have completed their day at your contest.** Make sure you have access to a printer (and perhaps a backup) on the day of the contest – along with plenty of paper! Also, make sure the computers you are using can print to the printer!
8. **The Sweepstakes sheet can be printed after the contest.**
9. **Print a copy of the IHSA Tentative Budget and Financial Report to complete.**

The software is web-based so you will be able to use MULTIPLE computers.

If you have any questions about the online judge certification, music registration, scheduling, tabulation, or results analysis programs you can contact:

Ben Stewart

musicsupport@tourneywire.com



Instructions to Adjudicators

The managers of the Music Contests are obligated to acquaint all judges with the following instructions:

1. It is imperative that each judge arrives at the place of judging at least one-half hour before the first event—earlier if so requested by the local manager. Local managers have been requested to call pre-contest instructional meetings for all adjudicators.
2. Each judge must make written comments concerning each performance. The written comments should focus on the strengths and weaknesses of each performance with suggestions for improvement or commendations included. These comments should be as detailed as time will permit.
3. Each judge should study carefully the standards of adjudication on the adjudication sheet and assign Division I ratings only to such contestants as measure up to these standards.
4. No plus or minus signs are to be added to the final rating. Standard adjudication blanks will be supplied by the IHSA Office.
5. Each judge is to bear in mind that each contestant and each group is classified in one of five school classifications and that special consideration should be given to the classification (AA, A, B, C and D) of the school represented. An adjudicator should not expect a Class A performance from a Class D entry. As an example—vocal organizations from schools in Classes B, C and D will not be required to perform four-part music.
6. The choice of appropriate selections, suited to the performers' capabilities and in keeping with the classification of the schools they represent, is a factor in determining the ratings to be awarded. However, judges are not to consider their personal likes, dislikes or preferences of music literature in their evaluation of contest performances.
7. The attention of judges is especially directed to Org. Article VIII-L of the terms and conditions for detailed explanation of the penalties to be enforced for various violations of the contest rules.
8. It is the responsibility of the contest room chairperson to see that all ribbons and medals worn by soloists and members of ensembles are removed. Judges shall, however, not permit performance to begin until such medals or ribbons are removed.
9. In the organization contests in which three (3) judges are used, the judges shall not confer with each other about their evaluations of performances as they reach decisions on ratings.
10. All regulations of the Illinois High School Association as printed in the music book are to be strictly observed.
11. Separate written comments may be made to "directors only" if appropriate. The "director only" comments are in addition to the regular adjudication forms.
12. Judges are to use forms as vehicle for communicating critique. They are to refrain from demonstrating or providing instruction, etc.
13. Judges shall award Division I ratings to only those competitors manifesting the very highest level of achievement. Indiscriminate awarding of Division I ratings must be avoided.
14. Schools may enter students as a "sweepstakes entry", or "non-sweepstakes entry", or "comments only entry". Comments only entries do not receive numerical or divisional ratings. Judges are to treat non-sweepstakes entries the same as sweepstakes entries.
15. Best of the Day Award is required of each Organization judge. See Org. Article X- D for details.
16. Selections with vulgar, foul and inappropriate language will be disqualified from the Music Contest.
17. All judges shall be required to complete online registration and certification prior to the adjudicating of contest(s). They will need to go to <http://www.tourneywire.com/music> and complete the registration and certification.
18. Public domain is allowed provided the director lists the exact internet address for their score. A copy of the score is required and should be made available to the contest manager and judges.



Music Organization Adjudicator Contract

Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

I hereby agree to judge in the
IHSA State Music Contest to be held at High School
on Friday and/or Saturday, April 14-15, 2023

I understand that my fee is to be a flat rate of \$30 per hour plus IHSA mileage which is \$.30 per mile in excess of 70 miles round trip.

