

# NWArkCDA Region Manual

## **Article I - Purpose**

- 1.1.1 The purpose of this manual is to supplement the state manuals, constitution and bylaws and to clearly define the operation of the NWArkCDA daily dealings and events.

## **Article II- Officers**

- 1.2.1 The officers of the NWArkCDA shall be Region Chair, Secretary/Treasurer, JR Registration Chair, JR All-Region Audition Site Manager, SR All-Region Site Manager, All-Region Clinic Host and CPA Host.
- 1.2.2 Officers shall be elected at the NWArkCDA All-region Clinic.
- 1.2.3 At the junior high level, Site Manager and Registration can be the same person and will receive both honorariums.

## **Article III – Duties**

### 1.3.1 Region Chair

- Organize and supervise all vocal activities on the region level with the aid of event managers according to the ArkCDA All Region/State and Choral Performance Assessment (CPA) manuals.
- Serve on the ArkCDA board of directors representing the needs and concerns of the NW region.
- Supervises the business, officers, events, and professional development of the region.

### 1.3.2 Secretary/Treasurer

- Responsible for taking the minutes at each region meeting.
- Completes any correspondence needed for the region.
- Provides minutes to region directors within two weeks following each meeting.
- Responsible for keeping bank records.
- Responsible for making deposits and writing checks for region business.
- Reports all finances to the region at regular business meetings.

### 1.3.3 Jr. / Sr. All-Region Audition Site Manager

- Compile and provide each of the region's directors with necessary forms and information concerning tryout procedures, maps, and restaurant information.
- Post the tryout material in the registration area thirty minutes prior to the beginning of the auditions. (Senior High)
- Acquire the data file of eligible students from region chair.
- Prepare audition number tags for each student.
- Oversee the registration process.
- Secure the following items:
  - individual scoring form for each student
  - public address system

- signs for registration tables
- holding room
- warm-up room large enough to hold 80 with cd player or sound system (Senior High)
- eight audition rooms with screens (Senior High)
- ten audition rooms with screens (Junior High)
- music stands for each audition room
- cd players for each audition room
- one tryout packet per judge including
  - ✓ numbered adjudication sheets
  - ✓ pencils
  - ✓ one judge rank form
- extra cd players
- extension cords
- signs identifying each audition room
- tally room
- pencils
- individual tally sheets
- Registrars
  - Have students check spelling of their name
  - Have students initial beside name
  - Return sheets to the tally room when registration closes
- Door Monitors
  - Maintain order outside the room
  - Have each student initial beside their name as they enter the tryout room
  - Bring groups into the audition room for group warm up (Junior High)
  - Bring each individual student into the room in proper numerical sequence
  - Announce each student's audition number to the judges.
  - Return lists to room head judge at the conclusion of the tryouts
- Holding Room Managers
  - Call students from the holding area to the warm up room
  - Make any necessary announcements
  - Provide for the lining up of each section
- Warm Up Room Manager (Senior High)
  - Instruct students in the mechanics of the audition process.
  - Play the audition cd allowing the students to sing through the tryout material two times.
- Tryout Room Managers (2 managers per room)
  - Operate the cd equipment (head judge may perform this task)
  - See that judging sheets are properly filled out and added correctly
  - Insure that the judging sheets are stapled together in the proper order
  - Input scores into Tryout Manager software program.
- Escorts
  - lead each group to the warm up and tryout rooms

- Runners
  - Return completed audition sheets to the tally room (If Room Managers are not entering information.)
  - Perform other duties as needed
- Compile the final list of all auditioned students, showing
  - each student's number
  - chair
  - name
  - school
  - individual and total raw scores
  - individual and total rank scores

#### 1.3.4 Jr. Registration Chair

- Download registration list from ArkCDA web site
- Assign audition numbers to all parts
- Take care of approved special time requests
- Forward finalized numbers to Junior High All-Region Site Manager

#### 1.3.5 All-Region Clinic Host

- Secure the facility and necessary equipment for rehearsals and performance of the All Region Choirs.
- Set up registration tables for high school and junior high students. Region chair will provide or send attendance lists in time for registration. Distribute name tags at time of registration.
- Organize lunch and dinner for the clinicians and accompanists as needed.
- Prepare rehearsal seating prior to first rehearsals.
- Communicate from region chair how clinicians want each choir seated.

