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2016-2017

Oregon School Activities Association  
**Choir Handbook**

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**How to find information in the Choir Handbook**

*This handbook can be found on the OSAA website. Wording that has been changed from previous years is indicated by **bold italic** lettering. Linked references to other sections are **shaded** and Questions and Answers are shaded.*

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## **CHOIR PLAN**

### **1. SEASON DATES**

August 15 .....	First Practice Date
August 25 .....	First Contest Date
February 24 .....	Registration Form Available
April 15 .....	Registration Deadline/Cutoff Date
April 19 .....	Supplemental Materials Submission Deadline
April 26 .....	Championship Schedule Post Date
May 4 .....	2A/1A, 3A State Championships
May 5 .....	4A, 5A State Championships
May 6 .....	6A State Championship

### **2. STATE CHAMPIONSHIP INFORMATION**

A. **Staff Contact:** Kelly Foster, Associate Director, 503.682.6722 x233, [kellyf@osaa.org](mailto:kellyf@osaa.org)

B. **State Championships Posting Timelines:**

1) **Registration Information:** <http://www.osaa.org/activities/cho/>

Detailed information regarding Registration will be posted on the OSAA website by 4pm on Friday, February 24, 2017. It is essential that all participating schools access this information. Included will be information regarding submission of program information, upcoming posting dates, as well as information regarding general Choir State Championship information.

2) **AD/Director, Spectator Information and Championship Schedule:** <http://www.osaa.org/activities/cho/>

a) Detailed information regarding the 2017 Choir State Championships will be posted on the OSAA website by noon on Wednesday, April 26, 2017.

b) **AD/Director and Spectator Information.** It is essential that participating teams and individuals access this information prior to the state championships. Included will be information regarding where to purchase tickets and prices, parking, maps, how to submit souvenir program information, souvenir merchandise, etc.

c) **Championship Schedule** will be posted by noon on Wednesday, April 26, 2017. This schedule contains the performance order, team photo schedule, check-in time, practice schedule and performance time. Check the OSAA website frequently prior to the State Championships for any schedule changes.

### **3. STATE CHAMPIONSHIP DATES AND LOCATIONS**

A. **Finals:** Thursday – Saturday, May 4-6

B. **Location:** Bauman Auditorium, George Fox University, 414 N Meridian Street, Newberg, OR 97132.

## **OSAA MUSIC RULES** (*Excerpt OSAA Handbook, Rules*)

The Music Rules for the Association are the same as the Rules listed in the OSAA Handbook with the following exceptions:

### **1. Rule 1 – Responsibility of the Member School and Principal**

**1.4. Athletic Director and Coach Certification.** Certification of Coach Eligibility does not apply to music directors.

**1. Q.** Must an authorized representative be present with each group or participant at each music event?

**A.** Yes, the principal or his/her authorized representative must be present at each music event.

### **2. Rule 2 – Officials**

**2.1.** The Band/Orchestra, Choir and Solo Music Handbooks shall govern the adjudicating of all competitive state music events and OSAA League/Special District and/or OMEA District qualifying events.

**2.2.** Adjudicators for state events shall be recommended by the State Championships Directors. The OSAA shall approve adjudicators for state events.

- 2.3.** Adjudicators for OSAA League/Special District and/or OMEA District qualifying events shall be selected by local contest chair.

**1. Q.** Must OSAA Leagues/Special Districts and/or OMEA Districts, invitational or local contests and festivals follow the Band/Orchestra, Choir and Solo Music Handbooks in their contest format?

**A.** Only if they wish to enable schools to qualify for a state event. The handbook format has flexible recommendations that could be used regardless of local festival philosophy or needs, e.g., competitive vs. non-competitive.

**2. Q.** Must all adjudicators be selected from the OMEA "approved" lists?

**A.** No, unless schools wish to qualify for a state event. If state qualification is desired, certified adjudicators must be used. Exceptions may be made for out-of-state adjudicators by OSAA approval.

### **3. Rule 3 – Contests – Sportsmanship – Crowd Control**

**1. Q.** Would full member schools be permitted to participate with OSAA schools that have not elected to participate in state music competitions?

**A.** Yes.

**2. Q.** May a band and choir from the same school participate in the state band and choral events?

**A.** Yes. They are separate activities. A school may also enter both a full and a string orchestra.

**NOTE:** **Rule 4** and **Rule 5** are the same as stated in the Rules section.

### **6. Rule 6 – Association Sports / Activities.**

**6.7.** Music events sanctioned by the OSAA may take place throughout the Association Year.

**6.9.** There shall be no limits on the number of music events in which schools may participate, other than those imposed by the individual school districts.

**1. Q. (Solo Music Only)** Must league, invitational or local music activities be registered by OSAA?

**A.** Music events in Oregon involving Oregon schools only shall be registered with OMEA and acknowledged by OSAA. Music events in Oregon involving out-of-state schools must apply to the OSAA for interstate sanction; application forms are available from the OSAA.

### **7. Rule 7 – Out-of-Season and Non-School Activities**

**7.1.** Individuals and groups of students from a member school may participate in summer instructional, recreational, or competitive music programs, except during Moratorium Week.

### **8. Rule 8 – Individual Eligibility**

Individual eligibility rules to be satisfied by a music student in order to represent his or her full member school in competitive Choir, Band and Orchestra music activities are the same as for any other OSAA sport or activity with the following additional rules.

**8.1. School Music Class Participation Requirement.** An eligible music student shall be enrolled in the class for the appropriate performing ensemble at the full member school to participate in competitive Choir, Band and Orchestra music activities.

