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2020-2021

Oregon School Activities Association

# Band/Orchestra Handbook

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Published by  
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## How to find information in the Band/Orchestra 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.*

## OSAA Mission Statement

The mission of the OSAA is to serve member schools by providing leadership and state coordination for the conduct of interscholastic activities, which will enrich the educational experiences of high school students. The OSAA will work to promote interscholastic activities that provide equitable participation opportunities, positive recognition and learning experiences to students, while enhancing the achievement of educational goals.

## Non-Discrimination Policy

*(Executive Board Policies, Revised July 2019)*

- A. The Oregon School Activities Association does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability in the performance of its authorized functions, and encourages its member schools, school personnel, participants and spectators to adopt and follow the same policy.
- B. A claim of discrimination against a member school shall be brought directly to the member school of concern.
- C. Any party that believes he/she has been subjected to an incident involving discrimination or discriminatory harassment at an OSAA sanctioned event, may submit a written complaint through the online complaint process provided on the OSAA website ([Complaint Form](#)). When the coaches, players students, staff or spectators of any members school engage in discriminatory behaviors, or act in a manner disruptive to the school environment, or cause disorder or infliction of damage to persons or property in connection with any festival, meet, contest or championship sanctioned by the Association, the Executive Board may treat such acts as a violation by the school of the Rules of the Association. See **Rule 3, "Contests – Sportsmanship – Crowd Control"** for additional information.

## OSAA Sportsmanship Statement

Interscholastic activities are an integral part of the educational curriculum and experience. High school activities promote the character development of participants, enhance the educational mission and promote civility in society. Therefore, student-athletes, coaches, spectators and all others associated with high school activities programs and events should adhere to the fundamental values of respect, fairness, honesty and responsibility. These values should be established as a priority among all OSAA member high schools.

It is the responsibility of each member high school to establish policies for sportsmanship and ethical conduct consistent with the educational mission and goals of that school and to continually educate students, coaches, teachers, parents and all involved about those policies.

## **BAND / ORCHESTRA PLAN**

### **1. SEASON DATES**

First Practice Date ..... August 31  
First Contest Date ..... August 31  
Band/Orchestra Culminating Week ..... May 10-May 15

2. **STAFF CONTACT:** K.T. Emerson, Assistant Executive Director, 503.682.6722 x227, [kte@osaa.org](mailto:kte@osaa.org)

## **CONSIDERATIONS DURING LIMITED IN-PERSON INSTRUCTION**

OSAA Music Return to In-Person Instruction Considerations Memo -  
<http://www.osaa.org/docs/cho/MusicReturntoInPersonInstructionConsiderations.pdf>

### **1. SCREENINGS**

- A. All adults and students should be screened daily for signs/symptoms of COVID-19 prior to participating.
- B. Responses to screening questions for each person should be recorded and stored.
- C. Any person with positive symptoms reported should not be allowed to participate, should self-isolate, and contact their primary care provider or other health-care professional.
- D. Encourage vulnerable individuals (over 65 and/or have underlying medical conditions) to consider not supervising or participating.

### **2. PERFORMING ARTS CLASSROOM CONSIDERATIONS**

- A. Masks or face coverings are required at all times indoors. Masks or face coverings are required at all times outdoors when 6 feet of distance cannot be maintained.
- B. Prepare for how students enter and exit the classroom. Specifically, plan for distributing supplies as well as storing and retrieving personal belongings.
- C. Increase transition time between classes where transitioning classrooms is necessary. Increased time is required for cleaning and disinfecting high touch surfaces.
- D. Large classes shall be reorganized into multiple smaller classes that meet at different times to satisfy physical distancing guidelines.
- E. Clean, sanitize, and disinfect frequently touched surfaces and shared objects between uses. Maintain clean and disinfected environments.
- F. Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.
- G. Schools with HVAC systems should evaluate the system to minimize indoor air recirculation (thus maximizing fresh outdoor air) to the extent possible. Schools that do not have mechanical ventilation systems should, to the extent possible, increase natural ventilation by opening windows and doors before students arrive and after students leave, and while students are present.
- H. Consider running ventilation systems continuously and changing the filters more frequently. Do not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. Consider using window fans or box fans positioned in open windows to blow fresh outdoor air into the classroom via one window, and indoor air out of the classroom via another window. Fans should not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate.

