



Arkansas

Choral Directors Association

All-Region/State Manual

(Revised, Fall 2023)

This document covers both junior and senior high events. Rules that are unique to the junior high are specified. All other rules apply to both levels.

SECTION 3.1 - ORGANIZATION

1. The preeminent concern is to select the finest musicians possible from the eligible secondary schools in Arkansas.
 - a. Only schools which have paid ArkCDA participation fees and which are members in good standing of the Arkansas Activities Association may participate in the All-Region/State event.
 - i. Entrants must be a member of a choral program at their respective school, provided such is available.
 - ii. Each directors' final registration list should be submitted no later than two weeks prior to the audition.
 - iii. Fees must be paid for all students who are registered for the audition even if there are some students who cancel before the audition.
 - iv. Directors are encouraged to pay all fees with the initial registration but will be required to submit all fees upon arrival at the audition site.
 - v. There will be no refund of audition fees; However, the Chairman should be notified of any cancellations at least one week prior to auditions where possible.
 - b. Chairs 1-20 of each All-Region SATB Choir will be qualified to audition for the All-State Choir.
 - i. When a region fails to fill its audition slots in any given section, the remaining slots will be made available to the other regions in order of the number of students auditioning at the region level.
2. After the All-Region Clinics, any cancellation of students in the All-State audition roster should be reported to the Executive Director.
 - a. The Executive Director shall notify the choral director of the alternates moved into the audition. Regions may move up the proper alternates from within their own region to compensate for cancellations as necessary up to the 48 hour deadline.

- i. In order to qualify as an All-State alternate, a student must have participated in the All-Region Clinic as a member of one of the All-Region Choirs unless they received an excused absence from the clinic.
 - ii. In regions without a TTBB and/or SSAA chorus, chairs 21-25 may audit the All-Region SATB Choir in order to retain All-State alternate eligibility.
- b. The All-State audition roster will be frozen 48 hours prior to the start of All-State audition registration. Any student labeled as an alternate will be removed from the audition roster at that time and not be allowed to audition. Alternates must be present at the start of the first rehearsal to be eligible for placement in the All-State Treble or Tenor/Bass chorus.

SECTION 3.2 - CLINICIANS AND REPERTOIRE

1. Clinicians

- a. The All-State clinicians will be determined by the board of directors.
- b. To assist with planning, the board will determine the clinicians two years in advance where possible.
- c. Region clinicians must be selected no later than December 1st of the year preceding the event.
- d. Region clinicians and their contact information should be reported to the Executive Director as soon as those clinicians are confirmed.

2. Repertoire

- a. The music to be performed by the All-Region and All-State Choirs will be determined by the clinicians after consulting with the Region Chairs (region) or the Executive Director, All-State Chairman, and President (state).
- b. Music to be used at region clinics must be reported to the Executive Director no later than February 1.
 - i. At the junior high level, the Region Chairman and at least two other directors will determine those titles to be prepared for region level auditions.
 - ii. Senior high required All-Region audition selections will consist of two SATB selections, one SSA/SSAA selection, and one TTB/TTBB selection.
 - iii. Selections not reported by the deadline date may be chosen by the Region Chair in consultation with the directors of the region.
- c. The All-State audition will consist of two SATB selections and two SSA/SSAA and TTB/TTBB selections, with only three of the four pieces actually being used at the audition. After consulting with the clinicians, the All-State Chair and the President will determine those selections to be used for All-Region auditions and those to be used for All-State auditions.
- d. Titles will be posted on the ArkCDA website no later than May 1st. Titles not reported by May 1st will be added as soon as they become known.
- e. Regions may not audition or perform All-State repertoire unless it is designated as a common region piece.
- f. Sight-reading pieces will be prepared for performance by each All-State Choir.
 - i. Music will be provided by ArkCDA.

- g. The All-Region Concert shall include the designated common region pieces plus additional selections which shall be determined by the All-Region Choir clinician.