Name:

Signature:

Address:

City:

Zip Code:

Home Phone:

Business Phone:

E-mail:

The above contract extended by:

Contest Manager

School Phone:

Home Phone:

MAIL OR FAX ONE COPY TO:

Manager's Name:

Mailing Address:

Fax Number:



IHSA Music Instrumental Jazz Ensemble Adjudication Form

Order of Appearance _____ Program/Event # _____

Event _____ Class _____ Number in Ensemble _____

School Name _____ Director _____

Selection	Composer	Publisher
#1 _____	_____	_____
#2 _____	_____	_____
#3 _____	_____	_____

SCORE AREA OF CONCERN AND COMMENTS

____.____	ENSEMBLES (all wind and rhythm section) Overall Tone Quality
____.____	Intonation
____.____	Rhythmic Feel
____.____	Balance, Blend
____.____	Interpretation
____.____	Authority, Precision
____.____	Musicianship
____.____	<u>RHYTHM SECTION</u>
____.____	Time
____.____	Fills, Back-up
____.____	<u>SOLOS</u>
____.____	Creativity, Musicianship

____.____	Division I (Superior) = 50.0 to 45.0 = 5 - A superior performance --- outstanding in nearly every detail
Total	Division II (Excellent) = 44.9 to 35.0 = 4 - An excellent performance — minor defects
Circle Rating	Division III (Good) = 34.9 to 25.0 = 3 - A good performance --- lacking finesse and/or interpretation
Do Not Round Up	Division IV (Fair) = 24.9 to 15.0 = 2 - A fair performance — basic weaknesses
	Division V (Poor) = 14.9 to 10.0 = 1 - A poor performance — unsatisfactory

Signature of Adjudicator _____

IHSA Music **Jazz Choir** Adjudication Form

Order of Appearance _____ Program/Event # _____

Event _____ Class _____ Number in Ensemble _____

School Name _____ Director _____

Selection _____ Composer _____ Publisher _____

#1 _____

#2 _____

#3 _____

SCORE AREA OF CONCERN AND COMMENTS

____.____	Tone Quality - Female Sound, Projection, Male Sound, Pitch
____.____	Intonation - Within ensemble, Accuracy to printed pitches
____.____	Balance, Blend - Likeness of qualities, Awareness of ensemble, Accompaniment
____.____	Rhythm, Accuracy, Precision - Accuracy, Steady Pulse, Tempi
____.____	Interpretation - Timbre, Musicianship, Dynamics, Phrasing
____.____	Diction - Pronunciation, Enunciation, Unified Vowel Formation, Concise Consonants
____.____	Continuity of Performance - Consistent level of performance, Smooth Transitions
____.____	Performance Factors - Choice of literature, Appropriate appearance, Poise, Posture, General conduct, Mannerisms, Facial expression

____.____ **Total** -- Circle Rating -- Do Not Round Up

- 40.0 to 35.0 Division **I** (Superior)
- 34.9 to 26.0 Division **II** (Excellent)
- 25.9 to 18.0 Division **III** (Good)
- 17.9 to 8.0 Division **IV** (Fair)
- 7.9 to 4.0 Division **V** (Poor)

Signature of Adjudicator

- 5** - A superior performance -- outstanding in nearly every detail
- 4** - An excellent performance — minor defects
- 3** - A good performance -- lacking finesse and/or interpretation
- 2** - A fair performance — basic weaknesses
- 1** - A poor performance — unsatisfactory



IHSA Music Large Group Adjudication Form

Order of Appearance _____ Program/Event # _____

Event _____ Class _____ Number in Ensemble _____

School Name _____ Director _____

Selection	Composer	Publisher
#1 _____	_____	_____
#2 _____	_____	_____
#3 _____	_____	_____

SCORE AREA OF CONCERN AND COMMENTS

____.____	Tone Quality resonance, control, clarity, focus, consistency, warmth
____.____	Intonation with in ensemble, accuracy to printed pitches
____.____	Rhythm accuracy of note and rest values, duration, pulse, steadiness, correctness of meters
____.____	Balance, Blend likeness of qualities, awareness of ensemble, accompaniment
____.____	Technique (facility/accuracy) artistry, attacks, releases, control of ranges, musical and/or mechanical skill
____.____	Interpretation, Musicianship style, phrasing, tempo, dynamics, emotional involvement
____.____	Diction - Vocal Bowing – Strings Articulation – Winds
____.____	Performance Factors Choice of literature, appropriate appearance, poise, posture, general conduct, mannerisms, facial expression (vocal)