### **3. INSTRUMENT CONSIDERATIONS**

- A. Instruments should not be shared. However, if they must be shared, proper and thorough cleaning should occur between each use.
- B. Percussion students must not share mallets without properly disinfecting them--or students can wear gloves.

- C. General music teachers should consider providing each student with a personal music kit that includes common classroom instruments (rhythm sticks, mallets, etc.).

**4. REHEARSAL GUIDELINES**

- A. When utilizing the ODE guidance for Visual and Performing Arts as well as the Limited In-Person Instruction information, county phases are no longer applicable (provided your county is not in the baseline phase).
- B. Masks or face coverings are required at all times indoors. Masks or face coverings are required at all times outdoors when 6 feet of distance cannot be maintained.

**5. LIMITED BY GROUP SIZE WITH STABLE COHORTS** – (Guidance for [Limited In-Person Instruction](#) Pg.1)

Cohort groups are limited to no more than 10 students at a given time in a cohort. Students cannot be part of more than two cohorts (including transportation) in any given week. Any one staff member cannot interact with more than three cohorts in a given day and five in a week.

**6. LIMITED BY TIME IN THE BUILDING PER STUDENT** – (Guidance for [Limited In-Person Instruction](#) Pg. 2)

The time a single student or student cohort of any size can spend in a school building on a given day is limited to two consecutive hours and cannot be intermittent.

**7. LIMITED BY ABSOLUTE SIZE** – (Guidance for [Limited In-Person Instruction](#) Pg. 2)

The absolute number of students who can come to a school building within a given week is limited to 250 students and is further guided by the facility occupation limits described below when child-care is also being offered.

**8. OUTDOOR CONSIDERATIONS** – ([NFHS Guidance for a Return to High School Marching Band](#) Pg. 4)

Students should report dressed and ready to rehearse as well as with their instrument if applicable. Students should keep their individual items at least 6 feet apart from other students' personal items. Students cannot congregate before or after an outdoor rehearsal and carpooling is not recommended.

**9. PERFORMANCE CONSIDERATIONS** (ODE [Guidance for Visual and Performing Arts](#) Pgs. 8-9)

- A. Consider modifying some productions to podcast or video broadcast events (see example) to minimize concerns of physical distancing at a live performance.
- B. Consider scheduling additional performances over a longer period to accommodate community member attendance.
- C. Consider outdoor performances, where maintaining physical distancing would be easier.
- D. Educate audience members on health rules and expectations through –
  - 1) School or program website.
  - 2) Social media channels.
  - 3) Online ticket purchasing.
  - 4) Mails and push notifications.
  - 5) Signage leading to and at the event site.
  - 6) Announcements at the beginning of each performance.
  - 7) Announcements in the printed program.
- E. Require volunteers—parents, ushers, box office staff, etc., to follow the same safety guidelines as all other school personnel.
- F. Identify, mark and enforce a one-way path of travel for entrance in and exit out of the theatre. Provide alcohol-based hand sanitizer in the lobby and restrooms.
- G. Disinfect all public areas prior to and after a performance—seats, rails, restrooms, back of house, and other high touch surfaces, using EPA-approved disinfectants.
- H. Advise audience members to limit clustering in groups before the production begins, during intermission, and afterwards. Consider opening the house doors early to accommodate a physically-distanced seating process.

## **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 **their** 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.**

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

**6.8.** 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.

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

**7.7.** 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 an 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 or band class in the case of double bass players performing with a band or if a school does not offer a strings class.

Vocalists performing a vocal part with a band / orchestra shall be enrolled in the band, orchestra or choir 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 *or Associate Member 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 judges/adjudicators declare a winner and publish rankings of performance that include the identification of the performers 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:

- 1) there are no judges / adjudicators present,
- 2) judges / adjudicators are present, and performers receive “comments only” (no score is given),
- 3) judges / adjudicators are present, scores are given but no winner is declared, and no recap sheet of any kind is published.

However, if a group or soloist is performing at an event of this kind with the intent of qualifying for OSAA state level competition that group’s or soloist’s performance would be considered a competition and individual eligibility rules would apply. 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.

**BAND / ORCHESTRA HANDBOOK** *Adjustments to Handbook policies will be updated throughout the 2020-21 school year.*

**1. Eligibility.** The OSAA Assistant Executive 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 Band and Orchestra 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 an 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 or band class in the case of double bass players performing with a band or if a school does not offer a strings class.

Vocalists performing a vocal part with a band / orchestra shall be enrolled in the band, orchestra or choir class.