SECTION 3.3 - AUDITION PERSONNEL AND DUTIES

The following personnel for the audition should be secured for the audition.

1. **Event Manager** - At All-Region auditions this can be the Region Chair or designee(s). At All-State auditions this is the Executive Director.
 - a. Make assignments for judges, warm-up room managers, holding room managers, door monitors, and double checkers (optional). Judging assignments should not be made public until the directors' meeting on the morning of the auditions.
 - i. Junior High: 3 or 5 judges
 - ii. Senior High (All-Region and All-State): 5 judge panels for all voice parts
 1. At All-State auditions, Region Chairpersons shall submit a list of persons to work at the state auditions.
 2. As far as possible, region judges will be evenly distributed among the voice parts at state.
 - b. Provide audition files and instructions for the preparation of the event rehearsal/audition files.
 - c. Consult the clinicians regarding performance tempo of each selection for the audition file.
 - d. Provide for the preparation of the audition tracks following consultation with the region directors for All-Region auditions or the Region Chairs for All-State auditions.
 - i. Jr. High auditions that include 2 pieces should be a minimum of one minute and twenty seconds from start to finish. Auditions that include 3 pieces should be a minimum of one minute and fifty seconds from start to finish.
 - ii. No audition should be longer than two minutes and fifty seconds.
 - e. For Junior High, send the audition cut description and sound files to the ArkCDA Executive Director. The Executive Director will make the sound files available to directors at 6:00 A.M. the day before the auditions.
 - f. Post the audition material in the registration area a minimum of thirty minutes prior to the start of registration the day of auditions.
 - g. Compile and provide each of the regions' directors with necessary forms and information concerning audition procedures, maps, hotels, and restaurant information.
 - h. Arrange lunch for all audition workers
 - i. Ensure all necessary equipment as needed.
 - i. All signage for the event, including registration, audition rooms, holding area, warm-up room, and tally room.
 - ii. Projection system for holding room
 - iii. Public address system
 - iv. Mp3 and/or CD players and hard-wired external speakers (including extras)
 - v. Privacy screens for each audition room
 - vi. Extension cords
 - vii. Music stands for each audition room

- viii. Audition sound files (mp3 and/or CD)
- j. Send the final audition file to the Executive Director.

2. Event Registrar

- a. Acquire the data file of registered students from the Executive Director for All-Region auditions and from each Region Chair for All-State auditions.
- b. Prepare the audition software file for the event.
- c. Prepare all audition printed materials
 - i. Student audition tags
 - ii. Holding room call sheets
 - iii. Door monitor sign-in sheets
 - iv. ArkCDA audition rubric
 - v. Judges' audition ID Check-off list (includes all student numbers in the audition room)
 - vi. School list/tags for sorting results sheets
 - vii. Master Registration List
 - viii. Change in Database forms
 - ix. Registration packet for each school consisting of a list of registered students, voice parts, ID numbers, a Change in Database form, and audition tags.
- d. Prepare individual judge packets that include the following: pencils, ArkCDA audition rubric, and student check-off ID list in numerical order.
- e. Oversee the registration process.
- f. Ensure the final list of all auditioned students, showing each student's numbered chair, school, and the individual raw and rank scores is posted by the Executive Director within 24 hours following the conclusion of auditions.
- g. Have "Change in Database" forms for requested changes the day of auditions (voice part changes and students who were not registered.) These forms must be signed by the director before any changes can be made to the database. Such changes are subject to triple fees.

3. Registration Workers

- a. Have students check spelling of their name and registered voice part
- b. Have students sign beside their name
- c. Collect sign-in sheets, "no show" tags, and Change in Database forms when registration closes and give them to the Tally Room.
- d. Pass out chaperone tags and collect chaperone forms.