EXAMPLES:

Vocalists shall be enrolled in a choir class.

Woodwind/Brass/Percussion players shall be enrolled in a band class.

String players shall be enrolled in a string/orchestra class.

**8.2. 3A, 2A, 1A BAND/ORCHESTRA/CHOIR EXCEPTION.** For 3A, 2A and 1A schools, students in the 7th and/or 8th grades of feeder schools may represent the high school they will be attending in Choir, Band and Orchestra competitions.

**1. Q.** If a student musician is not enrolled in the "appropriate performance ensemble" class available at the full member school, may that student musician participate at the league large group (Choir, Band, Orchestra) music contest or OSAA large group (Choir, Band, Orchestra) music contest representing the school?

**A.** No.

2. **Q.** Must a home school student be enrolled in the “appropriate performance ensemble” at their resident public school to be eligible for competitive Choir, Band and Orchestra music activities?  
**A.** Yes.
3. **Q.** Must a student participating in an event which the school will use to qualify for state competition be eligible to participate in that event?  
**A.** Yes.
4. **Q.** If a student musician is not enrolled in the “appropriate performance ensemble” class available at the full member school they wish to represent, may that student musician participate at the OMEA district or OSAA Solo Music State Championships representing that school?  
**A.** Yes, provided they meet all other OSAA eligibility requirements. There is no music class requirement for Solo Music participation.
5. **Q.** What are examples of competitive music activities at which attendees are required to satisfy OSAA individual eligibility rules?  
**A.** Any performance at which adjudicators provide places, scores or ratings is considered a music competition regardless of whether the performance is by a group or is a solo performance.
6. **Q.** What are examples of music performances that are not considered competitions, so the OSAA individual eligibility rules would not apply?  
**A.** A performance by a group or soloist is not considered a music competition if there are no adjudicators present OR if adjudicators are present but “comments only” (no scores or ratings) are provided to the performers. School music performances such as concerts, pep assemblies, football games, etc. are not considered music competitions, nor are pep band performances at the lower classification basketball championships where community representatives sometimes provide awards.
7. **Q.** Do OSAA individual eligibility rules apply only to a school’s top group/students (*Solo Music / Choir / Band / Orchestra*)?  
**A.** No. Any group or student who participates in a competitive *Solo Music*, Choir, Band and Orchestra music activity is governed by OSAA individual eligibility rules regardless of the performance level.

## **CHOIR HANDBOOK**

1. **Eligibility.** The OSAA Director responsible for the activity shall verify the eligibility of each group applying to participate in the state championships.
- 1.1. **School Eligibility.**
- 1.1.1. A school must be a member of an OSAA League or Special District in order for a group from that school to be designated the winner of that OSAA League or Special District.
- 1.1.2. A school must be registered in the designated music activity with the OSAA prior to competing. Failure to do so is a violation of OSAA policy and will result in Executive Board sanction(s).
- 1.2. **Individual Student Eligibility.** Individual eligibility rules to be satisfied by a music student in order to represent his or her full member school in competitive choir music activities are the same as for any other OSAA sport or activity with the following additional rules.
- 1.2.1. **School Music Class Participation Requirement.** An eligible music student shall be enrolled in the class for the appropriate performing ensemble at the full member school to participate in competitive choir music activities. EXAMPLE: Vocalists shall be enrolled in a choir class.
- 1.2.2. **3A, 2A, 1A Choir Exception.** For 3A, 2A and 1A schools, students in the 7th and/or 8th grades of feeder schools may represent the high school they will be attending in choir competitions.
- 1.3. **Accompanist Eligibility.** Choir championship accompanists may be adults and may perform at other State qualifying events. Student accompanists must be eligible students, meeting the requirements in 1.2. above.
- 1.4. **Penalty for Use of Ineligible Participant.** Use of an ineligible participant shall disqualify the group all events in which the ineligible student participated.

## 2. Participation.

### 2.1. Multiple Participation.

#### 2.1.1. School.

(a) **State Qualifying Event.** A school may enter as many concert groups as it wishes in a State qualifying event, but must designate in advance which group is seeking State qualification. Additional groups may perform and be evaluated at the State qualifying event, but shall not be eligible for State qualification. No school may apply for more than one choir to participate in the state championships.

(b) **State Championships.** Each school may enter only one choir.

2.1.2. **Student.** Students may be entered in only one like group on the same voice.

2.2. **Divisions.** There shall be five divisions (6A, 5A, 4A, 3A and 2A/1A) for concert choirs. School music classifications are determined by OSAA the same as in athletics.

2.3. **Group Size.** There shall be no restrictions on the size of 4A, 3A or 2A/1A classification groups. 6A and 5A schools must qualify and compete with their large concert ensemble; chamber choirs are not permitted.

## 3. Qualification for State Championships.

3.1. **Definition of OSAA League/Special District Contest.** All references to “leagues” or “Special Districts” in this handbook are referring to OSAA Leagues or Special Districts. An OMEA District Contest DOES NOT count as an OSAA League or Special District Contest for the purpose of automatic qualification. However, if there is no OSAA League or Special District Contest, the OSAA League or Special District members may by vote designate an OMEA District Contest or another League or Invitational Contest to serve as the OSAA League or Special District Contest for the purpose of determining an automatically qualifying OSAA League or Special District winner.

3.2. Any group wishing to perform at the Choir State Championships shall have qualified for participation by performing at an OSAA League/Special District, OMEA District or Invitational contest that satisfied the requirements specified in this Handbook.