**1.2.2. 3A, 2A, 1A Band/Orchestra 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 Band and Orchestra competitions.

**1.3. Accompanist Eligibility.** All performers in band and orchestra 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 from 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 band, one string orchestra and one full orchestra to participate in the state championships.

**(b) State Championships.** Each school may enter only one band, one string orchestra and one full orchestra.

**2.1.2. Student.** Students may be entered in only one like group on the same instrument excluding wind players and percussion in full orchestra.

**2.2. Divisions.** There shall be five divisions (6A, 5A, 4A, 3A and 2A/1A) for concert bands and one division each for full orchestra and string orchestra. 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 groups.

### 3. Qualification for State Championships.

**3.1. Definition of OSAA League or Special District Contest.** All references to “leagues” 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 Band / Orchestra 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. Band and String Orchestra Automatic Qualifiers.** A band or string orchestra that meets both 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) Satisfy the following score requirements:

(1) **Band.** Receive at least two ratings at the level and using the format specified below from certified adjudicators at the OSAA League/Special District contest.

a) 6A – 75 or higher using the 6A/5A Scale.

b) 5A – 70 or higher using the 6A/5A scale.

c) 4A – 75 or higher using the 4A/3A scale.

d) 3A – 70 or higher using the 4A/3A scale.

e) 2A/1A – 75 or higher using the 2A/1A scale.

(2) **Orchestra.** Receive at least two “I” or “1-” ratings (75 or higher) from orchestra adjudicators that are OBDA certified or approved by the OBDA adjudication committee, using the 6A evaluation scale at the OSAA League/Special District Contest. Should only one String Orchestra compete at an OSAA League/Special District Contest, that group shall not be an automatic qualifier. However, that group shall be placed in the tape pool regardless of the ranking received. All qualifying Full Orchestras will be placed in the tape pool, regardless of the ranking received.

(c) 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 recording.

**3.4.1. Band and Orchestra Tape Pool Qualifiers.** A maximum of 20 – 6A bands, 12 – 5A bands, 10 – 4A bands, eight 3A bands, eight 2A/1A bands, 15 string orchestras and six full orchestras shall be scheduled to perform at the state championship. After all automatic qualifiers have been scheduled, the additional performance opportunities shall be provided to groups selected from a tape pool.

(a) Any band or orchestra that received qualifying scores from two or more certified adjudicators at the same qualifying contest is eligible to apply to be placed in the tape pool from which the remaining state championships performing groups are selected.

(b) If no band or orchestra from an OSAA League/Special District contest reached the qualifying standard, the highest non-qualifying performance from the OSAA League/Special District, regardless of score, is eligible to apply to be placed in the tape pool from which the remaining state championships performing groups are selected.

(c) The top scoring 3A and 2A/1A band from each festival or contest, regardless of score, is eligible to apply to be placed in the tape pool from which the remaining state championships performing groups are selected.



- (d) If fewer than eight 3A bands or 10 – 4A bands meet the qualifying standard in that classification, openings in performance opportunities for that classification may be filled with qualifying bands from the other classification, so long as the total number of performing groups does not exceed twenty bands.
  - (e) If fewer than eight 2A/1A bands or 12 – 5A bands meet the qualifying standard in that classification, openings in performance opportunities for that classification may be filled with qualifying bands from the other classification, so long as the total number of performing groups does not exceed twenty bands.
  - (f) The tape pool adjudicators have the option to adjust the ratio of string to full orchestra groups scheduled to perform (15 string orchestra / six full orchestra) depending on the quality of performances on the recordings reviewed.
  - (g) All bands and orchestras in the tape pool but not selected to perform be recognized by the OSAA for 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 by at least two qualified out-of-state adjudicators.
- (a) **OSAA League/Special District Results Adjustment.** If a group is not selected to perform at State by the tape pool adjudication panel, and that group received a higher combined score from the OSAA League/Special District Contest adjudicators in the “live” performance at the OSAA League/Special District Contest than a group from the same OSAA League/Special District which was selected to perform at State by the tape pool adjudication panel, the following adjustment shall be made. The group that received the higher combined score from the OSAA League/Special District Contest adjudicators shall be inserted by contest administrators into the tape pool ranked list one rank higher than the group selected by the tape pool adjudication panel, and the ranks of the subsequent groups shall be adjusted one rank lower as necessary. 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/bnd> as soon the results become available.