4. Door Monitors (All-Region and All-State)

- a. Maintain order outside the room
- b. Have each student sign beside their name as they enter the audition room making sure that the sign-in sheet matches the information on the student's name tag.
- c. Record the number of previous years in All-State (All-State auditions only)
- d. Bring each individual student into the room in proper numerical sequence.
- e. Announce each student's audition number as printed on the student's name tag to the judges.
- f. Notate no-shows on the sign-in sheet and announce no-shows to the judges.
- g. Give the sign-in sheet to the head judge after the last student auditions in that room.

5. Judges

- a. Judge each student according to the ArkCDA audition rubric.
- b. Head judge (as designated by the Event Manager) shall operate the sound equipment.
- c. Head judge is responsible for communicating with the door monitor as needed.
- d. Head judge is the only person in the audition room that is allowed to speak to students and should only do so if absolutely necessary.
- e. The volume level of the audition track will be set prior to the first student audition. The volume may not be adjusted after the first student has auditioned.

6. Holding Room Manager(s)

- a. Call for students to line up to go to the warm-up room.
- b. Line up each section in audition order before they are taken to the warm-up room.
- c. Communicate with the warm-up room managers throughout the day to monitor the flow of students.

7. Warm-Up Room Managers

- a. Inform students of the audition process.
- b. Play the audition tracks a minimum of three times, allowing the students to sing through the audition material.
- c. The warm-up room managers may not at any time coach and/or teach the audition material to any student or students.
- d. Communicate with the holding room managers throughout the day to monitor the flow of students.

8. Double-Checkers (Optional)

- a. Duties as assigned by the Event Chair

9. Runners

- a. Lead each group from the holding room to the warm-up room
- b. Lead each group from the warm-up room to the appropriate audition room.

10. Directors

- a. All directors who register students to audition for the All-Region or All-State Choirs shall be required to work at both junior high and senior high auditions the entire day as needed.
- b. Failure to do so shall result in notification of the proper school administrators and a charge equal to the amount necessary to employ a replacement.
- c. Director absences must be approved by the Region Chair or All-State Chair at least two weeks in advance unless an emergency arises which is deemed acceptable by the Region Chair.

11. Region Chair or All-State Audition Chair

- a. When a rule violation occurs or corrective action is required, the Region/All-State Chair shall have the authority to render final decisions as necessary.

SECTION 3.4.1 - AUDITION PROCEDURES

1. Registration Methods for All-Region/All-State

- a. Upon arrival, each student will register.
 - i. Option 1 - By packet
 1. Each director will assign one chaperone to pick up their school's registration packet from the registration area.
 2. The packet will contain a list of students registered, their voice parts, assigned ID numbers, audition tags, and a Change of Database form.
 3. The chaperone will then distribute the audition tags to their students and have students sign next to their name on the list to verify they are in attendance, are registered on the correct voice part, and their name is spelled correctly.
 4. If there are any problems, the chaperone will complete the Change of Database form and turn it in at the registration table.
 5. At no time should directors see any student's audition tag.
 - ii. Option 2 - By table
 1. Each student will go to the registration area and receive their audition tag.
 2. The registration area will have a line designated for each voice part or by school.
 3. Each student will go to their designated line and receive their audition tag, check the spelling of their name, and sign beside their name.
 4. If there are any problems, a Change of Database form should be filled out and turned in.
- b. Descriptions of the audition material will be posted in public areas.
- c. The auditions will be closed after the last student in the final warm-up group in the longest running room has completed their audition. Any room with a late request will remain open until this point.

2. Holding Area

- a. Students will be called to line up in groups of ten based on their group number.
- b. The holding room manager will line each section up in audition order.
- c. Students will then be taken to the warm-up area.
- d. Students who do not line up with their assigned group when called may lose their opportunity to audition. The Region Chair (All-Region) or All-State Chair (All-State) will have final determination.

