

2023-2024

Music
Solo/Ensemble

**IHSA Manual for
Schools & Managers**





2023-2024 Music Solo/Ensemble Manual

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Revision History:

2023-24



SOLO/ENSEMBLE MUSIC CONTEST TERMS AND CONDITIONS

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In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2023-24 IHSA Music Solo /Ensemble Tournament Series.

I. SCHOOL CLASSIFICATION

A. CLASSES

Classification in the IHSA Music Solo and Ensemble contest will be determined according to IHSA Policy 17 (Classification System).

For the 2023-24 school year the school classification 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 soloists and ensembles representing member schools shall participate in the contest only in their respective school's classification, except the school may participate in the 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 www.ihsa.org and is due back to the IHSA office by Sept. 1.

II. DATE AND SITES

A. DATE

State Solo and Ensemble Contest will be held on the Saturday of week 35 of the IHSA Standardized Calendar (Saturday, March 2, 2024).

B. SITES:

Contest sites will be posted on the IHSA website.

III. ONLINE 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 2023-24 Policies and Procedures.

A. ONLINE 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 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.

B. LATE ENTRIES

Any attempt to enter a sport or activity online 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. ENTRY FEES DUE DATE

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 February 2, 2024.

D. 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 January 1, 2024.

If a school withdraws after January 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 Solo/Ensemble contest and penalized as above.

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

E. ELIGIBILITY

1. SCHOOL ELIGIBILITY

All member schools in good standing may enter soloists and/or ensembles in Music Solo/Ensemble 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. ELIGIBILITY OF HIGH SCHOOL STUDENTS

To represent a school in the statewide music contests, students must conform to the IHSA Activities By-laws found in the IHSA 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. ELIGIBILITY OF GRADE SCHOOL AND JUNIOR HIGH SCHOOL STUDENTS

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/or vocal ensemble representing a Class B, C or D member school, 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-A-5-d

F. ENTRY INFORMATION (LIST OF PARTICIPANTS)

1. ONLINE ENTRY SYSTEM (LIST OF PARTICIPANTS)

Schools are required to complete the Music Solo and Ensemble List of Participants online. 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. Login information will be emailed to the directors designated in the Schools Center. Directors must have a valid email on file in the Schools Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH.** Click on “Music Solo & Ensemble” List of Participants (This will then take you to the MusicWire program) and enter the information for participating ensembles.

2. SCHOOL ENTRY DEADLINE

November 1, 2023

3. EVENT ENTRY DEADLINE

The deadline for entering the “List of Participants” for Music Solo/Ensemble is February 2, 2024. See Art. III-C for entry fee deadlines.

4. LIMITATION ON ENTRIES

SOLOS AND ENSEMBLE

A student shall not participate in more than a total of nine (9) solo and ensemble events combined, and not more than three (3) of these may be either band, strings or vocal.

A student shall not participate as a soloist in more than one event with the same instrument.

CHOIRS

An individual student may participate in any of the school’s vocal group entries. Choirs are not considered as ensembles in relation to individual entry limitations.

A school may enter one (1) brass choir, one (1) flute choir, one (1) clarinet choir, one (1) percussion choir, one (1) handbell choir, one (1) woodwind choir, one (1) string choir, and three (3) vocal choirs. A student could participate in each of these without violating entry limitations.

5. SUBSTITUTIONS

Substitutions in the personnel of ensembles may be made only if the request for substitution is made to the local manager not later than the time the school registers on the day of the contest. Substitutions or changes for soloists may be made only if the request reaches the local manager at least two weeks prior to the contest. If a request is received later, it shall be denied.

6. CHANGES IN ENTRIES

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

7. VIOLATIONS AND PENALTIES

See Art. VIII-D

IV. HOST FINANCIAL ARRANGEMENTS

A. CONTEST EVENT FEES

- Solo: \$10.00 per entry.
- Ensemble: \$15.00 per group
- Choirs: \$20.00 per group

Contest Event Fees shall be made payable to the host school and mailed to the manager of the contest. See Art. III-C for entry fee deadline.

B. PENALTY FEES

1. LATE EVENT ENTRY FEES

Solo and Ensemble entries and event fees shall be submitted to the manager of the contest to which the school has been assigned no later than the event entry deadline of February 2, 2024. Information that is not complete may not be accepted (discretion of the manager). **Following the event entry deadline, changes in entries may be made only in accordance with Art. III-F-6.**

Late Event Entry Penalties:

Entries received after the contest entry period of February 2, 2024 will be assessed a \$5 per event late fee. Contest managers have the authority to waive these fees in extreme or exigent circumstances. Entries received more than 3 days after the February 2, 2024 deadline will only be entered at the discretion of the contest manager.

Late Event Entries Penalties shall be paid directly to the host school and mailed to the host school manager. Any individual solo or ensemble withdrawal(s) after the event fees have been paid to the contest manager will result in forfeiture of all fees paid.

2. WITHDRAWAL FEES

To withdraw all entries from contest without penalty, the principal (official IHSA school representative) must notify the IHSA office in writing, on or before January 1, 2024.

To withdraw all entries from contest after January 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 will be assessed the \$100.00 late withdrawal fee.

Failure to send any entry information to the contest manager's school and or non-participation on contest day after the school submits the original entry to the IHSA (and does not withdraw through official procedures) is viewed the same as withdrawal from the Solo/Ensemble contest and shall be penalized as described above. The school will be responsible for all penalty fees due to breach of contract. (Late school withdrawal fees and all event entry fees).

C. JUDGES' FEES:

See Art. XI-E

V. TOURNAMENT ASSIGNMENTS

Assignments for Music Solo/Ensemble can be found online 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. DELEGATED MANAGER

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. MUSICWIRE REQUIREMENT

It is a requirement for a Music Solo & Ensemble manager to use the online MusicWire program to manage their site.

3 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.

4 PROGRAMS

The local manager shall arrange, 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.

5. 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 PARTICIPATING SCHOOLS

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 ensure an adult, preferably a member of the faculty, is present to 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 Solo/Ensemble Contest

VIII. MUSIC SOLO/ENSEMBLE CONTEST RULES

A. GENERAL RULES

1. ENTRIES

- a. A school may enter any number or combination of events.
- b. Local managers shall not accept, nor schools enter for appearance, adjudication or criticism, any solo or ensemble not found, or provided for, in the terms and conditions (Arts. VIII-B-1 & VIII-C-1). If an adjudicator encounters approved but inaccurate or misclassified entries, he/she is to proceed as indicated in Art. VIII-D-3.
- c. Directors are responsible for the accuracy of the information entered for each solo or ensemble. The local contest manager is not responsible for checking instrumentation to see that entries are properly classified

2. SWEEPSTAKES MAXIMUMS

The following maximums apply when counting for Sweepstakes points

Solos:

| | |
|-------------------------|----|
| Vocal Solos | 35 |
| String Solos | 20 |
| Wind and/or Perc. Solos | 35 |

Ensembles:

| | |
|----------------------|----|
| Vocal Ensembles | 22 |
| Brass Ensembles | 9 |
| Percussion Ensembles | 4 |
| String Ensembles | 9 |
| Woodwind Ensembles | 9 |
| Piano Duets | 4 |

Choirs:

| | |
|----------------|---|
| Flute Choir | 1 |
| Clarinet Choir | 1 |

| | |
|------------------|---|
| Woodwind Choir | 1 |
| Brass Choir | 1 |
| Percussion Choir | 1 |
| Bell Choir | 1 |
| String Choir | 1 |
| Vocal Choir | 6 |

Schools who indicate they are competing for sweepstakes (when submitting entries) will gain points from the best scores from their maximum number of entries.