#### 4. State Qualifying Event Contest Rules and 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 Band / Orchestra State Championships.
- 4.1.2. This format provides flexibility for differing philosophies among OSAA Leagues/Special Districts and OMEA Districts and leagues, 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 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. Note: There is no required music list for orchestra.

(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 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 on Stage.** 6A, 5A and 4A bands and full orchestras shall have 30 minutes to enter, perform, and exit the stage; 3A and 2A/1A bands and string orchestras shall have 25 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) **EXCEPTIONS:** Members of the percussion section and adults and students designated by the director may enter ahead of the full group to assist in stage set up prior to the first step on the stage that starts the onstage clock. In addition, the designated adults and students may help in removal of all percussion equipment after the performance, exiting from the front of the stage.

(c) **Maximum Time Limit Violations - Penalty.** Groups exceeding the maximum allowed time on stage shall have five points deducted from the combined total of the points awarded by the adjudicators.

**4.6.2. 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) **Bands.**

(1) 6A, 5A and 4A bands shall perform at least 18 minutes of music.

(2) 3A and 2A/1A bands shall perform at least 15 minutes of music

(b) **Orchestras.** Orchestras shall perform at least 15 minutes of music.

(c) **Penalty for Violations of Minimum Performance Time Limit Rules.** 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 Band Directors Association adjudication forms shall be used. Orchestras shall be adjudicated on Oregon Band Director Association forms using the 6A evaluation

scale. Forms are available for download from the OSAA website, <http://www.osaa.org/activities/bnd/>.

**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 opportunity for State qualification, three performance adjudicators should be provided at State Qualifying Events.

**(a) Bands.** In order for groups to qualify for the state championships, two of the adjudicators must be certified as an adjudicator by the respective directors' association for that activity (OBDA). Only scores from certified adjudicators may be used for qualification.

**(b) Orchestras.** In order for groups to qualify for the state championships, two of the adjudicators must be orchestra adjudicators that are OBDA certified or approved by the OBDA adjudication committee. Only scores from certified or approved 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 bands and orchestras. Forms are available for download from the OSAA website, <http://www.osaa.org/activities/bnd/>.

**4.8.4. Sight-reading room procedure.** (See Music State Championship – Procedures section.)

**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/bnd/>.

**4.10.2. Arrange for Certified Adjudicators.** To maximize opportunity for State qualification, three performance adjudicators should be provided at State Qualifying Events.

(a) **Bands.** In order for groups to qualify for the state championships, two of the adjudicators must be certified as an adjudicator by the respective directors' association for that activity (OBDA). Only scores from certified adjudicators may be used for qualification.

(b) **Orchestras.** In order for groups to qualify for the state championships, two of the adjudicators must be orchestra adjudicators that are OBDA certified or approved by the OBDA adjudication committee. Only scores from certified or approved adjudicators may be used for qualification.

**4.10.3. Arrange for the Required Adjudication Forms.** Oregon Band Directors Association adjudication forms shall be used. Orchestras shall be adjudicated on Oregon Band Director Association forms using the 6A evaluation scale. Forms are available for download from the OSAA website, <http://www.osaa.org/activities/bnd/>.

**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. Note: There is no required music list for orchestra.

**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 RECORDING SERVICES.

(a) For the purposes of this rule, "tape" refers to a recording.

(b) A 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 OSAA League/Special District 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/bnd/>.

**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/bnd/>.

**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/bnd/>. 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.

**5.4.2. Tape Pool Qualifiers.**

(a) Completed Registration Form.

(b) Recording from the State Qualifying Event via an online submission process determined by the OSAA.

(c) One Conductor Score for each music selection performed on recording submitted. Note: Copies will not be accepted as regulated by U.S. Copyright laws.

**6. State Championship 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 bands and orchestras. 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 OSAA Band/Orchestra 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 application 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. NOTE: There is no required music list for orchestra.

(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 adjudicators 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:** U.S. Copyright laws prohibit the use of photocopies unless approval is obtained from the publisher or their agent. Should unauthorized photocopies be provided, the group will be allowed to perform, but shall not be scored.

**6.6. Time Limits.**

- 6.6.1. Maximum Time on Stage.** 6A, 5A and 4A bands and full orchestras shall have 30 minutes to enter, perform, and exit the stage; 3A and 2A/1A bands and string orchestras shall have 25 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 on stage.
- (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) **EXCEPTIONS:** Members of the percussion section, along with adults and students designated by the director, may enter ahead of the full group to assist in stage set up prior to the first step on the stage that starts the onstage clock. In addition, the designated adults and students may help in removal of all percussion equipment after the performance, exiting from the front of the stage. For the Band / Orchestra State Championships, the timer shall notify the director when the chairs and stands are set, and the onstage time will begin. The timer shall not provide additional time for percussion set up.
- (d) **Maximum Time Limit Violations - Penalty.** Groups exceeding the maximum allowed time on stage shall have five points deducted from the combined total of the points awarded by the adjudicators.