3. Warm-up Area

- a. Students will be taken to the warm-up area by voice part in groups of ten.
- b. Students will be seated in audition order while in the warm-up area.
- c. The audition material will be played a minimum of three times in the warm-up area for students to practice.
- d. The warm-up room manager may not coach or teach any student in the warm-up area.

4. Audition Room

- a. Students are to be referred to strictly by their voice part, group number, and audition number. At no time will the student's name or school be mentioned in the audition room. Students will be called into the audition room one at a time in audition number order.
- b. The auditioning student should not speak while in the audition room except when asked to do so by the head judge. This should only occur in exceptional situations.
- c. A student will not be allowed to repeat any part of the audition process unless the head judge determines that a technical difficulty with the equipment or an unusual disturbance occurs in or outside the room which was not caused by the auditioning student.
- d. The head judge will make immediate and final decisions regarding interrupted auditions, including consulting the Region Chair/All-State Chair if necessary.
- e. Students will be assessed on the selected audition material.
- f. Only the chairperson, judges, event manager, authorized individuals, and the students being judged will be allowed in the audition room during adjudication.
- g. No one will be allowed to enter or leave the audition room while a student is performing.
- h. Judges are not allowed to discuss a student's performance in the presence of any students.

5. Sight-Reading Room (All-State Auditions)

- a. All students participating in the All-State Choir auditions shall be required to complete a sight-reading component as part of the audition process. Any student who is a "no show" (does not enter the room) for any portion of the All-Region/All-State audition will be disqualified.
 - i. The sight-reading room will be furnished in the same manner as the solo tryout room.
 - ii. Two judges will score the sight-reading portion of the audition.
 - iii. The tonic pitch or "DO" will be sounded prior to the study period and will not be sounded again before the student response.
 - iv. Study period: 25 seconds
 - v. For the response, students will be prompted with a count-in of "One, two, ready, sing!" at a tempo of 60 BPM.
 - vi. Students will have 20 seconds to perform their response.
 - vii. Students will hear "End response now" to end the response time.
 - 1. Students that finish early will wait to hear the end prompt.
 - 2. Students that do not finish the example will be judged on what is completed within the time limit.

6. Split Audition Rooms

- a. When the audition time for any section is estimated to exceed 7 hours, regions should strongly consider dividing the section into two audition rooms (Junior High).
- b. When a section is divided into two rooms, singers will be selected for a single choir by using an equal percentage of students who audition in each room. (If singers are selected from split rooms for two separate choirs, the following formula is not needed.)
 - i. Total in section taken in the region choir =
 - ii. Total auditioning in Room 1 =
 - iii. Total auditioning in Room 2 =

- iv. Total auditioning in the section (add lines 2 & 3) =
 - v. Divide line 2 by line 4 to get the percentage to take from Room 1
 - vi. Divide line 3 by line 4 to get the percentage to take from Room 2
 - vii. Multiply line 5 times line 1
 - viii. Multiply line 6 times line 1
 - ix. Singers from Room 1 accepted =
 - x. Singers from Room 2 accepted =
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SECTION 3.4.2 - SIGHT-READING COMPOSITION GUIDELINES

The following rubric will be followed for the sight-reading exercises:

- a. Time signature: 4/4
 - b. Note values available: half, quarter, eighth, dotted half, dotted quarter
 - c. Range: "Sol" below given "Do" to "La" above given "Do"
 - d. Keys:
 - i. Soprano - F Major
 - ii. Alto - D Major
 - iii. Tenor - F Major
 - iv. Bass - D Major
 2. Skips allowed: Mainly conjunct with skips in the tonic and dominant triads and the interval "Do" to "Fa" being allowed.
 3. Accidentals: One accidental allowed that must be approached and left by step.
 4. Equitable: Each exercise must be deemed equitable in difficulty - both exercises must contain the same elements of the All-State Sight-Reading Rubric and both exercises must fall within the same vocal range with the first measure being identical.
 5. All exercises must begin and end on the tonic or "Do."
 6. Speed of count-in will be 60 BPM.
 7. Sight-Reading response track script/layout: "Here is your tonic pitch." (Pitch sounds for three seconds). "Your study period begins now." (twenty-five seconds of silence) "End study period. One, two, ready, sing!" (twenty seconds of silence allowing student response) "End response now. Thank you!"
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SECTION 3.5 - SCORING MECHANICS

All ArkCDA auditions should be scored using the computer program developed by ArkCDA for this purpose.