### 3.3. Automatic Qualifiers.

3.3.1. A choir that meets all three of the following criteria will be an automatic qualifier if all other requirements are satisfied:

(a) Win the OSAA League/Special District contest; AND

(b) Receive at least two “I” ratings (81 or higher) from certified adjudicators using the appropriate evaluation scale for the school classification at the OSAA League/Special District Contest, AND

(c) Receive an average score of 85 or higher from the three certified adjudicators at the OSAA League/Special District Contest.

(d) Directors are responsible to meet registration deadline, including submission of registration form, required support material and verifying accuracy of all materials prior to submission.

3.4. **Tape\* Pool Qualifiers.** \*NOTE: For the purposes of this rule, “tape” refers to a *video* recording.

3.4.1. A maximum of 24 - 6A choirs, 12 – 5A choirs, 12 – 4A Choirs, 12 – 3A Choirs and 12 - 2A/1A choirs shall be scheduled to perform at the state championship. After all automatic qualifiers have been scheduled, the additional performance opportunities shall be provided to choirs selected from a tape pool.

(a) Any choir that received at least two “I” ratings (81 or higher) from certified adjudicators at a qualifying contest is eligible to apply to be placed in the tape pool from which the remaining Choir State Championships performing groups are selected.

(b) Any OSAA League or Special District winning choir that does not satisfy all three of the above “automatic qualifier” criteria is eligible to apply to be placed in the tape pool from which the remaining Choir State Championships performing groups are selected.

(c) All choirs placed in the tape pool but not selected to perform shall receive certificates from the OSAA in recognition of the honor of consideration for state level participation.

**3.4.2. Recorder Malfunction.** In the case of a malfunction by the equipment recording a qualifying performance, an alternative recording may be submitted for tape pool consideration if the conditions under which the alternative recording was created are approved in advance by the OSAA. The OSAA shall grant permission only if the conditions under which the alternative recording is produced are as similar as feasible to those of the original qualifying performance.

**3.4.3. Tape Pool Review Process.** Tape pool entries shall be reviewed and timed by at least two qualified out-of-state adjudicators.

(a) **OSAA League/Special Districts Results Adjustment.** If a group is not selected to perform at State by the tape pool adjudicators, and that group received a higher combined score from the OSAA League/Special District live performance adjudicators than a group from the same OSAA League/Special District which was selected to perform at State by the tape pool adjudicators, the following adjustment shall be made. Any group(s) that received a higher combined score from the OSAA League/Special District live performance adjudicators but were not selected to perform at State by the tape pool adjudicators shall be inserted by contest administrators into the list selected to perform at State. This shall be done by replacing the lowest ranked group(s) from the live performances for that OSAA League/Special District that were previously on the tape pool adjudicator's list selected to perform at State. Once OSAA League/Special District results adjustments, if any, have been made by the contest administrators, the results of the Tape Pool Review Process shall be released.

(b) **Notification.** The results of the tape pool selection process shall be posted on the OSAA website, <http://www.osaa.org/activities/cho/>, as soon the results become available.

#### 4. State Qualifying Event Rules & Procedures.

##### 4.1. Philosophy.

**4.1.1.** Large group festivals or contests such as OSAA League or Special District Contests, OMEA District Contests and Invitational Contests provide an opportunity for school performing groups to be evaluated against a standard of excellence. They also provide an opportunity to qualify for the Choir State Championships.

**4.1.2.** This format provides flexibility for differing philosophies among OSAA League or Special District, but certain requirements must be followed if groups wish to qualify for the state championships. The Large Group Festival / Contest is, however, designed to be an educational activity in itself through providing groups with an independent written and / or verbal critique of their performance strengths and weaknesses.

**4.2. Entry Fees.** A school must pay the entry fees determined by the State Qualifying Event Contest Director.

**4.3. Performance Order.** Performance order shall be scheduled randomly to the extent possible.

##### 4.4. Literature.

**4.4.1. Required Literature.** Each group shall perform one selection from the appropriate level current required state music lists. Higher-level music may also be used.

(a) **EXCEPTION:** A substitute selection to a required music list piece may be used if written permission is obtained from the State Championships Director two weeks before a qualifying OSAA League/Special District, OMEA District or festival event.

(b) **PENALTY:** A group, which does not perform a selection from the Required Literature List or a selection approved by the State Championship Director, shall be ineligible for consideration to participate in the state championships.

**4.4.2.** Once stage timing begins, everything that takes place, including tuning and warm-up chorales, is considered to be part of the performance and may be considered by adjudicators when assigning scores.