- 6.6.2. Minimum Time Limits.** Only actual music performed shall be timed; time between movements or selections shall not be included in the total time.

**(a) Bands.**

- (1) 6A, 5A and 4A bands shall perform at least 18 minutes of music.
- (2) 3A and 2A/1A bands shall perform at least 15 minutes of music

**(b) Orchestras.** Orchestras shall perform at least 15 minutes of music.

- (c) **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. **EXCEPTION:** Due to the large size of some bands and full orchestras and possible space limitations of the sight-reading room, those groups shall be limited to 80 performers without penalty to the performing group. Selection of the performers shall be at the discretion of the director.

**6.8. Sight-Reading Room Procedure.**

- 6.8.1.** Groups shall be adjudicated from the time the first member enters the sight-reading room until the last member leaves the room.

- 6.8.2.** Groups shall be responsible for seating themselves. Groups with more than one director, such as an assistant director, student teacher and/or percussion instructor, must designate which director will lead the group during sight-reading. Only one director will be allowed to give instructions and direct the group during sight-reading. When the group is ready to perform, the adjudicator shall then read or explain the following statement to the group:

"Do not remove the music you are about to receive from the envelope until told to do so. Failure of any students to abide by this request will result in a deduction of five points from our total scores."

- 6.8.3.** The adjudicator shall read or explain the following statement to the group:
- "I will tell you when to open the envelope containing your music. You will have seven minutes for your director to talk you through this selection. Your director may not sing or clap rhythms or communicate the rhythms in any way to you, however the director may request that you finger the notes and/or sing them back and/or clap rhythms. You may not play your instrument at any time during this seven-minute period; any student playing an instrument will cause your group to forfeit five points from your total sight-reading score. Tympani may tune during this time."
- 6.8.4.** The adjudicator shall ask if there are any questions. When questions have been answered, he shall instruct the group to remove the music from the envelopes and the seven-minute period shall begin. During the seven minutes, the director will receive a two-minute warning and a thirty-second warning. At the end of the seven-minute period, the adjudicator shall explain the following information to the group:
- "While the group is sight-reading the music, the director may call rehearsal marks, sing lines with the sections- do almost anything to keep the group together. It is acceptable to regroup after stopping and start again, but a group doing so may not score as high as a group performing the music without stopping."
- 6.8.5.** The group then performs the sight-reading selection.
- 6.8.6.** Upon completion of the sight-reading selection, the adjudicator shall read or explain the following:
- "Put your music back in the envelope from which it came and pass it into me. Failure of any student to pass in a part at this time will result in a five-point deduction in your total sight-reading score."
- 6.8.7.** If time permits, the adjudicator may give verbal comments to the group on their performance.
- 6.8.8.** The adjudicator shall dismiss the group when the student assistant has accounted for all parts of the sight-reading selection.
- 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 championship director from current lists of certified adjudicators or qualified out-of-state adjudicators.
- 6.10.3. Adjudication Forms.** Oregon Band Directors Association (bands and orchestras) adjudication forms shall be used. Sample forms are available for download from the OSAA website, <http://www.osaa.org/activities/bnd/>. 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 electronic-recorded criticism. Written criticism may be provided when time permits.
- 6.12. Awards.**
- 6.12.1. Determination of Winners.** The three performance adjudicators' scores plus the sight-reading score 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.
- 6.12.2. Awards.** Trophies shall be presented to the top 50% of the groups in a division up to a maximum of five awards per division.
- 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/bnd/>

**OSAA GENERAL POLICIES**

Note: For the purposes of these policies, “Coach” refers to “Director.”