Entries in "Mixed" Ensembles must be counted as an entry under the category of any one of the instruments in the ensemble. For example, event no. 607 must be entered either as a Brass or a Woodwind Ensemble. Designation is at the director's discretion.

3. SHEET MUSIC PROVIDED FOR ADJUDICATORS

- a. Each entry shall supply the judge with one score of their selection, with the measures numbered. Failure to supply such a score shall result in the contestant's rating being automatically lowered by one step.
- b. Unpublished works, including student compositions, are not allowed.
- c. Public domain or digital printed music is allowed provided the director lists the exact internet address for their score and provides proof of purchase (if applicable). A copy of the score is required and should be made available to the contest manager and judges.
- d. Photocopied music, other than previously mentioned, may be provided to judges only in an "emergency." "Emergency" shall be defined as cases in which music is out of print with no new score available and/or 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 step.

4. REPERTOIRE

REQUIRED SELECTIONS

There are no repertoire requirements.

SUITABILITY OF SELECTIONS

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. The solo/ensemble contest should be considered a formal recital. Selections with vulgar, foul and inappropriate language will be disqualified from the Music Contest. Solo/Ensemble events shall consist of a minimum of 64 published measures or a performance time of at least 90 seconds.

TRANSPOSITION

Music may be performed in a key other than that in which it is written, provided it is suitable to the contestant(s).

ROYALTIES

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

5. ACCOMPANIMENT

REQUIREMENTS AND RECOMMENDATIONS

- a. Entries need not be accompanied unless the accompaniment is required by the score. If a performance is accompanied, accompaniment must be by piano, harp or any other instrument designated for accompaniment in the score.
- b. Accompanists may help with on-stage tuning for solos and ensembles, but assistance by anyone else is prohibited.
- c. The name of the accompanist MUST be indicated when registering entries in the MusicWire system.
- d. It is strongly recommended that students be used as accompanists in all events for which accompaniment is provided. However, non-

students, including directors, may serve as accompanists if necessary.

- e. Piano solos may not be accompanied.
- f. It is recommended that no accompanist be permitted to play for more than six events during any contest day and schools should permit this maximum number only in cases where no one else is available.
- g. Recorded accompaniment shall be allowed provided the following conditions are met:
 - The student(s) must use some type of sound system or Bluetooth speaker.
 - The student and director are responsible for audio setup.
 - Setup for the recorded accompaniment should not detract from the performance time limit.
 - Any violation of the above guidelines would result in a penalty and the event's ranking being lowered a division.

USE OF TECHNOLOGY FOR ACCOMPANIMENT

- a. Accompaniments may not be recorded except as noted below.
- b. SmartMusic accompaniment system has been approved for use at IHSA contests.

If you plan to enter SmartMusic events, please notify the contest host at least two weeks in advance. The school entering such events is responsible for supplying the necessary equipment for a quality performance using the SmartMusic system. It is recommended that the contest host set up a separate SmartMusic room if entries warrant.

6. MEMORIZATION

- a. Instrumental Events
 - i. There is no memorization requirement for instrumental entries.
- b. Vocal Events
 - i. There is no memorization requirement for vocal entries.

7. FOREIGN LANGUAGES

Vocal performances may be sung in any language.

8. MEDALS

Students shall not appear for adjudication wearing medals or ribbons of any type. Contest room chairpersons are instructed to request the removal of all medals or ribbons before performers are permitted to begin their numbers.

9. REPETITION

No student shall perform a selection that he/she used in any event in any previous year's contest.

10. PERFORMANCE TIME

The performance time for the prepared selection(s) shall not exceed **six minutes** (including time needed for on-stage tuning.) Time schedules should be set up at ten-minute intervals. See Article VIII-D-1-d and VIII-D-2-j for penalty. Solo/Ensemble events shall consist of a minimum of **64 published measures** or a performance time of at least **90 seconds**. The performance of two short selections is allowed.

11. ADAPTIVE TECHNOLOGY

The use of adaptive technology (including but not limited to metronomes, tuners, cell phone, and audio/video recording devices) is prohibited unless requested as a student specific adaptation using the IHSA Request for Accommodation form through the state office.

12. DETERMINATION OF RATINGS

To determine the rating for each performance, contest judges shall utilize the approved IHSA adjudication form, and apply penalties as necessary.

See Art. VIII-D

B. RULES FOR SOLO EVENTS

1. APPROVED SOLO EVENTS

Woodwind

- 101 Piccolo
- 102 Flute
- 103 Alto Flute
- 104 Bass Flute
- 105 Oboe
- 106 English Horn
- 107 Bassoon
- 108 Eb Clarinet
- 109 Bb Clarinet
- 110 Alto Clarinet
- 111 Bass Clarinet
- 112 Contra Bass Clarinet
- 113 Bb Soprano Saxophone
- 114 Eb Alto Saxophone
- 115 Bb Tenor Saxophone
- 116 Eb Baritone Saxophone

Brass

- 201 Cornet, Trumpet, or Flugelhorn
- 202 French Horn
- 203 Trombone
- 204 Baritone/Euphonium
- 205 Tuba

Percussion

- 301 Xylophone
- 302 Marimba
- 303 Vibraphone
- 304 Strings Bells (Glockenspiel)
- 305 Snare Drum
- 306 Timpani
- 307 Multiple Percussion

String

- 401 Piano
- 402 Violin
- 403 Viola
- 404 Violoncello
- 405 String Bass
- 406 Harp
- 407 Acoustic/Classical Guitar
- 408 Other Strings

Vocal

- 501. Jazz & Musical Theatre
- 502. Arias and Art Songs
- 503. Contemporary and Commercial

- 603 Double Reed Ensemble
- 604 Saxophone Ensemble
- 605 Mixed Woodwind Ensemble (Any ensemble consisting of unlike woodwind-family instruments)
- 606 Wind/String Ensemble (Any ensemble consisting of woodwind, brass and string instruments)
- 607 Mixed Wind Ensemble (Any ensemble consisting of woodwind and brass instruments)
- 608 Trumpet Ensemble
- 609 French Horn Ensemble
- 610 Trombone Ensemble
- 611 Tuba/Baritone/Euphonium Ensemble
- 612 Mixed Brass Ensemble (Any ensemble consisting of unlike brass-family instruments)
- 613 Membrane Percussion Ensemble (Any ensemble using non-keyboard percussion instruments)
- 614 Keyboard Percussion Ensemble
- 615 Mixed Percussion Ensemble
- 616 String Ensemble (Any ensemble consisting of like or unlike string instruments)
- 617 Piano Duet (1 piano, 4 hands; literature must be written for duet)
- 618 Random Instrumentation (Any ensemble that could not be entered as another event. No improvisation will be permitted, unless indicated by the score)