- 4.5. Musical Scores.** Three complete original scores or authorized copies of all music performed must be presented to the adjudicators.
- 4.5.1.** Score measures must be consecutively numbered.
  - 4.5.2.** Scores must be labeled with school name and classification.
  - 4.5.3.** Penalty for provision of unauthorized photocopied scores to adjudicators. U.S. Copyright laws prohibit the use of photocopies unless approval is obtained from the publisher or their agent. The penalty for the provision of unauthorized photocopies shall be disqualification of the group from consideration for State participation.
- 4.6. Time Limits.**
- 4.6.1. Maximum Time Onstage.** Choirs shall have 20 minutes to enter, perform and exit the stage. Each group must perform during its assigned time and adhere strictly to the time limit.
    - (a)** Onstage time shall begin with the first step on the stage or first note of music (whichever occurs first), and shall end when the last participant steps off the stage.
    - (b) Maximum Time Limit Violations – Penalty.** Groups exceeding the maximum allowed time onstage shall have five points deducted from the combined total of the points awarded by the adjudicators.
  - 4.6.2. Minimum Performance Time Limit.** Only actual music performed shall be timed; time between movements or selections shall not be included in the total time.
    - (a)** Choirs shall perform at least 12 minutes of music.
    - (b) Minimum Time Limit Violations – Penalty.** Violation of the minimum performance time limit rules shall disqualify the group from consideration for State participation.
- 4.7. Adjudication.**
- 4.7.1. Adjudication Forms.** Oregon American Choral Directors Association (ACDA) adjudication forms shall be used. Forms are available for download from the OSAA website, <http://www.osaa.org/activities/cho/>.
  - 4.7.2. Criticism.**
    - (a) Written.**
      - (1)** Criticism shall be of a length and nature so as to aid in improving the performance.
      - (2)** Criticism should correlate with the scores awarded.
    - (b) Oral.** Oral criticisms are permitted and encouraged, but must not be a substitute for written criticisms unless recorded.
    - (c) Recorded Adjudicator's Comments.** Electronic-recorded criticism may be given in lieu of detailed written criticism.
  - 4.7.3. Number of Adjudicators.** To maximize the opportunity for State qualification, three performance adjudicators should be provided at State qualifying events. In order for groups to qualify for the state championships, all three-performance adjudicators must be certified by the respective directors association for that activity (ACDA). Only scores from certified adjudicators may be used for qualification.
- 4.8. Sight-Reading Event (Optional).**
- 4.8.1. Philosophy.** Sight-reading scores do not count toward state championships qualification; however, an OSAA League/Special District may choose to include the sight-reading score as a factor in the determination of the OSAA League/Special District winner.
  - 4.8.2. Music.**
    - (a) Grade.** Sight-reading music shall be one grade lower than the group's division.
    - (b) Selection of Music.** Sight-reading music shall be selected and furnished by the sight-reading adjudicator or the festival / contest chair if their group is not performing at the festival.

**4.8.3. Ratings.**

- (a) Sight-reading event scoring and rating shall be kept separately from the concert scoring and rating, but may be used in determining total points in competitive contests.
- (b) A 60-point Sight-Reading Evaluation Form shall be used for choirs. Forms are available for download from the OSAA website, <http://www.osaa.org/activities/cho/>.

**4.8.4. Sight-Reading Room Procedure.** (See State Championships Rules and Procedures)**4.8.5. Adjudication.**

- (a) Written comments shall be made in such a way as to aid in the improvement of the overall performance of the organization.
- (b) The relative strengths of the various phases of performances shall be indicated.
- (c) Constructive verbal comments may be made, but the adjudicator may not rehearse the group or ask them to play passages again.

**4.9. Awards.**

- 4.9.1.** Ranking shall be determined by the adding of scores of the three performance adjudicators. An OSAA League/Special District may also choose to include the sight-reading score as a factor in the determination of the OSAA League/Special District placement.
- 4.9.2.** An optional sight-reading award may be given.
- 4.9.3.** Rankings shall not be posted, but will be given to directors.
  - (a) **RECOMMENDATION:** OSAA Leagues/Special Districts may determine whether names of schools shall be included on this sheet, or numbers only.

**4.10. Responsibilities of State Qualifying Event Contest Director.**

- 4.10.1. Communicate the Contest Date, Location and Entry Fees to Schools.** The date must be set to allow ample time for state qualifying groups to submit Registration Forms and materials to the OSAA to be received by the OSAA established deadlines found on the OSAA website, <http://osaa.org/activities/cho/>.
- 4.10.2. Arrange for Certified Adjudicators.** To maximize opportunity for State qualification, three performance adjudicators should be provided at State Qualifying Events. In order for groups to qualify for the state championships, all three-performance adjudicators must be certified by the respective directors association for that activity (ACDA). Only scores from certified adjudicators may be used for qualification.
- 4.10.3. Arrange for the Required Adjudication Forms.** Oregon American Choral Directors Association (ACDA) adjudication forms shall be used. Forms are available for download from the OSAA website, <http://www.osaa.org/activities/cho/>.
- 4.10.4. Confirm that Each Group Seeking to Qualify for State has Performed At Least One Selection from the Required Literature List.** Each group shall perform one selection from the appropriate level current required state music lists. Higher-level music may also be used. **EXCEPTION:** A substitute selection to a required music list piece may be used if written permission is obtained from the State Championships Director two weeks before a qualifying OSAA League/Special District, OMEA District or festival event. **PENALTY:** A group, which does not perform a selection from the Required Literature List or a selection approved by the State Championship Director, shall be ineligible to participate in the state championship.
- 4.10.5. Arrange for Performance Timing.** See 4.6 Time Limits earlier in this section. (Multiple timekeepers are recommended.)
- 4.10.6. Arrange for Performance Recordings.** In order to allow groups to submit recordings to satisfy state championships tape pool-qualifying procedures, ALL FESTIVAL / CONTEST CHAIRS MUST PROVIDE **VIDEO** RECORDING SERVICES.
  - (a) For the purposes of this rule, "tape" refers to a **video** recording.

(b) A *video* recording of the performance shall be provided.

**4.10.7. Confirm OSAA League/Special District SOP (Standard Operating Procedures) to Break Possible Ties for OSAA League/Special District Championship.** Only one automatic qualifier may be designated from each OSAA League/Special District. OSAA Leagues/Special Districts must be prepared to either break ties in the case of a tie for the championship, or forfeit the automatic qualifying position and have both groups placed in the tape pool.

**4.10.8. Immediately Following the Contest, Submit a Copy of the Large Ensemble Report to the OSAA.** Forms are available on the OSAA website, <http://www.osaa.org/activities/cho/>.