1. Solo Audition

- a. In the event that computerized scoring is not available, the following procedures will be used in ranking students:

- i. Using judging forms provided by ArkCDA, each student will be assigned a raw score from 1-300 by each of the five judges.
- ii. Judges will record each student's ID number beside the assigned audition number.
- iii. The tally committee shall compile each student's raw score and place them in order, according to the student's audition number.
- iv. Upon completion of the audition, tally committee members shall meet with the judging panel of each voice part.
- v. Each student's audition number will be called off and each judge will state his or her RANK number for that student.
- vi. The highest and lowest rank score and the corresponding raw scores will then be eliminated, and the remaining three raw and rank scores will be totaled to determine the student's final score.
- vii. If three judges are used, the rank and raw scores are simply totaled.
- viii. Students tied on both the rank and raw scores (double tie) will share the chair at which they are tied.
- ix. In the event a double tie falls on a cut-off line, the line will be dropped one slot to accommodate the tied students.
- x. All students ranked below the double tie(s) will retain their chair as posted.
- xi. If the double tie falls within the regions' All-State allotment (giving the region an extra singer at auditions in that section), the region will not have a first alternate in that section.
- xii. The student with the lowest rank score in each voice part will be assigned first chair in their respective part.
- xiii. Ranking of students will continue until each student has been ranked.
- xiv. Results of the audition will be distributed to the directors by the Audition Chair and shall be considered official.
- xv. Thereafter, any corrections which must be made shall only be made in the form of additions to the choir.
- xvi. Scoring errors must be reported no later than 48 hours following distribution of the results for corrective action to be taken.
- xvii. The official list shall show each judge's scores as well as each student's chair, audition number, name, and school.

2. Sight-Reading Scoring Mechanics

- a. One point will be awarded for each half-measure in which rhythm is correct. (Note: A change in tempo will be considered a rhythmic error at the point of change.)
- b. Two points will be awarded for each half-measure in which the pitch is correct.
- c. Points will not be awarded for the half-measure where a modulation occurs but points WILL be awarded for the remaining measures if they are sung correctly in the new key.
- d. One bonus point will be awarded if the student begins and ends in the correct tonality. (DO/Tonic pitch is still accurate at the end).
- e. One bonus point will be awarded if the student maintains a steady tempo and ends at the proper time.

- f. If a student performs 50% or more of an example on a single pitch, the example will receive a maximum score of 6.
 - g. Judges are strongly encouraged to confer regarding each performance for score accuracy.
 - h. Using judging forms provided by ArkCDA, each student will be assigned a raw score from 1-26 by each of the two judges.
 - i. The sight-reading raw score will be converted into a rank score.
 - j. The sight-reading final rank will be added to the solo audition final rank to determine the students' total rank score.
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SECTION 3.6 - CHOIR SIZES AND CLINIC ALTERNATES