____. Total Circle Rating Do Not Round Up	Division I (Superior) = 40.0 to 36.0 = 5 - A superior performance - outstanding in nearly every detail Division II (Excellent) = 35.9 to 28.0 = 4 - An excellent performance — minor defects Division III (Good) = 27.9 to 20.0 = 3 - A good performance -lacking finesse and/or interpretation Division IV (Fair) = 19.9 to 12.0 = 2 - A fair performance — basic weaknesses Division V (Poor) = 11.9 to 8.00 = 1 - A poor performance — unsatisfactory
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Signature of Adjudicator _____

IHSA Music **Swing/Show Choir** Adjudication Form

Order of Appearance _____ Program/Event # _____

Event _____ Class _____ Number in Ensemble _____

School Name _____ Director _____

Selection _____ Composer _____ Publisher _____

#1 _____

#2 _____

#3 _____

SCORE AREA OF CONCERN AND COMMENTS

____.____	Tone Quality - Female Sound, Projection, Male Sound, Pitch
____.____	Intonation - Within ensemble, Accuracy to printed pitches
____.____	Balance, Blend - Likeness of qualities, Awareness of ensemble, Accompaniment
____.____	Rhythm, Accuracy, Precision - Accuracy, Steady Pulse, Tempi
____.____	Interpretation - Timbre, Musicianship, Dynamics, Phrasing
____.____	Diction - Pronunciation, Enunciation, Unified Vowel Formation, Concise Consonants
____.____	Continuity of Performance - Consistent level of performance, Smooth Transitions
____.____	Performance Factors - Choice of literature, Appropriate appearance, Poise, Posture, General conduct, Mannerisms, Facial expression
____.____	Movement/Choreographic Creativity - Choreography/Staging, Difficulty of Movement/Risks, Variety of Visual Style, Strength and Vitality of Movement, Showmanship, Facials
____.____	Choreographic Appropriateness/Involvement - Spacing has Clarity, Execution/Accuracy, Rhythmic Precision of Movement, Body Carriage/Posture, Visuals Compliment the Vocal Presentation

____.____ **Total** -- Circle Rating -- Do Not Round Up

Signature of Adjudicator

- 50.0 to 45.0 Division **I** (Superior)
- 44.9 to 35.0 Division **II** (Excellent)
- 34.9 to 25.0 Division **III** (Good)
- 24.9 to 15.0 Division **IV** (Fair)
- 14.9 to 10.0 Division **V** (Poor)

- 5** - A superior performance -- outstanding in nearly every detail
- 4** - An excellent performance — minor defects
- 3** - A good performance -- lacking finesse and/or interpretation
- 2** - A fair performance — basic weaknesses
- 1** - A poor performance — unsatisfactory



SAMPLE HOST/GUIDE INFORMATION FOR THE IHSA ORGANIZATIONAL CONTEST

Thank you for agreeing to be a host/guide. Your job is VERY important. It is essential that once you agree to do this job that you show up on contest day and do the job. The groups from the other schools do not know where all of our rooms are. They are relying on you to get them to the correct rooms at the correct times in a polite and efficient manner. If you do your job, the day will run smoothly.

Guide Name _____

Group you are guiding _____

Meet this group in their homeroom # _____ at _____

At _____ take them to warm up in CHS Band Room CHS Chorus Room.

At _____ tell the director that he/she has five minutes left in warm-up.

At _____ take them to performance in CHS Gym CHS Auditorium.

To get from the CHS Band room to the gym, use the gym doors closest to the CHS office. Tell the director that the person on his right in the first row should lead.