## 5. State Championship Registration.

**5.1.** Directors are responsible to meet registration deadline, including submission of registration form, required support material and verifying accuracy of all materials prior to submission.

**5.2.** Directors', whose groups qualify to participate in the state championships, shall apply to the OSAA using the Registration Form available on the OSAA website, <http://www.osaa.org/activities/cho/>.

**5.3.** The Registration Form as well as any required recordings or other support materials must be received by the OSAA by the dates indicated on the OSAA website <http://www.osaa.org/activities/cho/>. LATE REGISTRATION FORMS OR SUPPORT MATERIALS SHALL NOT BE ACCEPTED.

### 5.4. Materials to be submitted to the OSAA for State Championships.

#### 5.4.1. Automatic Qualifiers.

(a) Completed registration form.

(b) Adjudicator score sheets from the State qualifying event where automatic qualification was achieved.

#### 5.4.2. Tape Pool Qualifiers.

(a) Completed registration form.

(b) Adjudicator score sheets from the State qualifying event where tape pool qualifications were met.

(c) *Video* recording from the State qualifying event via an online submission process determined by the OSAA.

## 6. State Championships Rules and Procedures.

### 6.1. Philosophy.

**6.1.1.** This event is a limited championship to recognize musical excellence in Oregon's most outstanding high school choirs. It provides an opportunity for these accomplished groups to perform before each other and the public as a showcase representing the highest level of high school musicianship in the state.

**6.1.2.** This event aims to provide a stimulating and educational experience for student musicians and their directors, as an extension of their local instructional program. Qualifying to perform indicates a high level of achievement in music, and further recognition shall be afforded those groups who receive awards.

**6.2. Place and Date.** The Choir State Championships shall be held on a date and at a site designated by the OSAA.

**6.3. Group Performance Order.** Group performance order shall be set by the OSAA. The OSAA will consider requests for general performance times (i.e., "as early as possible," "mid-morning," "afternoon," etc.) for groups with school event conflicts, special travel considerations due to distance, etc., if a request is made on the registration form. Requests made via email or phone will not be considered. However, it may not be possible to honor all requests. Order shall be scheduled randomly to the extent possible.

### 6.4. Literature.

**6.4.1. Required literature.** Each group shall perform one selection from the appropriate level current required state music lists. Higher-level music may also be used.

- (a) **EXCEPTION:** A substitute selection to a required music list piece may be used if written permission is obtained from the championship director prior to registering for the state championship.
  - (b) **PENALTY:** A group, which does not perform a selection from the Required Literature List or a selection approved by the State Championship Director, shall be disqualified from consideration for awards.
- 6.4.2. Once stage timing begins, everything that takes place, including tuning and warm-up chorales, is considered to be part of the performance and may be considered by adjudicator when assigning scores.
- 6.5. **Musical Scores.** Three complete original scores or authorized copies of all music performed must be presented to the adjudicators.
  - 6.5.1. Score measures must be consecutively numbered.
  - 6.5.2. Scores must be labeled with school name and classification.
  - 6.5.3. Penalty for provision of unauthorized photocopied scores to adjudicators. U.S. Copyright laws prohibit the use of photocopies unless approval is obtained from the publisher or their agent. The penalty for the provision of unauthorized photocopies shall be disqualification of the group from consideration for State participation.
- 6.6. **Time Limits.**
  - 6.6.1. **Maximum Time Onstage.** Choirs shall have 20 minutes to enter, perform and exit the stage. Each group must perform during its assigned time and adhere strictly to the time limit.
    - (a) Due to time constraints, tuning should take place in the warm-up room, rather than Onstage.
    - (b) Onstage time shall begin with the first step on the stage or first note of music (whichever occurs first), and shall end when the last participant steps off the stage.
    - (c) **Maximum Time Limit Violations – Penalty.** Groups exceeding the maximum allowed time onstage shall have five points deducted from the combined total of the points awarded by the adjudicators.
  - 6.6.2. **Minimum Performance Time Limits.** Only actual music performed shall be timed; time between movements or selections shall not be included in the total time.
    - (a) Choirs shall perform at least 12 minutes of music.
    - (b) **Minimum Time Limit Violations - Penalty.** Groups failing to perform for the minimum time shall have five points for the first 30 seconds or portion thereof under-time, and an additional five points for each subsequent 30 seconds or portion thereof under-time, deducted from the combined total of the points awarded by the adjudicators.
- 6.7. **Sight-Reading.** Each group shall sight read in accordance with sight-reading rules found in this Handbook. NOTE: All members of the performing group shall be required to sight-read. Failure to satisfy this requirement shall result in the disqualification of that group from consideration for award or recognition.
- 6.8. **Sight-Reading Room Procedures**
  - 6.8.1. After the groups have seated themselves in the sight reading room, the adjudicator may give the choir a few words of greeting and welcome, then read the following:
 

“Before you perform the sight-reading exercises, you should know that although it is important to try to sing each exercise accurately without interruption, it is acceptable to regroup after stopping if necessary. It is important to choose a tempo at which your group can succeed; faster is not necessarily better. Your director will be allowed to establish the key of each exercise by having you sing or listen to a scale or chord pattern. Your director’s role, once you begin, will be to give starting pitches and tempos, and to start and visually conduct the choir during the performance of each exercise. Are there any questions?”
  - 6.8.2. The adjudicator will continue:

"Your director will have two minutes to study the four sight-reading exercises before you are allowed to look at the music. You must remain silent during this two-minute period. Are there any questions?"

**6.8.3.** The adjudicator will give a copy of the music to the director and signal the *adjudicator's* assistant to begin timing the two-minute director's study period.