1. The All-State Choirs shall consist of the following chairs:
 - a. 1-25 (each part) = SATB Choir
 - b. 26-50 (Soprano & Alto) = Treble Choir
 - c. 26-50 (Tenor & Bass) = Tenor/Bass Choir
 2. All-Region SATB Choirs will be a maximum of twenty singers per part or 160 singers, except when the total number is affected by corrective measures prescribed in rule 3.5.1 above.
 - a. When a region has more than 750 students participate in the auditions for the junior high All-Region Choir, the number accepted into the mixed choir may be increased from 160 to 180 singers.
 - b. The additional 20 chairs may be distributed throughout the voice parts at the discretion of the Region Chair, based on the percentage of students auditioning in each room.
 3. Regions may include additional choirs such as Treble and Tenor/Bass chosen from students who score higher than chair 21 in each section.
 4. Junior High All-Region Choirs may be structured as an SATB Choir as described above or as separate treble and/or tenor/bass choruses with the exact numbers in each section determined by the region directors.
 5. Openings in the SATB Choir will be filled by moving students up from the Treble & Tenor/Bass Choruses.
 - a. Students in the Treble and Tenor/Bass Choruses will have the option to move or not.
 - b. When a student declines the offer to move, the option will be extended to the next chair until the position is filled.
 - c. Alternates will be moved into the Treble and Tenor/Bass Choruses as slots are available.
 - d. Alternate placement will take place as quickly as possible in the first rehearsal.
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SECTION 3.7 - ALL-REGION CLINIC

1. **All-Region Clinic Host - General Duties**
 - a. Secure the facility and necessary equipment for rehearsals and performance of the All-Region Choirs.

- b. Provide accompanists for the rehearsals and performance.
 - c. Make lodging, food, and travel arrangements for the clinicians.
 - d. Compile and provide each participating school with the necessary correspondence concerning the All-Region Clinic and Concert, including maps and hotel information and restaurant and recreational information (if requested).
 - e. Be responsible for securing All-Region patches and/or certificates and for their presentation at the All-Region event.
 - f. Be responsible for providing printed programs for the concert.
 - g. Make arrangements for the final concert to be recorded.
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SECTION 3.8 - CONDUCT PROVISIONS

1. Each student selected for the choir will be expected to attend all rehearsals and the performance of the choir.
 - a. To maintain All-State eligibility, students must place within the region All-State audition allotment and must participate in the All-Region Clinic.
 - i. In regions without a TTBB and/or SSAA chorus, chairs 21-25 may audit the All-Region SATB Choir in order to retain All-State alternate eligibility.
 - b. Excused absences from any part of the clinic require approval from the participating region directors.
 - c. Absences due to the following will automatically be excused and do not require region vote:
 - i. Personal illness verified by a note from a physician
 - ii. Death in the immediate family as verified with proper documentation.
 - d. All other absences must be excused by a majority vote of the participating region directors.
 - e. Region, state, and national events sanctioned by the Arkansas Activities Association are recommended for approval.
 - f. Invitational events are not recommended for approval.
 - g. The vote by the region directors will serve as the final authority.
2. When an absence is excused, the proper alternates will be moved up to fill the open slot only for the region clinic.
3. Students moved from alternate status to eligible status will retain their original alternate chair for the purpose of All-State audition eligibility.
4. The ArkCDA executive board shall assume the responsibility for a delinquent student by dismissing them from the choir.
 - a. A delinquent student is defined as one who has become a discipline problem relating to the All-Region/State event, or one who has failed to fulfill the attendance requirements.
 - b. Procedures for due process shall be the same as those stated in Article VII (Due Process) of the bylaws.
5. Directors with students participating in the All-State Clinic must submit the Code of Conduct form with proper signatures for each student at the time of registration.
6. Regions shall consider it their duty to enforce similar rules for region events.

SECTION 3.9 - AWARDS AND PENALTIES

1. Each student who is selected for the All-State Choir shall receive a certificate from ArkCDA.
2. Each student who participates in the All-State Clinic shall receive a patch from ArkCDA.
3. Each student who is selected to the All-Region Choir shall receive a patch and/or certificate.
4. Using information provided by the students at audition registration, appropriate symbols will be placed beside the names of students in the official All-State program, which lists the number of years a student has been selected for the All-State Choir.
5. An individual student found to be using illegally photocopied music at either auditions or clinic may be disqualified from that event.
6. Unless granted prior approval an individual student found to be using an electronic device during the audition process or clinic may be disqualified from that event.

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