

UIL REGION 25 MUSIC HANDBOOK – GUIDELINES AND POLICIES

(Revised and Approval by Region Executive Committee – May 26, 2010)

Index

1. Duties of Executive Committee
2. Duties of Executive Secretary
3. Penalties the UIL Music Executive Committee May Assess
4. Calendar and Site Selection Committee
 - a. Designated Members
 - b. Calendar and Contest Dates
 - c. Site selections for Contests
5. Judge Selection and Hiring Process
 - a. Marching Band / Concert and Sightreading Contests
 - b. Solo and Ensemble Contests
6. Contest Honorariums and Expenses
 - a. Adjudicators
 - b. UIL Officials and Contest Hosts
 - c. Marching Band
 - d. Solo and Ensemble
7. Assessment of Fees
8. Contest Host Responsibilities and Guidelines
9. Piano Rental for Solo and Ensemble Contests
10. Instrument Rental for Organizational Contests
11. Awards – Ordering, Delivery and Presentation
12. Ordering and Final Distribution of Sightreading Music

Duties of Executive Committee

The duties of the Executive Committee are defined by the University Interscholastic League in the Constitution and Contest Rules, Section 1102, General Regulations as follows:

(f) **REGION EXECUTIVE COMMITTEE.** The State Executive Committee shall appoint in each region an executive committee composed of seven school administrators. Those administrators eligible for appointment to the region executive committees are superintendents, associate or assistant superintendents, and high school principals. The selection of members shall reflect sensitivity to ethnicity and gender. These members shall serve three-year overlapping terms. Each committee shall elect its own chair who shall serve a one-year term or continue in office until a successor has been appointed. The chair may be reelected.

(g) **DUTIES OF THE REGION EXECUTIVE COMMITTEE.** The region executive committee shall be responsible for the region competition as outlined in the Music Plan of the *Constitution and Contest Rules*. Failure to comply with these responsibilities may result in region disqualification for the current year and suspension of the region for the following academic year by the State Executive Committee. The region executive committee shall make all arrangements for region music competition as defined by the Director of the UIL.

Duties of Region Executive Secretary

The duties of the Region Executive Secretary are defined by the University Interscholastic League in the Constitution and Contest Rules, Section 1102, General Regulations as follows: (h) **DUTIES OF THE EXECUTIVE SECRETARY.** It shall be the duty of the region Executive Secretary to make all arrangements for UIL Region music competition as directed by the Region Executive Committee. The Executive Secretary has been appointed by the Region UIL Executive Committee to “**Chair**” all UIL contests for the region.

1. The Executive Secretary will present a yearly budget for the region and a yearly financial report to the Executive Committee for review and approval.
2. Copies of the Executive Committee Approved Financial Report will be sent to the State UIL Office following the annual Spring Executive Committee Meeting.
3. Minutes of the Executive Committee Meeting will be forwarded to members of the Executive Meeting following the scheduled annual meeting.
4. Salary of the Executive Secretary will be determined by the UIL Region Executive Committee

PENALTIES THE DISTRICT EXECUTIVE COMMITTEE CAN IMPOSE. *Section 29 of C&CR*

Subject to the provisions of all subsections below, the following constitutes the penalties that may be imposed by the district executive committee following a determination of a violation of the UIL *Constitution and Contest Rules*. School district personnel covered by this section are all UIL contest sponsors. See Official Interpretations #18 and 19, Appendix I. See Sections 50, 51 and 52 for Classification of Violations.

(a) **FOR STUDENT REPRESENTATIVES.** The penalties that may be imposed by a district executive committee on a student representative of a participant school for violations of ethics, sportsmanship codes, eligibility rules, contest plans or reporting practices as provided for in Section 50 are: reprimand and individual suspension.

(1) **Reprimand.** A reprimand shall be in writing and shall state the violation found, with one copy going to the school and one copy being attached to the minutes of the meeting. A reprimand may include a probationary period of up to three years, and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty

2) **Individual Suspension.** If a district executive committee finds that a student has failed to comply with the rules it may suspend the participant student from competition, including practice, in all germane activities for up to three years. Suspension may include a probationary period of up to three years, and may include any reasonable conditions, which, if not fulfilled, may result in additional suspension.