**6.8.4.** At the end of the two-minute period (or sooner if the director is ready and has informed the adjudicator), the adjudicator's assistant will say "Time!" The adjudicator will say to the choir:

"You will now receive the sight-reading music. A folder of music is located under each of your chairs. Please pick up the folder under your chair, take out the music and place the folder back under your chair. Your director may not sing, tap or speak rhythms or vocal lines to you; he (or she) may only tell you what to watch for. You may not sing during this discussion period upon penalty of a five-point deduction from your score. Are there any questions?"

**6.8.5.** The adjudicator's assistant will time the one-minute discussion period and all succeeding discussion periods and say "Time!" at the end. The adjudicator will then say:

"The first exercise is for rhythm only. Your director will have one minute to discuss the first exercise with you. When the timer calls "Time!" you will SPEAK the first exercise on a neutral syllable such as 'tah'. Director, you may begin your discussion."

#### **CHOIR PERFORMS**

**6.8.6.** Adjudicator: "The second exercise is a melody exercise. Your director will have one minute to discuss this exercise with you. When the timer calls "Time!" you will SING this melody using a neutral syllable, numbers or solfege. Director, you may begin your discussion."

#### **CHOIR PERFORMS**

**6.8.7.** Adjudicator: "The third exercise is a two-part exercise. Your director will have one minute to discuss this exercise with you. When the timer calls "Time!" you will SING this melody using a neutral syllable, numbers or solfege. Director, you may begin your discussion."

#### **CHOIR PERFORMS**

**6.8.8.** Adjudicator: "The fourth and final exercise is a four-part exercise. Your director will have two minutes to discuss this exercise with you. When the timer calls "Time!" you will SING this exercise using the printed words. Director, you may begin your discussion."

#### **CHOIR PERFORMS**

**6.8.9.** After the sight-reading performance is complete, the adjudicator shall read the following statement:

"Please pick up the folder from under your chair, return the music to the folder and place the folder under your chair. All parts will be checked after you depart. If it is determined that your group removed any music from the sight reading room, your school will be assessed a five-point penalty."

**6.8.10.** If time permits, the adjudicator may give verbal comments to the group on how to improve their ability to read music on first sight.

**6.8.11.** The adjudicator shall dismiss the group when the adjudicator's assistant has noted that all folders have been placed back under the chairs.

**6.8.12.** The adjudicator shall finish writing comments, tally the score and staple the score sheet to a copy of the music on which marks were made during the performance. As time allows, the adjudicator's assistant will deliver the score sheets to the registration table for tally.

**6.9. Warm-up.** Warm-up shall be allowed only in the designated warm-up area during the assigned warm-up time.

**6.10. Adjudication.**

**6.10.1. Quantity.** Three performance adjudicators and one sight-reading adjudicator shall adjudicate each group in the state championships.

- 6.10.2. Adjudicator Selection.** Adjudicators shall be recommended to the OSAA by the State Championship Director from current lists of certified adjudicators or qualified out-of-state adjudicators. At least one adjudicator for each division shall be from out-of-state.
- 6.10.3. Adjudication Forms.** Oregon American Choral Directors Association (ACDA) adjudication forms shall be used. Sample forms are available for download from the OSAA website, <http://www.osaa.org/activities/cho/>. Sets of the specific evaluation criteria used by adjudicators to complete the forms are available from the OSAA.
- 6.11. Criticism.** Each adjudicator shall provide written criticism. Electronic-recorded criticism may be provided in lieu of detailed written criticism.
- 6.12. Awards.**
- 6.12.1. Student Certificates.** Student members of all groups shall receive certificates in recognition of participation at the state championships.
- 6.12.2. Determination of Winners.** The three performance adjudicators' scores plus the sight-reading score (if available) shall be totaled to determine the winners in each classification. In the case of a tie for any of the first four places, the groups shall tie for the upper place, the next place shall be skipped and an additional trophy shall be ordered.
- 6.12.3. Awards.** A certificate shall be presented to the director of each participating group. Trophies shall be presented to the top 50% of the groups in a division up to a maximum of five awards per division.
- 6.12.4. Awards Assembly.** Final awards shall be presented in public at the state championships.
- 6.13. Results Distribution.** Adjudicators' comments shall be made available to directors following the awards assembly. A "masked" score array including score totals only with school names removed shall be posted on the OSAA website, <http://www.osaa.org/activities/cho/>.

**OSAA GENERAL POLICIES** *Note: For the purposes of this rule, "Coach" refers to "Director."*

**1. MORATORIUM WEEK** (*OSAA Handbook, Executive Board Policies*) (*Revised May 2014*)

- A. Each year a seven-day OSAA Moratorium Week shall be in effect during which there shall be no contact between administrators/coaches/directors/advisors and students involved in any OSAA-sanctioned sport or activity, including cheer, dance/drill, speech, solo music, choir, band/orchestra. In addition, there shall be no high school athletic facility usage by athletic staff and students/teams, including dance/drill and cheer, during the OSAA Moratorium Week. Use of non-athletic facilities by athletic staff is allowed.
- B. Week 4 of the NFHS Standardized Calendar shall be designated as Moratorium Week. Designated OSAA Moratorium Week dates:

2016	July 24 – July 30	2019	July 28 – August 3
2017	July 23 – July 29	2020	July 26 – August 1
2018	July 22 – July 28	<b>2021</b>	<b>July 25- July 31</b>

- 1. Q.** During the Moratorium Week, will coaches be allowed any contact with their athletes?  
**A.** No.
- 2. Q.** During the Moratorium Week, will schools be allowed to have open facilities?  
**A.** Schools may only host an activity that includes high school students involved in athletics and activities if they have appealed for and been granted permission from the Executive Director prior to the Moratorium Week. Permission shall not be granted for team camps.
- 3. Q.** During the Moratorium Week, will coaches be allowed to have conditioning with their athletes, including working out in the weight room?  
**A.** No, no contact is allowed.
- 4. Q.** During the Moratorium Week, may students attend camps, clinics, etc.?  
**A.** Yes, so long as no high school administrators/coaches/directors/advisors are present, and participation is not organized or paid for by the school.