#### 1.3.6 CPA Host

- Provide guides to lead groups from room to room.
- Assure ArkCDA by-laws and constitution guidelines are followed.
- Provide an announcer for the performance hall.
- Provide hospitality room.
- Arrange for meals for adjudicators and sight-reading accompanist.
- Report and document any irregularities to the Region Chair.
- Record the performance scores and sight-reading scores using the ArkCDA Audition Manager.

#### 1.3.7 Member School Directors

- All-Region Tryouts
  - Register students using ArkCDA Event Manager found on ArkCDA web site.
  - Registration deadline is 2 weeks prior to the event.
  - Students cancelled after the deadline must be paid for.

- Double fees will be assessed for any student registered after the deadline.
- Any director who has students participating in the auditions shall be required to participate the entire day of the audition in an assigned position as needed. Failure to do so will result in a letter of notification to the proper school administrator.
- Director absences may be excused at least two weeks in advance by the chairman unless an emergency arises that the region chair deems acceptable.
- Schools are expected to provide adequate chaperones to supervise their students while the school director is judging or working at the event.
- All-Region Clinic
  - Schools are expected to arrive on time for registration.
  - Directors are expected to report any late cancellations immediately to the Room Monitor to quickly facilitate alternate and move-up placement.
  - Directors are expected insure that students attend all rehearsals and concert.
  - A director may request approval from the region to allow a student to miss part of All-Region Clinic for extenuating circumstances and retain their “chair” in regards to All-State eligibility.
  - Directors attending All-Region Clinic are expected to participate in the business meeting of the region. (Professional development hours will be provided by the region chairperson.)
  - All directors are encouraged attend the NW ArkCDA business meeting in the case said school does not have any students participate in the All-Region Choir that year.
  - Directors are expected to assist with student supervision throughout the day.
- CPA
  - Directors are expected to have a thorough working knowledge of the ArkCDA Choral Performance Manual before the event. (This is found on the ArkCDA web site under manuals.)
  - Choirs are to be registered online using the ArkCDA web site. (Found through Resources, For Teachers, Online Registration, then Region CPA/State Festival.)
  - Choirs are to be registered by established deadline. (Mid February)
  - All fees must be paid by the date of the event.
  - Directors are expected to provide adequate supervision for their ensembles.
  - Students and representatives of each school are expected to exhibit proper etiquette and respect for all performers and host facilities.

## **Article IV – Meetings**

1.4.1 NWArkCDA will hold regular business meetings at least three times per year.

Fall – ACDA Reading Clinic  
Mid year – All-Region Clinic  
Spring – on or before May 10

**Article V –Fee’s**

- 1.5.1 All-region auditions fee’s will be \$5.00 per student and will be due two weeks prior to the event. Proof of payment request will suffice by deadline.
- 1.5.2 Each student will pay a \$5.00 clinic fee. Due the day of clinic
- 1.5.3 CPA fees will be \$100 per large group and \$75 per ensemble, due two weeks prior to the event. Proof of payment request will suffice by deadline.
- 1.5.4 Solo and Ensemble fees will be \$5.00 per person from solo to quartet and \$25.00 for small ensembles (5-12).
- 1.5.5 Any director that has an absence from an All-Region audition other than illness or death in the family will be charged \$75.00 to find a replacement judge.

**Article VI – Honorariums**

- 1.6.1 Region Chair shall be paid \$1200 per year, paid in two installments of \$600 (November and May).
- 1.6.2 The Secretary/Treasurer shall be paid \$300 per year, paid in two installments of \$150 (November and May).
- 1.6.3 All-Region site and All-Region registration will receive \$100.
- 1.6.4 All-Region Clinic Host will receive \$100.
- 1.6.5 CPA host will receive \$200 for the 3 day event.
- 1.6.6 All-region clinicians will receive \$400
- 1.6.7 All-region pianists will receive \$200
- 1.6.8 CPA judges will receive \$175 per day and \$22 per hour for every hour over 8 hours per day.
- 1.6.9 Replacement all-region judges will be paid \$75 for the day.
- 1.6.10 CPA Sight Reading pianist will receive \$100.00 each day.