(b) **FOR PARTICIPANT SCHOOLS.** The penalties that may be imposed by a district executive committee on a participant school for violations by participant school student representatives, fans, patrons or personnel, of ethics, sportsmanship codes, eligibility rules, contest plans or reporting practices are: reprimand; public reprimand; forfeiture of contest; disqualification from germane activity; and suspension recommended.

(1) **Reprimand.** A reprimand may be oral or in writing and shall not be published in the *Leaguer*. A penalty stronger than reprimand to the school should be strongly considered in cases involving patron or fan, misconduct.

(2) **Public Reprimand.** A public reprimand shall be in writing, published in the *Leaguer*, and state the violation found. A public reprimand may include a probationary period of up to three years, and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty.

(3) **Forfeiture of Contest.**

(A) **Minimum Penalty for Ineligible Contestant.** A district executive committee shall forfeit the contest won by the individual or school, as a minimum penalty, if it finds that an individual contestant was not eligible to participate in the contest.

(B) **Mandatory Forfeiture for Participation of an Ineligible Student under Court Order.** If a student who is finally determined to be ineligible participates in a League contest under a temporary or other court order, the district executive committee shall forfeit the contest.

(C) **Violations by Personnel or Participants.** The district executive committee may order contests to be forfeited prior to or after the competition for violations

of rules by covered school district personnel and/or participants if an unfair advantage was gained.

(4) *Disqualification.*

(A) *Disqualification from District Honors.* Disqualification from district honors shall deny the awarding of district championship honors and deny participation in UIL contests beyond the district level for a period of up to three years. This penalty may include a probationary period of up to three years and any reasonable conditions, which if not fulfilled, may result in an extension of the disqualification or recommendation of suspension to the State Executive Committee. The penalty of disqualification may be appealed to the State Executive Committee.

(B) *Mandatory Disqualification.* The district executive committee shall disqualify a participant school or member from all germane activities if the participant school or school district has failed materially and knowingly to comply with the *Constitution* and/or *Contest Rules*, or if the participant school or school district has knowingly and intentionally permitted an ineligible individual to represent it in a League contest, or if the participant school or school district has competed against or participated in a tournament with a non-school team composed of one or more UIL participant high school students with remaining eligibility in that sport, in violation of Section 1208. The penalty of disqualification may be appealed to the State Executive Committee.

(5) *Suspension Recommended.*

(A) *Competing Against a Suspended School.* If a district executive committee finds that a participant school has knowingly competed with a suspended school in a germane contest or scrimmage, it shall submit to the State Executive Committee its findings and recommend that the participant school be suspended.

(B) *Other Offenses.* If in the opinion of the district executive committee the offense is of sufficient gravity to warrant suspension in the germane activity, the committee shall make such recommendation and transmit its findings to the State Executive Committee. The State Executive Committee shall determine whether or not the offending school shall be suspended.

(c) **FOR SCHOOL DISTRICT PERSONNEL.** The penalty that may be imposed by the district executive committee on school district personnel is reprimand. Following a protest or report of violation as provided for under Section 51, the committee may issue a reprimand to a covered school district employee if it finds that the employee violated the *Constitution and Contest Rules*. The deliberations of the committee while in executive session need to remain private; however, minutes shall be taken. A reprimand should remain private at all times and committee members shall refrain from discussing the executive session with anyone unless it is appealed to the State Executive Committee. If a reprimand is appealed to the State Executive Committee, the district executive committee shall provide the State Executive Committee a complete record of the minutes of the meeting and/or executive session wherein the decision was made. If the committee decides that a public reprimand or suspension should be considered, the committee shall transfer the protest or report of violation to the State Executive Committee for disposition.