1. **ADVERSE WEATHER CONDITIONS / AREA-WIDE EMERGENCY PROCEDURES** (May 2020)

*There may be times in the interest of minimizing risk due to adverse weather conditions and/or a clear area-wide emergency that it becomes necessary to postpone, cancel, and/or reschedule regular season or postseason events. The intent of this policy is to outline procedures and policies to provide guidance to OSAA member schools when such conditions impact an event.*

A. **Regular Season Events.**

1) *Administrators have the responsibility to define and communicate contingency plans in the event of adverse weather conditions and/or a clear area-wide emergency. A stepwise progression that places emphasis on minimizing risk for athletes, coaches, contest staff, spectators, and contest officials will be used to help guide decision makers on the appropriate course of action.*

2) *The following steps shall be taken:*

a) **Suspend the Event:** *NFHS rules allow officials to “delay” or “suspend” any contest where factors may endanger the participants. At no time may officials “terminate” a contest between schools unless administrators or representatives from each school mutually agree to end the contest. If the participating schools involved mutually agree to end the game the contest will be considered complete. Officials should use the following guidelines when choosing to suspend a contest:*

<b>Starting Time of the Event</b>	<b>8am to 12pm</b>	<b>12:01pm to 3:30pm</b>	<b>3:31pm to 6pm</b>	<b>After 6pm</b>
<b>Maximum Suspension</b>	<b>3 hours</b>	<b>2 hours</b>	<b>1.5 hours</b>	<b>1 hour</b>

b) **Modify the Event:** *NFHS rules in most sports and activities allow for modifications to timing and structure if necessary, with mutual agreement of participating schools, to address factors that may endanger the participants.*

c) **Reschedule the Event:** *When situations arise involving a suspension of play and the participating schools cannot reach mutual agreement on ending the contest, the following steps shall be taken:*

- (1) *Convene a meeting between representatives from participating teams*
- (2) *Review and record contest details up to the point of suspension*
- (3) *Review each of the following options*

<b>Option</b>	<b>Implication</b>	<b>Contest Result</b>
<i>Schools agree to reschedule contest during the current game week (i.e. Friday game, continued on Saturday or Sunday).</i>	<i>See Executive Board Policy, “Interrupted Contests” procedures for specific sport/activity.</i>	<i>Upon conclusion result is final.</i>
<i>Schools agree to reschedule contest during a future game week (i.e. Friday game, continued on following Tuesday).</i>	<i>See Executive Board Policy, “Interrupted Contests” procedures for specific sport/activity.</i>	<i>Upon conclusion result is final.</i>
<i>Schools cannot reach agreement on when to reschedule contest.</i>	<i>Contest is suspended.</i>	<i>No Result.</i>

d) **Cancel the Event:** *Cancelling the contest is not an option if the cancellation has a bearing on advancing a team(s) to the final site.*

B. **OSAA Final Site Events.**

1) *A culminating event shall be defined as the event(s) conducted at the final site only. Early round contests and district qualifying should tournaments follow the stepwise progression listed in part A.*

2) *School personnel have the responsibility of making alternative travel plans to final sites based upon adverse weather forecasts and any other pertinent information. It shall be the responsibility of the participating school(s) to notify the OSAA Executive Director or OSAA staff designee if the school is having difficulty traveling*



*to the final site and may not arrive in time for the scheduled event(s) due to adverse weather conditions or a clear area-wide emergency.*

C. **Championship Final Site Specifics.**

- 1) *If a team/individual is unable to arrive at a final site for their scheduled competition due to adverse weather conditions or a clear area-wide emergency, that team/individual will be allowed to participate in their scheduled event provided they arrive at the site and are able to compete on the day of their scheduled event. In this situation the OSAA Executive Director or OSAA staff designee, shall adjust the schedule of the event for the purpose of allowing maximum participation for all qualified schools when these conditions are present. If the team/individual is unable to arrive to compete on the day of their event, and NFHS playing rules allow the modification, a forfeit is recorded and that team/individual shall move into the consolation bracket or be dropped from competition, whichever is applicable to the event.*
- 2) *When the number of teams/individuals unable to reach the final site for their scheduled event due to adverse weather conditions or a clear area-wide emergency exceeds 25% of those participating, the OSAA Executive Director or OSAA staff designee, shall consider postponement or cancellation of all or part of the event. An alternative schedule shall be determined by OSAA Executive Director or OSAA staff designee. Should the need arise for the schedule of a final site to be altered the next available date, including Sunday, will be used.*
- 3) *For the purpose of this policy, the TOTAL number of teams/individuals scheduled to attend the final site for that classification shall be the number used from which to obtain the percentage of those needed, regardless of the total number of classifications scheduled to attend the event.*
- 4) *Note: For the purpose of this policy, when the percentage used results in a number that is not a whole number, the number shall be rounded up to the next whole number. For example, if a tournament is being held for 30 teams, 25% of the total would be 7.5 which would be rounded up to 8.*