Vocal Ensembles

- 651 Treble Ensemble
- 652 Bass Ensemble
- 653 Mixed Ensemble

Instrumental Choirs

- 701 Flute Choir
- 702 Clarinet Choir
- 703 Woodwind Choir (choir may not be all clarinets)
- 704 Brass Choir
- 705 Percussion Choir
- 706 String Choir
- 707 Handbell Choir (6-20 students)

Vocal Choirs

- 751 Vocal Choir

C. RULES FOR ENSEMBLE AND CHOIR EVENTS

1. APPROVED ENSEMBLE AND CHOIR EVENTS

Instrumental Ensembles

- 601 Flute Ensemble
- 602 Clarinet Ensemble

2. NUMBER OF STUDENTS IN AN ENSEMBLE

- a. Ensembles shall consist of 2 to 8 students.
- b. Accompaniment for Duets and Trios

- i. Ensembles consisting of two major performers, with or without piano accompaniment shall appear as Duets.
- ii. Three players including piano or harp as an integral part of the score (rather than an accompaniment) shall appear in the proper Trio events, with the added permission that repertoire in these events may include double concertos with piano reduction.

woodwind choirs, percussion may be used if it is an integral part of the score. Please notify the manager if percussion is required in events 701-704.

- c. **Instrumental substitutions are not allowed.** For example, a tenor sax may not substitute for a baritone/euphonium in a Brass Choir.

3. NUMBER OF STUDENTS IN AN INSTRUMENTAL OR VOCAL CHOIR

- a. Instrumental Choirs shall consist of 9-20 students except where indicated in the event definitions above.
- b. Vocal Choirs shall consist of 8-20 students (Entries with 8 students may be defined as either a choir or an ensemble)

4. INSTRUMENTATION RULES FOR ELIGIBILITY

- a. Bb trumpets, cornets and flugelhorns are considered like instruments.
- b. Mellophones, concert horns, altos, etc., are not approved for ensemble use.
- c. The bass drum is not considered a major membrane in ensembles.
- d. Marimbas (xylophones with resonators) of differing size or model are not considered as different instruments, despite either range or tessitura.
- e. Vibraphones are counted as differing or different from marimbas.
- f. All piano duet participants must be active members of one of the school's music groups.

5. INDEPENDENCE OF PARTS IN INSTRUMENTAL ENSEMBLES

All instrumental ensembles events must represent and demonstrate a clear independence of parts. Therefore, a duet must represent two-part music; a trio, three-part; and so on. Failure to perform such literature will result in the penalty described in Art. VIII-D-1-f.

6. DOUBLING AND SUBSTITUTIONS

- a. **Doubling of parts is permitted in instrumental events, but may not exceed two players per part.**
- b. **An ensemble's instrumentation must properly represent the intentions of the score.** In brass and

7. CONDUCTORS

Ensembles shall perform without a conductor. High school students are permitted to conduct any choir. Instrumental choir events (nos. 701-750) and keyboard percussion ensemble (no. 614) may be conducted by a high school student. The student conductor's technique will be considered in the evaluation of the performance. Student conductors are not counted when determining the number of students in an entry.

D. VIOLATIONS AND PENALTIES

1. LOWERING OF RATING

For violations of the following rules and regulations, the adjudicator shall lower the rating of an individual or group by one step.

- a. Failure to submit required score to adjudicators. Individual parts do not constitute a score.
- b. Failure to supply each judge with a score for each selection with each measure numbered.
- c. Failure to perform with accompaniment in the event accompaniment is required by the score.
- d. Entries exceeding the time limit up to one minute or entries not satisfying the minimum time and/or measure requirements.
- e. Failure of an ensemble to represent independent parts for each performer

2. DISQUALIFICATION

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

- a. Violation of rules of eligibility (Art. III-E). 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 substitution rule (Art. III-F-5).

- c. Violation of the rules limiting the number of events in which a student may participate (Art. III-F-4).
 - i. 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.
 - ii. If the student was 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.
- d. A non-student performing for adjudication (excepting accompanists) (Art. III-E-4).
- e. Individuals or groups appearing in an event not listed as an approved event (Arts. VIII-B-1 and VIII-C-1).
- f. Soloists and ensemble members wearing medals or ribbons (Arts. VIII-A-8).
- g. Violation of rules governing repetition of selections (Arts. VIII-A-9).
- h. Violation of maximum or minimum personnel rules for ensembles (Art. VIII-C-2, 3).
- i. Ensemble performing under direction of adult or student (except Nos. 701-750 and 614) (Art. VIII-C-7).
- j. Entries exceeding the time limit by one minute or more. (Art. VIII-A-10).
- k. Entries with repertoire selection containing vulgar, foul and inappropriate language (Art. VIII-A-8-4).

blank and forward it directly to the local contest manager.

4. THE ROLE OF THE CONTEST MANAGER

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, except that the local manager is relieved of any responsibility, real or inferred, for the correct classification of instrumental ensembles-although he/she may at will check them as a feature of management and refuse violations. 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 1, 2 and 3 above.

5. REPORTING AFTER CONTEST CLOSURE

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.

3. ENTRY CLASSIFICATION ERRORS

For an incorrectly classified instrumental ensemble, other than within the scope of Art. VIII-D-2-e above:

- a. For cases of understandable confusion in instrumentation, not in eligibility, and for borderline cases, especially in genuine misinterpretation of the integrity of a concerned piano part, the adjudicator may adjudicate the group in reference to a corrected classification if the school has not already entered two in the corrected classification. Otherwise, the entry shall be disqualified.
- b. For cases of obviously willful violation in instrumentation, or in eligibility of instruments, or in an attempt to substitute a piano accompaniment for integral part, the penalty shall be disqualification; except that it shall not be done in immediate public embarrassment of the players.
- c. In all instances covered in a and b above, the adjudicator shall plainly indicate his/her action upon the adjudication

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. No ticket refunds will be granted in such cases.

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. The Association's regular policy shall apply to loss or damage to school property.

X. RATINGS AND AWARDS

A. RATINGS

Ensembles and solos in the respective music events shall be rated in five 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. SOLO AND ENSEMBLE AWARDS

Medals shall be awarded to soloists and members of ensembles (including student directors) receiving a Division I Rating in Sweepstakes and Non-sweepstakes events. Comments only events are not eligible for medals. These awards may be ordered through A & M Products by each school following the contest. They can be reached at 815-875-2667. The IHSA also provides

second place medals for purchase through A & M Products. The deadline for ordering medals is June 15, 2024. There will be no charge for orders for Division I medals. Division II medals are \$2.15 each and payment must accompany Division II orders before the order will be processed. The order forms can be found in this rules book.

Medals shall also be available for purchase by students acting as accompanists for ensembles or instrumental choirs winning a Division I rating. Such medals may be purchased through A & M Products by the competing school of the student entitled to the award. The cost of medals is \$2.15 each. When ordering, please state "Accompanist Medals" and enclose payment. No medals are awarded for "comments only" entries.

C. SWEEPSTAKES AWARD

1. Schools will gain sweepstakes points by the best scores from their maximum number of entries as defined above. Schools may still enter "comments only" for entries that do not wish to receive rankings. All "comments only" entries must be marked appropriately in *MusicWire*. Sweepstakes entries do not need to be designated prior to the contest date.
2. 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. Points will be assigned by each local manager for solo and ensemble performance ratings according to the following scale:
 - a. 6 points for each entry earning a Division I rating
 - b. 3 points for each entry earning a Division II rating
 - c. **No sweepstakes points are earned with "non-sweepstakes" or "comments only" entries**
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 classifications and team awards will be presented to the three 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.
4. After the conclusion of the Solo and Ensemble contests, managers will report the point totals of all schools to the IHSA office. The points will then be tallied according to

categories (band, choir, strings, etc.) and classifications. Team awards will be presented to the top three (3) schools in each category that received the highest scores. The awards will be available for purchase by each qualifying school and shipped directly from the manufacturer to the schools. In case of ties, duplicate awards will be presented.

D. BEST OF DAY AWARD

Each judge will have the opportunity to select that event from their room, which they have determined to be the “best performance” of the day. This can be a soloist or an ensemble, but it is meant to represent only the very best performance. NO SWEEPSTAKES POINTS WILL BE ADDED FOR THIS DESIGNATION. The IHSA Office will produce Certificates, which should be signed by the Judge and the Contest Manager and sent home with the students. Judges will be instructed by the Contest Manager of this award and should carefully consider its presentation. Each judge should present this Award to the Contest Manager at the conclusion of the day.

XI. JUDGING

A. SELECTION OF JUDGES

The local manager of each contest shall be responsible for the selection of suitable qualified 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 to not 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 State Association. Instructions to adjudicators, which are designed to express in a general way the attitude of the Board of Directors and its music advisors toward the adjudication of IHSA Music Contests, can be found on page 1 of this Rules Book. Judges are required to follow these 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 to 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.

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

Performance in solo and ensemble events shall be rated by one judge.

E. JUDGES' FEES

Judges for the Solo/Ensemble 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 Solo/Ensemble for 2023-24

1. Item VIII. Music Solo/Ensemble Contest Rules 5. Accompanists g.

Recommendation: Recorded accompaniment shall be allowed provided the following conditions are met:

- The student(s) must use some type of sound system or Bluetooth speaker.
- The student and director are responsible for audio setup.
- Setup for the recorded accompaniment should not detract from the performance time limit.
- Any violation of the above guidelines would result in a penalty and the event's ranking being lowered a division.

Rationale: As in person accompanists are getting more difficult to secure, by allowing recorded accompaniment such as smartmusic, musicscore and finale for example, relief can be provided for schools struggling to find accompanists.

INSTRUCTIONS TO SOLO/ENSEMBLE 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 solo and ensemble performances at the IHSA 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. **In order to move this process forward you must have registered as a judge and also taken 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. In addition, you should have registered as a judge and have taken 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 IHSA Music Solo/Ensemble Terms and Conditions, provided to you by the contest manager, before the contest begins.** Many of the rules in this book pertain to contest administration and management. However, the provisions of Solo/Ensemble Articles VIII through XI in the Music Solo/Ensemble Terms and Conditions as well as the Instructions to Adjudicators in the 2022-2023 Music Solo and Ensemble 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 IHSA 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 student performs 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 competitor as opposed to any desire to encourage or express sympathy for an honorable attempt.
- 9) **Instrumental soloists are not required to memorize.** No penalty should be assessed for use of music, nor should any bonus be awarded for memorization
- 10) The rules pertaining to the use of photocopied music are Solo/Ensemble Article VIII-A-4 and Solo/Ensemble Article VIII-G of your IHSA Music Solo/Ensemble terms and conditions. Note that if a photocopied score is provided to the judge it must be accompanied by written evidence documenting "emergency use" as defined in Solo/Ensemble Rules VIII-A-4 and/or VIII-G.
- 11) **Best of the Day Award** – Throughout your day of judging keep track of the truly outstanding events, because at its conclusion you will be asked to pick your outstanding event for the Best of the Day Award. Your Contest Manager will give you a certificate to sign, which will be sent to this performer(s). This Award represents the highest achievement of performance in your Contest room that day. Please do not leave the Contest site without filling out the Certificate supplied by the IHSA.



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 musicwire@tourneywire.com.

Contact the IHSA office to express your interest in hosting for the 2024-25 school year:
Solo and Ensemble- March 8, 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 Solo/Ensemble

| | |
|-----------------------------------|---|
| Nov. 1, 2023 | Original Entry Deadline |
| February 2, 2024 | List of Participants (Online Entries) Due Online from Schools |
| After February 2, 2024..... | Managers can use online program |
| February 5, 2024 | Tentative Budget due to IHSA Office |
| March 2, 2024..... | Music Solo/Ensemble contest |
| Within 10 days after contest..... | 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. |

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 Solo and Ensemble” or “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 Solo and Ensemble is February 2, 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 February 2, 2024 for Solo and Ensemble. 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 Solo and Ensemble: February 2, 2024



2023-24 IHSA Music Solo and Ensemble Medal Order Form

Deadline for accepting 2023-24 orders is June 15, 2024

| | |
|----------------------|--|
| Participating School | |
| Contest Site | |
| Contest Manger | |

| |
|----------------------------|
| For Office Use Only |
| _____ |
| Order Number |

| Awards | |
|--|---------------------------------|
| Division I Medals (Band & Vocal) | Quantity _____ (No Charge) |
| Division II Medals (2 nd Place) The Music Solo & Ensemble computer program will automatically calculate the number you are entitled to. Payment must be enclosed with this form to process Division II orders. | Quantity _____ x \$2.15 = _____ |

Total Amount Enclosed: \$ _____
 Division II 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

Return Label Information

| |
|---|
| <p>Please type or print legibly. This is your mailing label.</p> <p>UPS must have street address to deliver; include Zip+4</p> |
|---|

| |
|--|
| <p>Attn.: _____</p> <p>School: _____</p> <p>Street Address: _____</p> <p>City and Zip + 4: _____</p> |
|--|

Manager Information

**IHSA Manual for
Schools & Managers**





2023-24 Music Solo and Ensemble Manager Information

Thank you very much for agreeing to host a 2023-24 Music Solo/Ensemble contest at your school. Your Solo/Ensemble contest will be held on March 2, 2024. If you have any questions please e-mail Susie Knoblauch at sknoblauch@ihsa.org or Carol Carr at ccarr@ihsa.org. It is a requirement that all Solo and Ensemble managers use the MusicWire software program provided by the IHSA to manage your contest.

FINANCIAL INFORMATION

- 1) **EXPENSES:** One copy of a tentative budget form is enclosed for your use. Each manager is requested to estimate the costs expected to be involved in hosting the contest. Be sure to include costs for judges' fees, piano rental and tuning, and reasonable and necessary administrative expenses. Costs for ushering or messenger service, room chairmanships, meals for judges and/or workers, hospitality provisions and instrument repair services will not be approved.

Tentative budgets should reach the IHSA office no later than February 5, 2024. The IHSA Office will review and approve each budget. Managers should then use the entry fees paid to them by each participating school to pay approved contest expenses. If the IHSA does not contact you after February 5, 2024, then your tentative budget is approved. If there are concerns the IHSA will contact the manager directly. 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) **CONTEST FEES:** The deadline for entries (List of Participants) and fees for the Solo and Ensemble contests to be submitted to contest managers is February 2, 2024. You will receive entry fees directly from the schools entering students in your contest. Note that schools are responsible to pay for the entries that they actually submit by the February 2, 2024 deadline.

IMPORTANT:

IHSA ENTRY POLICY III-C STATES THAT THOSE SCHOOLS OFFICIALLY ENTERED AND LISTED ON THE MUSIC ASSIGNMENTS THAT DO NOT SUBMIT ANY ENTRIES 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 IHSA 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) **CONCESSIONS:** Provision of arrangements for food concessions will be the option of each individual host school. IHSA will assume no financial responsibility for food concessions and will not share in food concessions revenues in any manner. The proceeds from all food concessions shall be retained by the host school.
- 6) **OTHER FINANCIAL GUARANTEES:** Neither the IHSA nor the host school shall assume responsibility of any kind for expenses incurred by a participating school.
- 7) **JUDGES FEES:** Judges for the Solo/Ensemble 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) Employ judges to meet the requirements of Solo/Ensemble Article XI of the IHSA Music Solo/Ensemble Terms & Conditions.
- 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 his/her judging in either the morning or afternoon, if possible.
- 3) No judge should be asked to adjudicate more than fifty (50) solos and/or ensembles in a day.
- 4) Please obtain judges from as near the contest center as possible.
- 5) Be sure to assign judges only to those events for which they are qualified.
- 6) A list of certified judges can be found in the online music program.
- 7) Print and send a copy of the current Terms and Conditions which can be found on the Music page of the IHSA website, as well as samples of the judging ballots to each judge you employ (These can be found in this manual). Be sure each judge reads Page 1 of the Manual for Schools and Managers as well as the specific rules pertaining to the events he/she will adjudicate.
- 8) Indicate the event number and the school code number or letter on each adjudication sheet. The 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 of all performances and not to consider their personal likes or dislikes or preferences of music literature in their evaluation of contest performances.
- 9) A meeting with the judges should be scheduled approximately thirty (30) minutes prior to the beginning of the contest. Judges will be given their adjudication sheets and assignments and may have questions concerning the program. At this time, the manager may give instructions for procedures such as returning the adjudication sheets, and filling them in completely. A script of INSTRUCTIONS TO SOLO/ENSEMBLE ADJUDICATORS will be provided by the IHSA Office and should be read and discussed with the judges at this meeting. The process of awarding the Best of the Day Award should be discussed at this meeting as well.
- 10) 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.

ASSIGNMENT OF SCHOOLS AND FINAL ENTRIES

The Assignments for the IHSA Music Solo/Ensemble State Contests can be found on the IHSA web site only.

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

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, email), the music directors and their entries.

Individual entries –Each school should also send you a printed copy of their entries for you to use as backup.

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

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

PIANO AND OTHER EQUIPMENT

The number and type of events entered in your contest will determine the numbers of pianos you will need. If no other source is available, it may be necessary to rent pianos through a music dealer in your area.

All pianos used should be tuned before the contests. Pianos are to be tuned to concert pitch (A-440). Note that the cost of renting, transporting and tuning pianos is a proper charge to be listed as a contest expense. Every effort should be made to secure this service at the least possible cost.



It would probably be advisable for you to be able to locate some extra music stands, possibly an extra piano, and other supplies for which a need may arise, and have these items available at short notice.

AWARDS

As noted in S/E Article X of the IHSA Music Solo and Ensemble terms and conditions, medals shall be awarded to all soloists and members of ensembles (including student directors) receiving a Division I Rating. All medal order forms (Division 1 and Division 2) must be sent directly to A & M Products. The IHSA has second place medals available for purchase through A & M Products. **The medal order form will be printed out by the contest manager using the contest software. The order form can also be found in this Manual on the IHSA website. The address for A & M Products is on the medal order form.**

Medals shall also be available for purchase by students acting as accompanists for ensembles or instrumental choirs winning a Division I rating. Such medals may be purchased through A & M Products by the competing school of the student entitled to the award. The cost of medals is \$2.15 each. When ordering, please state "Accompanist Medals" and enclose payment with your order. **No medals are awarded for "comments only" entries.**

SWEEPSTAKES AWARDS will be distributed from the IHSA Office as soon as all results can be tallied and verified, following the completion of the Organization contests. They will be sent directly from the manufacturer to the winning schools. (See S/E Article X-C of the Solo/Ensemble Terms & Conditions.) Medallions will be available for purchase by each qualifying school and shipped directly from the manufacturer to the schools.

The Manager's version of the Online Entry System will automatically figure Sweepstakes points and print out a Medals order form once the ratings have been entered.

INTERPRETATION AND APPLICATION OF RULES

Study and become thoroughly familiar with the IHSA Terms and Conditions governing the State Music Contest. Strictly enforce all rules (See S/E Article VIII). Please be sure that no school has more total entries in any category than is allowed in the terms and conditions (See Articles III-E, VIII-A and VIII-B). Also note there are special requirements for those students entering piano solos (See Article VIII).

FOLLOWING THE CONTEST

When your contest is over, the following items **MUST BE SENT TO THE IHSA OFFICE**:

- 1) The Tally Sheet will be generated by the online Manager's program.
- 2) Financial Report – complete in the manager's software program, in the Schools Center or a copy can be found in the Manual for Managers which is on the Music Menu page of the IHSA website.
- 3) Report of Judges' Fees - Retain duplicate for your file
- 4) List of judges used.

School and Individual Entry Information should be retained until the end of the school year.

Please do not hesitate to e-mail ccarr@ihsa.org or sknoblach@ihsa.org or call the IHSA Office at (309) 663-6377 for any help in planning the contest. We sincerely hope that your contest will be successful in every way and I want to take this opportunity to thank you for all the time and effort you expend in managing this contest for us.

TIMETABLE/CHECKLIST FOR CONTEST MANAGERS

The following is intended to be a guide in the planning of the Solo/Ensemble contest. Feel free to contact the IHSA at 309-663-6377 if you have any questions or concerns.

FOUR MONTHS PRIOR TO YOUR CONTEST

There will be a virtual manager's meeting on Nov. 1, 2024 at 2:00 p.m. This meeting will allow you to talk first hand to the software developer and learn the fine points about using the software to manage your contest. We strongly encourage you to attend this meeting.

THREE MONTHS PRIOR TO YOUR CONTEST

Confirm contest on school calendar and meet with representatives of school administration and staff (faculty, custodial, secretarial and cafeteria) to explain the very 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 LEARNING EXPERIENCE FOR THE STUDENTS INVOLVED.**

Communicate with attending schools, alerting them of special needs or situations at the site. Communication should also include email address (available from the manager's software <http://tourneywire.com/musicmanager>) and what time you are available to take calls. Emails are a very effective and efficient way of communicating with your schools. It is suggested that you set up an Email group of these schools. **Reminding schools to have their information in by the deadline date of February 2, 2024 would be good information to include.** Please make sure your attending schools have a clear understanding of the online entry process.

Make contact with persons for a contest committee and consult with them regarding prospective judges.

Contact prospective judges. Obtain them from as close to your site as possible. Communicate with last year's manager and seek their advice based on their contest experience.

Make contacts and arrangements for piano rental and tuning.

TWO MONTHS PRIOR TO YOUR CONTEST

Determine rooms needed for contest centers and warm-up areas. Check with last year's manager for how many rooms and judges were used last year.

Check on the manager's software to make sure schools are entering in a timely manner. E-mail or call schools that have not made their entries to remind them of the deadline.

Practice using the manager's software to become familiar with all of the tools provided for you to schedule your contest.

SIX WEEKS PRIOR TO YOUR CONTEST

Determine what equipment will be necessary for your contest, e.g., risers, percussion equipment, stop watches, etc.

Continue to monitor the school's entries through the manager's software and finish hiring judges as needed.

Make arrangements for hospitality room, if you plan to have one. (Remember, IHSA does not fund hospitality rooms.)

FIVE WEEKS PRIOR TO YOUR CONTEST

Begin making your contest schedule through the manager's software.

Contact all necessary workers required by your contest room chairmen, secretary, office help, runners, etc.



Select some highly competent and dependable volunteers to assist you in contest management.

Contact all local restaurants, notifying them of possible heavy traffic.

Make arrangements for concessions at your contest.

Finalize judge employment. Communicate time and location of arrival.

THREE WEEKS PRIOR TO YOUR CONTEST

Make arrangements for tuning and moving pianos.

Review your master schedule according to the entries submitted by the schools assigned by the IHSA office. Contact your judges by e-mail from the manager's software regarding any needs, your schools, maps and possible joint travel.

Be sure your tentative budget form has been sent to the IHSA office for approval.

TWO WEEKS PRIOR TO YOUR CONTEST

Duplicate your program and provide two copies to each competing school prior to the contest. (Make sure you include registration information, directions to the school, parking instructions, etc.). Your contest schedule should be finished and should be available for schools to see on the manager's site.

Make signage and posters for displaying ratings according to your master schedule.

Assemble the Judges packets into program order and number so the sheets and your program coincide.

Notify the local news media with press releases.

ONE DAY PRIOR TO YOUR CONTEST

Meet with all volunteers and workers and go over specific assignments, locations, and times needed.

Assign student helpers to meet each bus to give directions to homeroom locations, etc.

Alert custodial staff of the contest, indicating its help will be needed to move equipment, put up risers, etc., not to mention cleaning up after the contest.

Have all pianos moved or delivered.

Place necessary stands and equipment in rooms.

Provide a solid table and a comfortable chair in each room for the judge.

Put up any necessary signs for location of centers, restrooms, lunchrooms, etc.

CONTEST DAY

Make sure all centers and warm-up rooms are open.

Check on attendance of all workers.

Be available to offer any advice or information needed.

MONDAY AFTER YOUR CONTEST

See to the return of all pianos and borrowed equipment and furniture.



The online manager's software will generate the Tally Sheet for your contest.

ONE WEEK AFTER YOUR CONTEST

Collect all outstanding bills and submit the Financial Report to the IHSAA office.

The entries you receive from the schools should be kept at your school until the end of the school year.

REMINDER: Please complete and send the Contest Financial Report to the IHSAA office.

The following is intended to be used as a guide in the planning of a music contest, and would have to be tailored to fit a particular host school's facilities. If you find any of the sample materials usable for your contest, feel free to duplicate them or modify and reproduce them as needed. Keep in mind that because of the many students and teachers involved, problems are going to arise which cannot be covered in an outline such as this and you, as the manager, must be prepared to make decisions on them. You can only do this by being thoroughly familiar with the IHSAA Music Contest Manual for Schools and Managers. Feel free to contact the IHSAA office in Bloomington at (309) 663-6377.

I. PRE-CONTEST PREPARATION

Items to be considered immediately upon finding that you have been assigned the responsibility of running a music contest.

Facilities:

- 1) Select your contest committee from the music teachers in the schools that will be assigned to your contest. Try to enlist the aid of the contest manager from the previous year in your area. His/her advice can be quite valuable.
- 2) Ascertain potential adjudicators and hire approximately the number that you will need. Remember that nearly thirty other contest managers will be doing the same, and good judges are not as easy to find as you might imagine. Recognize the fact that the most difficult categories to fill are flute, double reeds, and percussion, and look for those immediately. The IHSAA will provide a list of adjudicators that will help upon request. The IHSAA provides a sample adjudicator contract. You may duplicate it, making changes/adaptations, if necessary, to fit your individual contest situation. Obtain your judges from as close to your contest site as possible to minimize travel costs.
- 3) Survey your building(s) for the most logical arrangement of contest rooms, including warm-up and home room areas. If possible, avoid having contest rooms back to back. A vacant room between contest rooms will act as a buffer zone. If this is not possible in some areas, arrange to set up the rooms so that the contestants are as far away from each other as possible. Have school maps available. It is also best to try to set up areas as follows:
 - a) Vocal rooms area
 - b) Woodwind rooms area
 - c) Brass rooms area (isolate from others)
 - d) Percussion rooms area (isolate, but use regular room)
Avoid use of gym
 - e) String rooms area
 - f) Warm-up rooms (as many as possible)

The music department can often act as a warm-up area for a large number of entries. While the ultimate would be a warm-up room for each contest room, this is very difficult to follow. Approach it as closely as possible. Avoid using a gym for any type of contest room, if possible. Your gymnasium is usually the most logical place for a combined home room. (The percussion contest is sometimes placed in a gymnasium, but it should be remembered that percussionists deserve the same type of room as given to the other entries.) The bleachers can be divided into sections and schools can be assigned to a particular section depending upon the number of entries.

- 4) **Piano Rental:** Contact the host from last year to see who they rented from and how many pianos were needed. Try local music stores for possible rental. Start early on acquiring pianos, especially if another contest is near your school. You may find that rental, transportation and tuning of pianos can be worked out as a package with the company, or you may have to deal with each process individually. Regardless, pianos will be a substantial expense, so start early and shop diligently to obtain the best possible deal. Consider contacting local churches, neighboring Jr. High and Elementary schools to borrow pianos.

The use of electronic pianos is strongly recommended in most practice and contest rooms. Technology has advanced a great deal in this area and electronic pianos are not only very practical in most cases, but they can also save contests a considerable amount of money.



II. THE CONTEST

When the school assignments are posted on the IHSA website:

School codes are assigned automatically by the electronic entry program.

When individual school information arrives:

1) **Check information:**

a) Double check the information sheet supplied by each attending school.

After the entry deadline and you utilize the manager's software program:

b) Check for violations of contest rules. (Maximum number of soloists or ensembles, personnel violations, etc.)

c) Check the amount due from each school and see that the proper fees are paid. Event and penalty fees are explained in Article IV of the Music Terms and Conditions. (You are responsible for collecting the entire amount shown on the form supplied by the IHSA.)

2) **CHECK FOR STUDENTS WITH MULTIPLE ENTRIES!**

3) **Dealing with late entries:**

The IHSA approved penalties for those schools whose entry information arrives after the approved deadline. Those penalties are listed in the Music Terms and Conditions (Article IV) and are as follows: Information 2 days late \$50 penalty; 3 days late \$100 penalty; and information more than 3 days may not be accepted (discretion of the manager). You are to use the form in your Managers Manual to indicate schools that should be assessed this penalty. Site Managers will be responsible for the collection of these fines. Please reflect this amount on your Financial Report.