To get from the CHS chorus room to the Auditorium, use the tunnel. Tell the director to watch his/her head through the low hall. Tell the director to have the person on his/her right in the front row lead into the auditorium

WHEN THEIR PERFORMANCE IS COMPLETED, ESCORT THE PERFORMING SCHOOL DIRECTLY BACK TO THEIR HOMEROOM.

Choruses will exit the stage using the door on stage left. Take them around to the backstage entrance and then out into the hall.

Bands will exit the gym using the east doors. Take them up the stairs and then, upon exiting the gym turn right to take them back to their homeroom.

Please contact _____ if you have any questions or concerns. Thank you for your professional service.



Sample Room Chair Script Template

Good morning/afternoon.

Welcome to (School and/or facility name) for today's IHSA Organization Contest.

As a courtesy to our performers, please do not exit the room, move seats, or visit until after all selections have been performed.

In addition, please refrain from using flash photography.

Finally, please make sure all electronic devices, especially phones, tablets, and watches, are set to silent for the duration of the performance.

Today's performance will be adjudicated by a panel of judges selected from a pool of highly-qualified educators in our area.

They are:

(Name of Judge #1, followed by short bio)

(Name of Judge #2, followed by short bio)

(Name of Judge #3, followed by short bio)

The next (type of group) to perform is the (name of group) from (name of school) in (city, Illinois).

The ensemble is under the direction of (director name).

Their selections include:

(Selection 1), by (arranger/composer)

(Selection 2), by (arranger/composer)

(Selection 3), by (arranger/composer)

Ladies and gentlemen, please welcome the (name of group)!



TENTATIVE BUDGET INFORMATION

SITE MANAGERS PLEASE NOTE: A tentative budget expense form is enclosed and must be completed and returned to the IHSA Office for review and approval before **March 15, 2024**. Please fax a completed copy of the budget form to the Illinois High School Association at (309) 663-7479 or email Carol Carr (ccarr@ihsa.org) by the deadline of **March 15, 2024**. **If the IHSA does not contact you then your tentative budget is approved. If there are concerns the IHSA will contact the manager directly.**

The Illinois High School Association Board of Directors does not approve expense items that are of a permanent nature and may be retained for further use by the host school. The IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria/concessions open for meal services of any kind, it must be a self-supporting venture.

The IHSA does not approve expenses for hospitality areas. Any volunteer/judge/director hospitality area may not be reflected on the IHSA budget.

Judges for the Organization contest shall be compensated at a rate of \$30 per hour plus IHSA mileage. Any judge who drives more than 70 miles round trip to the site of a State Final Music Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

Sincerely,

Susan M. Knoblauch
Assistant Executive Director

Please fax 309-663-7479 or email (ccarr@ihsa.org) this tentative budget to Carol Carr at by March 15, 2024.



Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

2022-23 Tentative Budget for IHSA Music Organization Contest

IHSA Organization Contest to be held at: **High School**

Address City Zip Code

ESTIMATED EXPENDITURES

JUDGES EXPENSES: Number of Hours Judged x Judges Hourly Rate \$30 Total Judge Expense \$

PIANO EXPENSES Rental, Transportation and Tuning (Itemize):

<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>

Total Piano Expense \$

OTHER EXPENSES (Itemize):

Manager's Stipend \$ 200

<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>

Total Other Expense \$

Total Cost of Budgeted Expenses \$

GRAND TOTAL OF ESTIMATED EXPENSES \$

Signature of Manager

Signature of Principal/Official Representative

School Address:

City and Zip Code:

Fax this tentative budget to Susie Knoblauch at 309-663-7479 no later than March 17, 2023.