D. **Procedures to Follow If Contests at The Final Site Are Rescheduled.**

- 1) *The OSAA Executive Director or OSAA staff designee has the final authority on final site contest rescheduling.*
- 2) *If contests are rescheduled on the same day as originally scheduled but at a different site, the semifinal and championship contests will be scheduled at the same time or later than originally scheduled.*
- 3) *Time between contests may be shortened. Example: If contests were originally scheduled at two-hour intervals, they may be rescheduled at one and one half-hour intervals.*
- 4) *Individuals/teams shall be granted a minimum of 20 minutes for rest between contests.*
- 5) *Whenever possible, contests played on the final day of the tournament shall be scheduled to allow individuals/teams to return to their home community that day.*
- 6) *If during the last scheduled day at the final site, contests are unable to be restarted requiring postponement overnight, only those individuals/teams still in contention for the championship will continue play. Individuals/teams not in contention for the championship shall be awarded a tie for the highest placing that could have been earned if postponement had not been necessary.*

E. *Ticket revenue will not be refunded in the event the schedule and/or day(s) of the event are changed due to adverse weather conditions or a clear area-wide emergency.*

2. **NON-DISCRIMINATION POLICY** (OSAA Handbook, Executive Board Policies) **(Complaint Form)** (Revised July 2019)

- A. The Oregon School Activities Association does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability in the performance of its authorized functions, and encourages its member schools, school personnel, participants and spectators to adopt and follow the same policy.
- B. A claim of discrimination against a member school shall be brought directly to the member school of concern.
- C. Any party that believes **they** have been subjected to an incident involving discrimination or discriminatory harassment at an OSAA sanctioned event, may submit a written complaint through the online complaint process proved on the OSAA website. When the coaches, players students, staff or spectators of any members school engage in discriminatory behaviors, or act in a manner disruptive to the school environment, or cause disorder or infliction of damage to persons or property in connection with any festival, meet, contest or championship sanctioned by the

Association, the Executive Board may treat such acts as a violation by the school of the Rules of the Association. See Rule 3, “Contests – Sportsmanship – Crowd Control” for additional information.

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 **administration**, coach and other responsible officials of each member school shall take all reasonable measures to ensure that the school's coaches, players, students and **spectators** maintain a sportsmanlike attitude **at** 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. **Discriminatory harassment and bullying behavior will not be tolerated. Discrimination is defined as (OAR 581-021-0045(1)(a) “any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on age, disability, national origin, race, color, marital status, religion, sex, and sexual orientation.” Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Examples include but are not limited to hazing, intimidation, taunting, bullying, cyberbullying or menacing another, or engaging in behavior deemed by the member school to endanger the safety or well-being of students, employees, self or others. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent, so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities offered by a school. This includes the use of, or engagement in, abusive verbal expression or physical conduct, especially if that conduct interferes with the performance of students, staff, event officials or sponsors of interscholastic activities.**
- 3.4. **Spectator Conduct.** *The following expectations regarding spectator conduct at all OSAA sanctioned events, including regular and post season competition, are provided. Those violating or threatening to violate the following Association rules or site management spectator conduct expectations, may be ejected from the premises, issued a trespass citation, excluded from sanctioned activities temporarily or permanently and/or referred to law enforcement officials.*
  - 3.4.1. **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 unacceptable conduct include but are not limited to disrespecting players by name, number or position; negative cheers or chants; throwing objects on the playing surface; use of derogatory or racially explicit language; discriminatory harassment or conduct that creates a hostile environment that is disruptive to the educational environment.**
  - 3.4.2. **Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language or engage in any racially/culturally insensitive action.**
- 3.5. **Complaint Process.** *The OSAA will sanction schools whom it has found negligent in the duties of reasonably protecting those involved in interscholastic activities from derogatory or inappropriate names, insults, verbal assaults, profanity, ridicule or engaging in behavior deemed by the member school to endanger the safety or well-being of students, employees, self or others.*
  - 3.5.1. **OSAA will acknowledge receipt of the complaint within 48 hours.**