III. PREPARING THE ROOM SCHEDULES AND THE CONTEST PROGRAM

1) Follow directions in the information provided in the Managers Program.

IT IS VERY IMPORTANT that you send programs to each entered school at least two (2) weeks before contest day. Please make sure your schedule is complete two weeks before contest and is available online. Use the e-mail system on the manager's web site to announce when the schedule is available to the schools attending your contest. This information is needed to facilitate planning for transportation, personal schedules, etc. (IF YOU DO NOT HAVE THE COMPLETE PROGRAM READY AT THIS TIME, PLEASE AT LEAST SEND EACH SCHOOL A COPY OF ITS STUDENTS' SCHEDULES.)

2) Extra copies of the individual room schedule will be needed for posting of results, and for office use.

IV. PREPARING ADJUDICATOR ENVELOPES

1) Prepare a large manila envelope with the room number and adjudicator's name for each contest room.

2) Insert judges ballots produced by the managers program in the proper adjudicator's envelope.

3) Include a copy of the room schedule, scratch paper, and pencils. Also, it would be a good idea to place a copy of the rules for the contest or at least a copy of the page entitled "Penalties".

V. CONTEST OFFICES

1) Main office — This will be an office designated as the "Contest Office" and should be manned by the person or persons with an adequate knowledge of the contest set-up and the IHSA Manual for Schools and Managers to answer any questions that may (and will) come up. Cancellations, substitutions, etc., are handled here.



Individual school envelopes containing the adjudicator's sheets are given out from this office at the end of the day. Lost and found is also handled here

This area needs to be large and have plenty of room to adequately complete the many aspects of the contest. If possible, divide the office into five areas:

- 2) The first three offices would be used as processing rooms for vocal, wind/percussion, and strings, respectively.
- 3) In each of the above mentioned rooms you will need:

Personnel: Three or four adults in each room.

Supplies: Computer with internet access the manager's software for tabulating results online. Two copies of the official schedule for each room.

Procedure:

- a) The adjudication sheets will be brought to the contest offices by the contest room clerks. They are immediately checked for the following:
 1. Accuracy in addition. (Final numerical score determines rating.) Errors are referred to the judges for correction.
 2. Completion. All sheets must have written comments by the judge. Blank sheets are to be returned to the judge to be completed.
- b) Enter ratings into the Managers Program as per instructions in the manual.
- c) After the adjudication sheets are processed by one of the other offices, they are brought to this room for final processing. The individual sheets are taken to the proper school envelope, the rating recorded on the sheet on the front of the envelope, and the adjudication form placed in the school's brown envelope.

VI. CONTEST WORKERS

To run a successful contest, you will need a great deal of help. If you have been assigned a contest, it is assumed that your administration will give you its full help and support in this endeavor. Its approval and endorsement will help when working with other faculty, custodial and cafeteria staff. The last two groups are integral to a successful contest. Contact your chief custodian and cafeteria supervisor early. Do not come to them the week of the contest and ask for the impossible. Equipment will have to be moved and food ordered if you plan to use the cafeteria. SEE THESE PEOPLE EARLY!

A parent booster group can serve as a reservoir of adult help for contest. Adults should be used as:

- 1) Hall monitors
- 2) Warm-up room monitors
- 3) Contest office workers
- 4) Information booth attendants
- 5) Parking lot attendants (especially when the buses arrive)
- 6) Concession/Cafeteria workers (it is best to use many of the regular cafeteria staff, since they will know the kitchen, where supplies are, and have the keys to everything). Student workers can also be helpful on contest day. Selected music students, not necessarily involved in the contest, can serve as:

Contest room chairman: Locate and announce contestants. Keep the contest going. Close door during performances.

Room Clerk: Assist the judge, get contestants' music to the judge and return it after the performance. Keep pencils sharpened. Post results outside the door approximately every 30 minutes. Take adjudication sheets to the office. This does work if the students are properly instructed.

Timekeeper: Indicate to the judge and contestant when allotted time has elapsed. Assist the judge in the clerk's absence from the room.



Information booth/program sellers: The students will know the building and can really help here.

VII. INSTRUMENT REPAIR

Your local music dealer may be kind enough to supply a repairman for the day. His name in the program may serve as payment for the day. The IHSA does not underwrite this cost.

VIII. NURSE'S STATION

Try to have this office close to the main office if you feel a nurse on duty is necessary. If there is an emergency, the contest manager may be needed to make a major decision.

IX. EDUCATING THE CONTEST WORKER (STUDENT AND ADULT)

Once the contest workers have been secured and scheduled, set up a general meeting for all workers the week of contest. At this time, many last minute questions can be answered. This will give the adults an opportunity to see the area they will be working in. At this meeting, expectations and work responsibilities can be discussed and questions answered. It would also be a good idea to have name tags for the workers that will indicate they are a person in authority in the area they are working.

X. CONTEST SET-UP THE NIGHT BEFORE

- 1) Decide what equipment you need in the various rooms. If you have to move anything from a room, write it down on the chalkboard in the specific room. This will serve as a reminder of what has been moved.
- 2) Adjust the rooms for best contest performance.
- 3) Get the needed stands and pianos in the various rooms. Double check percussion needs.

XI. CONTEST FOLLOW-UP

- 1) Return all equipment to the proper place at the close of the contest. Get a large crew of workers.
- 2) Fill out all the needed forms for the IHSA and fax to the IHSA office at 309-663-7479.
- 3) Pay all bills and finalize the financial report to the IHSA.
- 4) Please DO NOT SEND the Entries to the IHSA office. Retain these until the end of the school year.

COMMON SENSE PREVAILS

Following is a summarized list of suggestions from previous contest managers which you may find to be of help in making your contest run as smoothly as possible.

- 1) Assign rooms carefully. Consider: space needs, equipment needs, noise pollution and traffic patterns.
- 2) Designate someone to be your assistant manager — YOU WILL NEED ONE! To best utilize an assistant: a. Keep him/her fully informed of all contest plans. b. Give him/her authority to make decisions.
- 3) **IT IS VERY IMPORTANT that you mail or e-mail and make available online programs to each entered school at least two (2) weeks before contest day.** This information is needed to facilitate planning for transportation, personal schedules, etc. (IF YOU DO NOT HAVE THE COMPLETE PROGRAM READY AT THIS TIME, PLEASE AT LEAST SEND EACH SCHOOL A COPY OF ITS STUDENTS' SCHEDULES.)

ON CONTEST DAY

- 1) Schedule enough support workers so that each one is able to take breaks several times during the day. Increases morale and decreases errors.