Report on Judges Fees and Expenses

Illinois High School Association
 2715 McGraw Dr., Bloomington, IL 61704
 Phone: 309-663-6377
 Fax: 309-663-7479

Music Organization Contest to be held at:

High School

Address

City

Zip Code

Date contest held:

KEY ABBREVIATIONS

- | | | |
|----------------|--------------|-------------------------|
| B Band | O Orchestra | VO Vocal Organization |
| BR Brasses | ST Strings | V Vocal Solos/Ensembles |
| WW Woodwinds | P Piano | SC Show Choir |
| PER Percussion | JB Jazz Band | JC Jazz Choir |
| JO Jazz Combo | | |

Name and Address of Judge Be sure to fill in complete address and events judged	Band	Orchestra	Vocal	Flat Fee of \$30 per hour	# of hours judged	Total
Example: John Doe 2715 McGraw Dr. Bloomington, IL 61704 H: 309-663-6377 W: 309-663-7479 email: Jdoe@aol.com	O BR	ST	SC	\$30	6	\$180



Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

2022-23 Financial Report for IHSA Music Organization Contest

Organization Contest to be held at:

Address

City

Zip

High School

RECEIPTS

Number of Organizations	<input type="text"/>	@ \$75.00 each = \$	<input type="text"/>
Number of Organizations	<input type="text"/>	@ \$50.00 each = \$	<input type="text"/>
Late Entry Fees Collected		\$	<input type="text"/>
TOTAL RECEIPTS \$			<input type="text"/>

IMPORTANT: IHSA Entry Policy now states that those schools officially entered and listed on the Music Assignment Sheets that do not submit any entries to the contest manager must pay a \$100.00 penalty fee for contest withdrawal. Please be sure to list below any school listed on the Assignment Sheet for your contest that did not send any final entries/fees to you. Our office will then pursue collection of the penalty fees.

School	<input type="text"/>	City	<input type="text"/>
School	<input type="text"/>	City	<input type="text"/>
School	<input type="text"/>	City	<input type="text"/>

EXPENDITURES

JUDGES FEES AND EXPENSES (per attached report) \$

BUDGETED EXPENSES:

MANAGER'S STIPEND \$ 200.00

PIANO EXPENSES Rental, Transportation, and Tuning (Itemize)

<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
Total Piano Expenses		\$ <input type="text"/>

OTHER EXPENSES	<input type="text"/>	= \$	<input type="text"/>
	<input type="text"/>	= \$	<input type="text"/>
	<input type="text"/>	= \$	<input type="text"/>
Total Other Expenses		\$	<input type="text"/>

TOTAL BUDGETED EXPENSES \$

GRAND TOTAL EXPENSES \$

NET INCOME OR DEFICIT \$

40% Of Net Income to Host School \$

60% Of Net Income to IHSA \$

Signature of Manager

Signature of Principal

General Information

**IHSA Manual for
Schools & Managers**



Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to inter-scholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



Venue-Specific Action Plan

Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

Venue

Sport:

Location:

Emergency Personnel

Present:

On-Call:

Emergency Equipment Location On-Site

Nearest AED:

First Aid Kit:

Items for proper care of blood-borne pathogens:

Ice or chemical ice packs, water and towels:

Player Medical Information:

Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

Communication

Access to 911:

Access to on-call emergency medical personnel:

Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
 - a. EMS: Call 911
 - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:



School's Responsibility: Sportsmanship



School's Responsibility to an Official Prior To The Season

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.
Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. Avoid embarrassment.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

School's Responsibility to an Official Prior To The Contest

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
 - a. Provide a reserved parking space.
 - b. Meet officials and take them to the dressing room.
 - c. Have refreshments available for halftime and postgame.
 - d. Ask for any additional needs.
 - e. Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
 - f. Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.

School's Responsibility to an Official During The Contest

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

School's Responsibility to an Official After The Contest

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



Do What's Right Sportsmanship

DWR Expectations

- Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.
- Use positive yells, chants, songs or gestures.
- Display modesty in victory and graciousness in defeat.
- Respect and acknowledge the integrity and judgment of officials.
- Exhibit positive behavior in both personal interaction and social media comments.

Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.

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Please read the entire Trademark Use and Royalty Policy for full disclosures.

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- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
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- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
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- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

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1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Tammy Craig at 309-663-6377, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Royalty Report: For a downloadable pdf of the Royalty Report go to http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf