



# 2023-2024

# MISSISSIPPI HIGH SCHOOL DISTRICT CHAIR MANUAL

## MMEA LEADERSHIP

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## General Information

1. The MHSAA **Senior High School Choral Division District Chairs** discuss old and new ideas, concerns regarding policy regulations and procedures, make motions to present policy concerns to the collective body of choral directors for a vote, disseminate information to in-district choral directors, execute MMEA and district sponsored events, and assist with the MHSAA / MMEA State Performance Assessment (SPA) and the MHSAA / MMEA Choral Art Festival (CAF).
  - a. **District Chairs, High School Division - elected by currently registered choral directors employed in MHSAA member high schools, 2-year term**
    - i. **the District Chairs report directly to the MMEA High School Division President**
    - ii. additional District Chairs are elected at the discretion of the collective in-district choral
    - iii. districts may choose to sponsor their own in-district festival or honor choir clinic, provided they submit the appropriate paperwork to the MHSAA Office (**FORMS 13 – 16**)

## Leadership Election Process

1. The MHSAA High School Choral Division District Chair are elected by official ballot at the regional State Performance Assessment (SPA).
2. Prior to SPA, the current District Chair will gather nominations, via email or Google Forms, from all in-district choral directors and report the nominations to the regional SPA Site Coordinator
  - a. **report to the MMEA HS Division President if this task becomes an oversight**
    - i. **official Google Forms have been created for all districts**
3. The regional SPA Site Coordinator will create the official ballot as well as organize and monitor the official election at the SPA registration check-in table
  - a. no less than two (2) choral director names must be listed on the official District Chair ballot for districts with one representative
  - b. no less than three to four (3-4) choral director names must be listed on the official District Chair ballot for districts with multiple representatives i.e. one more than the number of current elected representatives
  - c. **report to the MMEA HS Division President if this task becomes an oversight**
    - i. **official Google Forms have been created for all districts**

## Leadership Duties

1. The MMEA President will appoint a committee of District Chairs to plan, organize, and execute the regional MMEA Fall Workshops.
2. Annually update the in-district choral director email database and submit it to the MMEA HS Division President - name, school & email address.
3. Disseminate correspondence from the MMEA HS Division Officers / Site Coordinator to in-district choral directors. For all email communication:
  - a. **carbon-copy (CC)**
    - i. the MMEA President
    - ii. the (4) four MMEA HS Division Officers
    - iii. the MHSAA Choral Liaison
    - iv. the MHSAA Assistant Executive Director, when applicable
  - b. **blind carbon-copy (BCC) in-district choral directors**
4. Attend and take notes at all MHSAA / MMEA Business Meetings and District Chair Meetings.
  - a. arrange for a knowledgeable colleague to attend meetings for which they cannot attend
5. Disseminate information from all MHSAA / MMEA Business Meetings and District Chair Meetings to in-district choral directors.
6. Know and enforce all MHSAA and MMEA policies and regulations in the MHSAA Choral Manual.
7. Serve as district treasurer & bookkeeper during their 2-year term of office.
  - a. no less than (2) two district chairs to serve as SIGNERS on the district banking account; accountability
8. Maintain contact with all in-district choral directors and support them throughout the school year, even if they do not participate in SPA or CAF.
  - a. make sure they know about or have access to:
    - i. a current MHSAA Choral Handbook [www.msmea.org](http://www.msmea.org) → High School
    - ii. a current FORM 1 - MHSAA **required** registration
    - iii. DragonFly Max - student eligibility
    - iv. MHSAA / MMEA Business Meetings (August & January) - professional duty

- v. notes and information from all MHSAA / MMEA Business Meetings
  - vi. festival information and reminders
  - vii. honor choir information
  - viii. upcoming registration & fee due dates
- b. a current FORM 8 - **required** Choral Art Festival Approval Form, completely filled out w/principal's signature
  - c. a current FORM 9B - Choral Art Festival Registration Form, 7th-12th, completely filled out w/principal's signature
  - d. a current FORM 10 - Choral Art Festival Repertoire Form
  - e. a current FORM 3's - SPA Registration Form, completely filled out w/principal's signature
  - f. a current FORM 4's - SPA Repertoire Form, completely filled out w/principal's signature
  - g. Rules & Procedures - arrival time before adjudication, adjudication packet, concert etiquette etc.
9. Organize any events the district chooses to sponsor.
    - a. report sponsored events to MHSAA (**FORMS 13-16**) and the MMEA High School Division President
  10. Plan or host a minimum of two in-district social meetings / gatherings per school year.
    - a. create and disperse annual financial reports at district social gatherings
  11. Assist in the execution of the Choral Art Festival and/or the State Performance Assessment
    - a. enforce all rules of conduct included in the MHSAA Choral Manual
      - i. the choral director and principal of each school will be held responsible for the proper conduct of all persons representing their school
      - ii. the Site Coordinator (High School Division Officer), in coordination with the assigned District Chairs, are authorized to disqualify and dismiss students, choral groups and choral directors whose conduct is flagrantly uncooperative
      - iii. any failure to comply with all rules and regulations will be referred to the MHSAA Executive Director
    - b. District Chairs serving as the site (CAF/SPA) host or live in the area, secure the following:
      - i. areas for adjudication: room for warm-up, room for sight-reading & a stage for performance
      - ii. hospitality room - lounge to store snacks and eat lunch
      - iii. parking for buses
      - iv. check pianos for tuning and check piano benches, chairs & music stands for durability
        1. secure young men to move piano according to director's preference
      - v. check for appropriate stage lighting
      - vi. check to make sure risers can accommodate the largest choir
      - vii. restroom use and supplies i.e. inform school maintenance to STOCK UP
      - viii. security
    - c. District Chairs serving as hospitality guide/runners to participating choirs/ensembles
      - i. remain with them from arrival/registration to warm-up, stage, and sight-reading
      - ii. keep choral groups quiet and moving on the right side of the hallway
      - iii. SPA sites with multiple district chairs: switch out this duty, but keep it moving
    - d. District Chairs serving as adjudicator runner
      - i. supply adjudicators with refreshments when needed
      - ii. supply adjudicators with adjudicator packets from the registration/check-in table
        1. suggest that they hold the first (4) four adjudication packets before sending them back to the registration/check-in table
      - iii. when adjudicators are finished, place music back in the correct adjudicator envelope packet; place the adjudication rubric forms on top for the SITE COORDINATOR to record (put them in order according to the score recording form)
  12. Organize the nominations of successor
    - a. meet with their successor to explain the job; train them
    - b. turn over all records and reports
    - c. transfer the district banking account to successor
  13. MISCELLANEOUS - If your district does something other than the Choral Art Festival or the State Performance Assessment, please make the other districts and state officers aware. This is an excellent way to share ideas.

## Adjudication Participation

1. **Participation** in one adjudicated, MHSAA-sanctioned event is required of all MHSAA member schools with choral programs: either the Choral Art Festival (application process with approval) or the State Performance Assessment.
  - a. a choral director who wishes to request exemption from CAF / SPA or a site change must submit an **Exemption Request Letter** along with **FORM 1** to the MHSAA Office by **September 15**. Request letters must be composed on school letterhead by the requesting director's principal
2. Choral groups **may NOT** participate in both MHSAA-sanctioned events; they must choose either the Choral Art Festival or the State Performance Assessment.
3. The purpose of the Choral Art Festival is to provide new and developing choral programs, grades 6th-12th, and choral directors with a positive, non-threatening, non-competitive choral experience that will ultimately lead to their participation in the State Performance Assessment.
4. To participate in the Choral Art Festival or the State Performance Assessment:
  - a. a choral director must be employed by an MHSAA-member school
  - b. a choral director **must** be registered with MHSAA (**FORM 1**)
  - c. choral students and small ensemble students **must** be recognized by school authorities and meet MHSAA eligibility requirements (**DragonFly Max**)
  - d. a choral director is **not** required to be a member of MMEA or NafME

### Registration Forms and Fees

1. Choral Art Festival Registration fees are set by MMEA. State Performance Assessment Registration fees are set by MHSAA.
2. Registration forms (**FORM 9/9B & FORM 3's**) and fees (**copy of P.O.**) are due to the regional CAF or SPA Coordinator by the **Winter Business Meeting**. Be diligent.
  - a. registration fees are non-refundable
  - b. registration fees must be paid in full prior to the assessment
  - c. registration fees for additional students not listed on the original registration form must be paid in full prior to the assessment
3. Schools will not be placed on the performance schedule until completed registration forms and registration fees have been received by their regional High School Division Officer / Site Coordinator.
4. Repertoire forms (**FORM 4's**) are due to the regional SPA Coordinator by the stated deadline.
5. All choirs participating in the State Performance Assessment are **required** to pay a one-time Data Assessment Fee. (**State Conference Business Meeting; March 2019**)

### Personnel Requirements - State Performance Assessment

1. A school may enter more than one TTBB, SSA and/or SATB choir at SPA with no duplication of personnel in choirs of the same voicing (i.e., Freshmen Chorus, Intermediate Chorus, etc.). Individual students may not participate in more than one SATB, SSA, and/or TTBB choir.
2. A school may enter multiple ensembles at SPA. Individual students may participate in no more than three ensembles. (**Fall Business Meeting; August 2019**)
3. If, for some reason, scheduling restraints will not allow for multiple ensembles of the same voicing, the choral director will be contacted as soon as possible by their regional High School Division Officer / SPA Coordinator to discuss a solution.

### Music Requirements

1. Choirs and small ensembles participating in the Choral Art Festival **should** sing two selections **from memory**.
2. Choirs and small ensembles participating in the State Performance Assessment **must** sing two selections **from memory**. One of the two selections **must** be from the approved prescribed lists. The other selection is left up to the choral director, "Director's Choice" (pop and patriotic music must be avoided).
3. The choral director may request an alternate music selection for the State Performance Assessment, to be approved by the High School Division Repertoire Chairman and President, by submitting a signed and completed FORM 2.

### Sight Reading Requirements

1. Sight-reading is **not** required of choir and small ensemble students participating in the **Choral Art Festival**. Choral directors have the option to choose **Ratings** or **Comments Only**.
2. Sight-reading **is required** of all choir and small ensemble students participating in the **State Performance Assessment**.
3. The choral director may choose the level and voicing of sight-reading that best suits the needs of their choral group. The level is not connected with the repertoire for stage performance. There is no limit as to the number of years a choral director may choose a

certain level.

### **Sight Reading Procedures**

1. The choir will enter the sight-reading room quietly, focused on the task at hand.
  - a. The choral director must arrange students with the least amount of confusion prior to entering the sight-reading room.
2. Each school must provide its own accompanist.
3. State Performance Assessment: at the choral director's discretion, singers may sight-read up or down one voice part from the number of voice parts performed on-stage to balance all the voice parts in the sight-reading room. For instance, an SATB choir may choose to read SAB, or select altos may sing the soprano line or the tenor line.
4. Exiting
  - a. students will pass the music to a location designated by the adjudicator who will then dismiss the choir
  - b. the choral group will exit the room quietly and in an orderly fashion as directed by the adjudicator
5. Disqualification
  - a. a choir whose director breaks any of the previously stated guidelines, or makes an obvious contribution to the performance by either singing with or speaking to the students or making other audible contributions while they are performing will be disqualified
  - b. an obvious attempt by a choral director to be disqualified may result in an unfavorable rating rather than a disqualification. The adjudicator is authorized to make this determination

### **SWEEPSTAKES Award - State Performance Assessment**

1. A choir will earn a SWEEPSTAKES award if they earn Superiors from all three judges on stage in the concert contest in SPA and a Superior in sight reading at the SAME LEVEL VOICING of the largest voicing of their repertoire in SPA for LEVEL III or HIGHER. For example, an SATB choir must sight read SATB (Level 3 or higher) and a SAB choir must sight read SAB (Level 3 or higher). For example, a treble choir that sings one SA song and one SSAA song must sight read SSA (Level 3 or higher). (**District Chair Meeting; September 2016**)
2. In order to qualify for a SWEEPSTAKES award, a school with multiple choirs must sight-read separately.
  - a. Simplified
    - i. superior ratings from all three stage performance adjudicators
    - ii. superior rating from the sight-reading adjudicator
      1. sight-reading level must be Level III or higher
      2. sight-reading voicing must be the same level or the largest voicing of the stage rep.
        - a. an SATB choir must sight read SATB (Level III or higher)
        - b. an SAB choir must sight read SAB (Level III or higher)
        - c. a treble choir who performs one SA selection and one SSAA selection must sight read SSA (Level III or higher)