- 2) Schedule workers' meetings so they can then attend the judges' meeting and be introduced to the judge(s) they will work with throughout the day. This provides opportunity for getting acquainted and discussion of how each judge prefers to handle details, etc.
- 3) Have someone with authority in the Contest Headquarters Room at all times to work with school music directors wanting to see ratings, points earned, etc.
- 4) Appoint one person to do nothing but post results.
- 5) Use chalkboards in contest rooms! They are great for judges' names, assigned workers, room inventories, time schedules, etc.
- 6) Obtain a Master Key if you don't already have one. There will be at least one door that needs to be locked/unlocked and you won't be able to find a custodian.
- 7) Make a telephone available for incoming calls and have a knowledgeable person on duty to answer it. Publish this phone number on the program schedules, sent in advance, to the music directors.
- 8) Have several persons available to meet the buses arriving from the various schools. They are most helpful, especially to first time visitors to your school, in giving directions to contest headquarters, homerooms, etc. **YOU'LL EARN LOTS OF PR POINTS!**

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 Medal 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



Music Solo/Ensemble 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 Saturday, March 4, 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:

INSTRUCTIONS TO SOLO/ENSEMBLE 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 solo and ensemble performances at the IHSA 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. **In order to move this process forward you must have registered as a judge and also taken 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. In addition, you should have registered as a judge and have taken 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 IHSA Music Solo/Ensemble Terms and Conditions, provided to you by the contest manager, before the contest begins.** Many of the rules in this book pertain to contest administration and management. However, the provisions of Solo/Ensemble Articles VIII through XI in the Music Solo/Ensemble Terms and Conditions as well as the Instructions to Adjudicators in the 2022-2023 Music Solo and Ensemble 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 IHSA 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 student performs 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 competitor as opposed to any desire to encourage or express sympathy for an honorable attempt.
- 9) **Instrumental soloists are not required to memorize.** No penalty should be assessed for use of music, nor should any bonus be awarded for memorization
- 10) The rules pertaining to the use of photocopied music are Solo/Ensemble Article VIII-A-4 and Solo/Ensemble Article VIII-G of your IHSA Music Solo/Ensemble terms and conditions. Note that if a photocopied score is provided to the judge it must be accompanied by written evidence documenting "emergency use" as defined in Solo/Ensemble Rules VIII-A-4 and/or VIII-G.
- 11) **Best of the Day Award** – Throughout your day of judging keep track of the truly outstanding events, because at its conclusion you will be asked to pick your outstanding event for the Best of the Day Award. Your Contest Manager will give you a certificate to sign, which will be sent to this performer(s). This Award represents the highest achievement of performance in your Contest room that day. Please do not leave the Contest site without filling out the Certificate supplied by the IHSA.



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 **February 5, 2024**. Please fax a completed copy of the budget form to the Illinois High School Association at (309) 663-7479 by the deadline of **February 5, 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 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 Solo/Ensemble 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,

A handwritten signature in black ink that reads "Susan M. Knoblauch". The signature is written in a cursive style.

Susan M. Knoblauch
Assistant Executive Director
Illinois High School Association



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 Solo and Ensemble Contest

Solo and Ensemble 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:

Total number of pianos needed for contest:

| | | | | | | |
|--------------------------------|----------------------|---|-------------------------|------|---|-------------------------|
| Number rented: | <input type="text"/> | @ | \$ <input type="text"/> | each | = | \$ <input type="text"/> |
| Transportation Charges: | <input type="text"/> | @ | \$ <input type="text"/> | each | = | \$ <input type="text"/> |
| Tuning Charges: | <input type="text"/> | @ | \$ <input type="text"/> | each | = | \$ <input type="text"/> |
| Total Piano Expenses | | | | | | \$ <input type="text"/> |

OTHER EXPENSES (Itemize):

| | | |
|-----------------------------|----|-------------------------|
| Custodial | \$ | <input type="text"/> |
| Secretarial | \$ | <input type="text"/> |
| Supplies | \$ | <input type="text"/> |
| Security | \$ | <input type="text"/> |
| Miscellaneous | \$ | <input type="text"/> |
| Total Other Expenses | | \$ <input type="text"/> |

Total Piano and Other Expenses \$

Manager's Stipend \$

GRAND TOTAL OF ESTIMATED EXPENSES \$

Signature of Manager

Signature of Principal/Official Representative

Mail one copy of this tentative budget to the Illinois High School Association, 2715 McGraw Drive, Bloomington, IL 61704 or fax it to (309) 663-7479 or email it to Carol Carr at ccarr@ihsa.org, on or before February 6, 2023, and keep one copy for your files.



Report on Judges Fees and Expenses

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

Solo and Ensemble Contest to be held at:

High School

Address

City

Zip Code

Date contest held:

| Name and Address of Judge Be sure to fill in complete address and events judged | Wind | String | Percussion | Vocal | Flat Fee of \$30 per hour | Number 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 | | X | | | \$30 | 6 | \$180 |
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| Name and Address of Judge Be sure to fill in complete address and events judged | Wind | String | Percussion | Vocal | Flat Fee of \$30 per hour | Number of Hours Judged | Total |
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| Name and Address of Judge Be sure to fill in complete address and events judged | Wind | String | Percussion | Vocal | Flat Fee of \$30 per hour | Number of Hours Judged | Total |
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| Name and Address of Judge Be sure to fill in complete address and events judged | Wind | String | Percussion | Vocal | Flat Fee of \$30 per hour | Number of Hours Judged | Total |
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Illinois High School Association
 2715 McGraw Dr., Bloomington, IL 61704
 Phone: 309-663-6377
 Fax: 309-663-7479

Music Solo/Ensemble Financial Summary

Solo and Ensemble Contest to be held at:

High School

Address

City

Zip Code

Date contest held:

| School | Did Not Participate | No. Of Entries That Competed | Entry Fees Paid By School | Penalties Assessed | Penalties Collected | Total Paid By School | Total Unpaid Fees |
|--------|---------------------|------------------------------|---------------------------|--------------------|---------------------|----------------------|-------------------|
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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 Solo and Ensemble Contest

Solo and Ensemble Contest to be held at: **High School**

Address City Zip

RECEIPTS

| | | | |
|--------------------------------|----------------------|---------------------|----------------------|
| Number of Solos | <input type="text"/> | @ \$10.00 each = \$ | <input type="text"/> |
| Number of Ensembles | <input type="text"/> | @ \$15.00 each = \$ | <input type="text"/> |
| Number of Ensembles | <input type="text"/> | @ \$20.00 each = \$ | <input type="text"/> |
| Late Entry Penalty Fees | | \$ | <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

| | | | |
|--|----------------------|-----------------------------|-------------------------|
| A. JUDGES FEES (per attached Report I) | | \$ | <input type="text"/> |
| B. MANAGER'S STIPEND | | \$ | 200.00 |
| C. PIANO EXPENSES | | | |
| Total Number Of Pianos Needed For Contest | <input type="text"/> | | |
| Number Rented | <input type="text"/> | @ \$ | <input type="text"/> |
| | | = \$ | <input type="text"/> |
| Transportation Charges | | = \$ | <input type="text"/> |
| Tuning Charges | | = \$ | <input type="text"/> |
| | | Total Piano Expenses | \$ <input type="text"/> |
| D. 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 ALL EXPENSES (A, B, C, D) \$ | | | <input type="text"/> |

NET INCOME (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:

Open access gates
Designate individual to meet EMS at entrance



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.

IHSA Licensed Vendor



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

School Information:

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

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- 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.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Vendor Information:

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

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- 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.

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

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