Calendar and Site Selection Committee

Designated Members

1. Region Executive Secretary (chair)
2. Music Supervisors
3. Elected Region Officers
 - Region President
 - Region Vice-President
 - Region Secretary
 - HS Band Chair
 - MS Band Chair
 - Association of Texas Small School Band Chair
 - Jazz Band Chair
 - HS Choir Chair
 - MS Choir Chair
 - HS Orchestra Chair
 - MS Orchestra Chair

Calendar and Contest Dates

- Calendar and Site Selection Committee will meet each spring to set dates and sites for upcoming school year. Testing dates, academic dates, spring breaks, holidays, etc. are observed as the UIL Music Calendar is developed.
- Dates set by the committee become the official dates for all region music contests. Because contests dates across the state typically fall into the same time periods, this finalization of dates allows adjudicators to be hired for the upcoming school year in a timely manner.

Site Selections for Contests

- Members of the Calendar and Site Selection Committee are asked to recommend sites for the upcoming year's music contests. It is helpful for members to have verified that the sites recommended can and will be willing to host the contest. Every effort will be made to ensure that a site can accommodate the contest. The campus should include appropriate auditorium, warm-up room, sightreading room, and contest office.
- The UIL Music Executive Committee has ruled that all UIL music contests will be held on school district campuses/facilities.

Judge Selection and Hiring Process

Marching Band / Concert and Sightreading Contests

- Band, Choir, and Orchestra Directors are given the opportunity to vote for judges via an on-line survey prior to the hiring of judges for the upcoming school year. The results of the voting are tallied by the Region Executive Secretary so that potential judges may be invited to judge for Region 25 in the order of the survey ranking. Directors are encouraged to consider a broad section of highly qualified judges from across the state.
- The Region Executive Secretary or his designee will contact the potential judges and extend an invitation for them to adjudicate the assigned contest. The Executive Secretary will hire and send contracts to selected judges for all UIL contests.
- Marching Band Contest in Region 25 includes bands from classifications 2A/3A/4A/5A/6A-NV/6A. Separate panels will be hired to judge the 2A/3A/4A classifications and the 5A/6A classifications. The Region Executive Secretary will attempt to hire judges who are familiar with the respective classifications to adjudicate the Region Marching Contest.

Solo and Ensemble Contests

- The Region Executive Secretary or his designee will be responsible for contacting the necessary judges for the region's Solo and Ensemble Contests. The Executive Secretary will send contracts to selected judges for all contests.
- Region 25 is fortunate to have numerous and clearly outstanding programs in our neighboring regions. In an effort to hire quality Solo and Ensemble Judges but also hold down travel and hotel expenses, the Region Executive Secretary or his designee will make every effort to hire judges for Solo and Ensemble Contests from these neighboring regions. Hotel accommodations and large travel expenses should not be needed for these contests.

Honorarium & Expenses for Judges, Designated UIL Contest Administrators, and Hosts

UIL Adjudicators

- The daily honorarium rate for all UIL adjudicators is set by the State UIL Office. Payment for hours of scheduled overtime is also set by the State UIL Office.
- Travel and mileage is paid at the current travel reimbursement rate as set by the Texas State Comptroller. Rent cars are not a reimbursable expense. Air travel must be booked economy or coach. First Class air travel is not a reimbursable expense.

- Hotel direct bill arrangements and rates for adjudicators are negotiated by the Executive Secretary. The Contest Host will contact respective judges regarding their travel plans, hotel needs, etc. and will make needed reservations directly with the designated hotel.
- Meals are paid at the current meal reimbursement rate as set by the Texas State Comptroller.

Designated UIL Contest Administrators

- The Executive Secretary or his designee will administer the contest office and be paid the same daily honorarium and overtime rate as the rate paid to UIL Judges. This person will be familiar with UIL Contest Procedures.