5. **Q.** Are there any exceptions to this policy?  
**A.** Yes. There will be an appeals process in place for teams, coached by a high school coach, that have been playing together all summer and have qualified for a post-season event that is taking place during all or part of the Moratorium Week. Approval must be granted by the Executive Director prior to the Moratorium Week.
6. **Q.** What is the penalty for a Moratorium Week violation?  
**A.** The violation penalty will be similar to that assessed for a Rule of Two violation. The standard penalty is a \$500 fine and game suspension for the offending coach.
7. **Q.** May coaches work with non-high school students during the Moratorium Week?  
**A.** Yes, but not at a high school venue.
8. **Q.** May coaches encourage their athletes to work out at another facility during the Moratorium Week?  
**A.** No. The intent of the policy is that coaches and students take a week off.
9. **Q.** May a school schedule their athletic physical night, or a similar event, during the Moratorium Week?  
**A.** No, the school may schedule nothing that is related to OSAA activities.
10. **Q.** May coaches/student make contact through phone, email, etc., during Moratorium Week?  
**A.** Yes, but with restrictions. For example, the coach may not ask the student, What is your workout today?
11. **Q.** May a high school coach work with another high school's students during the Moratorium Week?  
**A.** No. Contact is not allowed by high school coaches with any high school students during the Moratorium Week.
12. **Q.** May a coach work in any capacity (coaching or not coaching) at a camp during the Moratorium Week?  
**A.** Yes, but only if there are no high school students at the camp and not at a high school venue.
13. **Q.** May an outside entity hold an event during Moratorium Week (e.g. youth soccer camp, little league baseball tournament) that utilizes high school athletic facilities?  
**A.** Yes, provided that no high school students and no members of the high school athletic staff are involved in any capacity (scheduling, supervising, instructing, etc.) with the event.
14. **Q.** May athletic staff members work in school offices or classrooms during the Moratorium Week, even if they may have contact with students?  
**A.** Yes, provided that the contact with students is limited to non-athletic pursuits such as schedule changes, registration, etc.
15. **Q.** At what point does the OSAA consider a person to be a school's coach?  
**A.** Once a person and a school have verbally agreed that the person will perform coaching duties for the school, he/she is considered to be that school's coach by the OSAA. At that time, all OSAA policies are in effect for that coach until such time that the coach resigns or is notified by the school that they are no longer a coach for that school.
16. **Q.** May a returning coach work with students outside their designated sports season since the coach working under a one-year contract and has not signed a contract for the coming year?  
**A.** No. Once a person becomes a school's coach, the OSAA considers that person to be a coach for the school until such time that the coach resigns or is notified by the school that they are no longer a coach for that school. Coaches who resign and are then brought back in a coaching capacity by the same school in an attempt to circumvent OSAA policy are subject to penalties as outlined in [Rule 5, Violations of Regulations - Penalties](#).

2. **SPECTATOR CONDUCT AT OSAA SANCTIONED EVENTS** (*OSAA Handbook, Executive Board Policies*) (*Revised Winter 2015*):

In addition to the general expectations included in the OSAA Constitution, Rule 3, that school officials...shall take all reasonable measures to ensure that the school's students and supporters maintain a sportsmanlike attitude toward all events... the following specific expectations regarding spectator conduct at all OSAA sanctioned events, including regular and post season competition, are provided:

- A. All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Some examples of inappropriate conduct or actions that are not permitted are: turning backs, holding up newspapers or jeering at cheerleaders during opposing team introductions; disrespecting players by name, number or position; negative cheers or chants; throwing objects on the floor.