- 3.5.2. **OSAA may prioritize the investigation of complaints based on information received.**
- 3.5.3. **Complaints deemed to be employee or student discipline matters only shall be returned to the complainant. Matters of employment and/or employee discipline which can best be resolved through the school district's complaint process include but are not limited to playing time, team level assignments (Varsity/JV), assignment of a student to a specific coach, equipment use, or dissatisfaction with a contract or payment term. Matters of student discipline which can best be resolved through the school district's complaint process include but are not limited to academic eligibility, drug/alcohol use, playing time or playing position, specific workout requirements, or dissatisfaction with a calendar, schedule or event location.**
- 3.5.4. **Complaints must include the complainant's name and contact information (phone and email or mailing address). Anonymous complaints shall not be considered.**
- 3.5.5. **Every effort will be made to complete the investigation process within 30 days; however, should the investigation require more time, a 30-day status update shall be provided.**
- 3.5.6. **To assist in investigation of the complaint, complainants are asked to note the following:**
- Complaints are only accepted on the official online form and each section of the Complaint Form must be completed. ([Complaint Form](#))**
  - Complaints which are determined to be outside the scope of the OSAA will be returned to the complainant via the contact address provided. See [Rule 3.5.3](#) for guidance.**
  - Whenever possible, provide first-hand accounts, with names and contact information of witnesses.**
- 3.6. **Sportsmanship Violations/Penalties.** When the coaches, players, students, staff or *spectators* of any member school engage in unsportsmanlike conduct, **discriminatory harassing behaviors, act in a manner disruptive to the school environment, or cause** 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 **and the school shall be subject to penalty. Penalties may vary depending on the actions taken by the school and/or school district during and after the event as it relates to trespassing spectators involved, removing players/coaches from the team for a period of time, requiring additional education/training, etc. Upon a ruling by the Executive Director or by the Executive Board the member school may be subject to probation, mandatory appearance before the Executive Board, required plan of action, forfeitures, fines, lack of institutional control penalties, suspension of membership or expulsion from the Association as determined by the Executive Board. The Executive Director or the Executive Board may determine that no penalties are necessary when an incident has been handled appropriately and in a timely fashion by the school and/or district.**
- 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 ensure proper behavior on the part of its own students and fans.
  - 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.
  - Q.** Are "run through" signs allowed?

**A.** Yes, so long as the message is positive/supportive.
  - Q.** May visiting schools bring signs and/or banners to hang at the host school's venue?

**A.** No.
  - Q.** **May spectators have signs at events?**

**A.** **Spectators are not permitted to have signs or banners larger than 8-1/2 x 11 inches. "Fathead" type items are considered signs and shall not be larger than 8-1/2 x 11 inches. Spectators are required to wear shirts.**

6. **Q. *May a spectator have an artificial noisemaker?***  
**A. *No, spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.***
7. **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.
8. **Q.** May spectators use small, handheld megaphones?  
**A.** Yes, ***provided they are not electric.*** Only cheerleaders are allowed to use large megaphones. Neither cheerleaders nor spectators may use megaphones for banging on the floor or bleachers.
9. **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. ***Spectators shall not turn their heads or hold up newspapers during team introductions, or jeer at cheerleaders during opposing team introductions.***
10. **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.
11. **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.
12. **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.
13. **Q.** May a school use balloons at a state championship final site?  
**A.** No.
14. **Q.** May spectators have oversized foam fingers at athletic events?  
**A.** Yes, they are allowed so long as they are not blocking spectator viewing.
15. **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.
16. **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.
17. **Q.** Are “run through” signs allowed?  
**A.** Yes, so long as the message is positive/supportive.
18. **Q.** May visiting schools bring signs and/or banners to hang at the host school’s venue?  
**A.** No.
19. **Q. *May spectators have signs at events?***  
**A. *Spectators are not permitted to have signs or banners larger than 8-1/2 x 11 inches. “Fathead” type items are considered signs and shall not be larger than 8-1/2 x 11 inches. Spectators are required to wear shirts.***
20. **Q. *May a spectator have an artificial noisemaker?***  
**A. *No, spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.***
21. **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.

- 22. Q.** May spectators use small, handheld megaphones?  
**A.** Yes, ***provided they are not electric.*** Only cheerleaders are allowed to use large megaphones. Neither cheerleaders nor spectators may use megaphones for banging on the floor or bleachers.
- 23. 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. ***Spectators shall not turn their heads or hold up newspapers during team introductions, or jeer at cheerleaders during opposing team introductions.***
- 24. 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.
- 25. 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.
- 26. 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.
- 27. Q.** May a school use balloons at a state championship final site?  
**A.** No.
- 28. Q.** May spectators have oversized foam fingers at athletic events?  
**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 ***their*** 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.