Contest Host/Organizer

- Contest Host/Organizer will be paid the same daily honorarium as the rate paid to UIL Judges. Contest Host Honorarium for all UIL events will include an additional \$100 per event for contest preparation time. Saturday contests scheduled for more than 8 hours of judging time will also include overtime pay for hosts at the rate paid to judges for that event.
- The Contest Host/Organizer will arrange for transportation to and from the airport when necessary and will be reimbursed by the region for expenses incurred for this transportation at the rate set by the Region Executive Committee. Rent cars are not a reimbursable expense.
- The Contest Host/Organizer will be reimbursed for hospitality arrangements such as water, coffee, juice, and snacks for the judges, host, host assistant director, contest officials, and recording technicians. Meals or snacks for student helpers are not a reimbursable expense.
- The Contest Host/Organizer will be reimbursed for meals scheduled during the judging day for judges, contest officials, contest host, host assistant director, and recording technicians. Expenses for meals must not exceed the per diem rate as determined by the Region Executive Committee.

Marching Band Contest Officials

- Paid Marching Band Officials include Contest Host/Organizer, Official Timer, Field Timer, Announcer, Judges Comments-CD Recorder, Security Personnel, Nurse or Paramedic, Ticket Sales and Hospitality Service provided by Host Booster Club, or other Officials as deemed necessary by the Region Executive Secretary for the purposes of administering the contest.

Solo and Ensemble Contests

- In addition to the Contest Host/Organizer honorarium, UIL will pay one additional honorarium to a Co-Host as designed by the Contest Host for All Solo and Ensemble Contests.

Fee Assessment

- UIL Region 25 Music Executive Committee, with the guidance of the UIL Region 25 Music Executive Secretary, has set a fee structure comparable to the majority of regions across the state. Each individual contest or division is not set up to balance income vs. expenditures by contest or division. Instead all income from entry fees and marching gate admission is used to pay all expenses for the region including judge's honorarium, hotel and travel expenses, state fees, awards, recording and video fees, and contest host and administrative expenses as approved by the UIL Region 25 Music Executive Committee. A detailed income and expenditure report is presented to and approved by the Region Music Executive Committee annually and filed with the UIL State Office each year.
- Pursuant to the UIL Constitution and Contest Rules and League policy, UIL Region Executive Committees are responsible for reviewing and approving the overall Region's operations.

Contest Host/Organizer Responsibilities and Guidelines

- The Region Executive Secretary will develop guidelines for Contest Host/Organizer to prepare and facilitate the contest to be hosted on the school campus or district stadium.
- Contest Host/Organizer will coordinate with participating schools the details for the contest including routing of students, bus parking, room assignments, posting of necessary information signs, etc.
- Contest Host/Organizer will coordinate with adjudicators regarding travel plans, arrange to have someone pick up judges from airport if necessary, arrange for transportation of judges to and from hotel if necessary, hospitality (*water, coffee, cold drinks, snacks*), and meals (*at the approved per diem rate*) for judges and contest administrators that must be scheduled during contest day. Costs incurred will be reimbursed to the Host at the end of the contest.

Piano Rental for Solo & Ensemble Contests

- The Executive Secretary will communicate with the Contest Host/Organizer to finalize rental of pianos for Solo & Ensemble Contests.
- Due to the number of pianos needed, tuning requirements and portability, digital pianos will be rented when available for Band, Choir, and Orchestra Solo & Ensemble Contests.

Instrument Rental for Organizational Contests

- Rental of instruments for Organizational Events is not a reimbursable UIL expense. This includes Field Percussion, Sound Equipment, Risers, Grand Pianos, Harps, etc. Schools needing that equipment must provide it for their competition performance.
- Schools volunteering their facilities for Concert and Sightreading Contest should provide any necessary pianos, stands, chairs, and basic percussion equipment. Performing organizations must be prepared to

bring all other necessary performance instruments which may include platform risers should they be needed.

Awards – Ordering, Delivery and Presentation

- The Region Executive Secretary will be responsible for the ordering, delivery and presentation of all awards for UIL Contests.
- Trophies and Medals will either be drop shipped directly to the school or brought to the contest by the Region Executive Secretary.

Ordering and Final Distribution of Sightreading Music

- The Region Executive Secretary will be responsible for the ordering of all sightreading music for UIL Contests.
- Following all of the region's music contests, the Region Executive Secretary will make the sightreading music available for sale at a slightly reduced rate to the directors in the region. This practice of selling the music back to the schools for future sightreading practices is common across the state. It also helps to offset the high cost of initial purchase of the music.