- B. Spectators are not permitted to have signs or banners (larger than 8 ½ by 11 inches), confetti, balloons or glass containers. Fathead type items are considered signs and shall not be larger than 8 ½ by 11 inches. Spectators are required to wear shirts.
  - C. Spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
  - D. Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language. Spectators shall not be permitted to engage in any racially / culturally insensitive action.
  - E. Spectators who fail to comply with Association or site management spectator conduct expectations may be expelled from the contest.
1. **Q.** May home team schools display signs and/or banners at their home venues?  
**A.** Yes, home team schools may display permanent signs and/or banners that are positive/supportive at their home venues. Examples are welcome signs, in-season rosters, league banners, league/state championship banners and sportsmanship banners.
  2. **Q.** May visiting schools bring signs and/or banners to hang at the host school's venue?  
**A.** No.
  3. **Q.** Are run through signs allowed?  
**A.** Yes, so long as the message is positive/supportive.
  4. **Q.** May a school use an artificial noisemaker at specific times during athletic events?  
**A.** In limited cases, yes. An example of an allowable use of artificial noisemakers by a school would be the firing of a cannon or the ringing of a bell after a touchdown is scored.
  5. **Q.** May spectators use small, handheld megaphones?  
**A.** Yes, but only cheerleaders are allowed to use large megaphones. Neither cheerleaders nor spectators may use megaphones for banging on the floor or bleachers.
  6. **Q.** What are some examples of cheers that do not encourage a positive atmosphere?  
**A.** Any yell that is intended to antagonize an opponent detracts from a positive atmosphere. Air Ball! Air Ball! booing, You! You! You! or You Got Swatted! are examples of yells that will not encourage a positive atmosphere. Conversely, a positive atmosphere is created when fans focus on positive yells in support of their team, rather than on negative yells attacking their team's opponents.
  7. **Q.** May students stand on the bottom row of the bleachers?  
**A.** Yes, but when they sit down, they must be seated on the second row.
  8. **Q.** May students cheer during serves in volleyball and free throws in basketball?  
**A.** Yes, so long as they are just making noise and not specifically addressing a contest official or an individual player from the opposing team.
  9. **Q.** May a school use balloons at an athletic event?  
**A.** Yes, a host school may use balloons for decoration. However, fans may not have balloons, and balloons may not be placed by the school in any manner that would block spectator viewing.
  10. **Q.** May a school use balloons at a state championship final site?  
**A.** No.
  11. **Q.** May spectators have oversized foam fingers at athletic events?  
**A.** Yes, they are allowed so long as they are not blocking spectator viewing.
3. **WITHDRAWAL DURING A COMPETITION** (*OSAA Handbook, Executive Board Policies*):
- A. Removal of a team from competition prior to completion of that competition shall be considered a gross act of unsportsmanlike conduct.
  - B. In such a case, the school shall forfeit the contest and an administrator and the coach responsible for the action shall appear before the Executive Board at its next regularly scheduled meeting.  
See **Executive Board Policies, Withdrawal from State Championships** for additional information.



**Rule 3 – Contests – Sportsmanship – Crowd Control** (*OSAA Handbook, Rules*)

- 3.1. The arrangement of all festivals, meets, contests or championships is the responsibility of the superintendent, assistant superintendent or high school principal, subject to the Regulations of the Association.
- 3.2. When a festival, meet, contest or championship is in progress, the National Federation of State High School Associations (NFHS) rules governing such activities shall apply, except for specific deviations as approved by the Executive Board.
- 3.3. **Sportsmanship Responsibility.** The high school principal, coach and other responsible officials of each member school shall take all reasonable measures to insure that the school's coaches, players, students and supporters maintain a sportsmanlike attitude toward all events so that events may be conducted without unreasonable danger or disorder. All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Derogatory and/or unsportsmanlike language is not allowed. No player may be singled out by number, name or position with negative comments of any kind.

When a petition is filed alleging violation of this rule, the Executive Director may, at his/her discretion and with concurrence of any two Executive Board members, postpone any pending event which the Executive Director has reason to believe cannot be conducted without an unreasonable danger of disorder. All such protests shall be referred to the Executive Board, which shall proceed as provided in Rule 4. In addition to any other action the Executive Board may take regarding a protest alleging a violation of this rule, the Executive Board shall have the power to cancel or re-schedule the event involved, or to impose conditions on conducting it.

- 3.4. **Sportsmanship Violations/Penalties.** When the coaches, players, students, staff or supporters of any member school engage in unsportsmanlike conduct, disorder or infliction of damage to persons or property in connection with any festival, meet, contest or championship sponsored by this Association, the Executive Board may treat such acts as a violation by the school of the Rules of the Association. Any school whose coaches, players, students, supporters, rooters or partisans take part in riots, fights, pilfering, painting or any other unsportsmanlike conduct shall be subject to penalty.
  - 3.5. A member school shall not participate in any festival, meet, contest or championship with a school that has been suspended or expelled from the Association.
  - 3.6. The Association shall conduct state championships as directed by the Delegate Assembly.
  - 3.7. A school shall not be allowed to participate in more than one state championship in a given sport.
1. **Q.** Is the host school exclusively responsible for crowd control?  
**A.** No. While the host school for any activity must assume a primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. The visiting school also must take such measures as are necessary to insure proper behavior on the part of its own students and fans.
  2. **Q.** May home team schools display signs and/or banners at their home venues?  
**A.** Yes, home team schools may display permanent signs and/or banners that are positive / supportive at their home venues. Examples are welcome signs, in-season rosters, league banners, league / state championship banners and sportsmanship banners.
  3. **Q.** May visiting schools bring signs and/or banners to hang at the host school's venue?  
**A.** No.
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**A.** No.
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**A.** Yes, they are allowed so long as they are not blocking spectator viewing.

**Rule 7 – Out-of-Season and Non-School Activities** (*OSAA Handbook, Rules*)

- 7.1.** Out-of-season festivals, meets, contests or championships shall not be permitted during the school year involving member schools of this Association unless special authorization is given by the Executive Board.
- 7.2.** A member school or official representative of a member school shall not participate, either directly or indirectly, in the promotion, management, supervision, player selection, coaching or officiating of an all-star contest involving high school students during the Association year.
- 7.3.** No member school or official representative of a member school shall condition participation in high school athletics on participation in non-school athletic events or workouts, including, but not limited to camps, leagues, and any form of organized out-of-season or summer competition. Further, no member school may give consideration to such participation when determining membership on, or participation in, high school competitive athletics.
- 1. Q.** May a coach require participation on a non-school team including summer teams or use participation on a non-school team as a factor in selecting members of a school team or allowing full participation in team activities?  
**A.** No to both questions. Participation on a non-school team is a personal choice of the student and his/her parents, and may not be required or even considered when selecting school team members or allowing full participation in team activities.
- 2. Q.** May a coach require participation in out-of-season or summer workouts as a factor in selecting members of a school team or allowing full participation in team activities?  
**A.** No.