

# Policies and Procedures of the North Carolina Bandmasters Association

*Updated May 3, 2019*

## Concert Band MPA

PURPOSE: To provide students and teachers a means of receiving constructive commentary by competent judges. To stimulate and recognize growth. To provide students and teachers a means of hearing the work done by other school groups.

### 1. ELIGIBILITY:

- A. All band directors must be current members of the North Carolina Music Educators Association.
- B. Band members must be regularly enrolled in a band class according to the school administrative unit (individual school).
- C. The band director that appears on the class roster at a school as the teacher must be a member of NCMEA and register all students to participate in all state sanctioned events.
- D. Student teachers that are current members of NAFME Collegiate may conduct one piece during a performance at Concert Band MPA.
- E. In the rare event that a director cannot conduct an ensemble (due to illness, family emergency, death in the family, etc.) approval must be obtained from both the District Concert Band MPA Chair and the NCBA President-Elect before a substitute conductor (e.g. a student teacher) may conduct the group.

### 2. ADMINISTRATIVE STRUCTURE:

- A. Each district will have a Concert Band MPA Chair elected by the band directors of that district. Each district must notify the State Concert Band MPA Chairperson who the District Concert MPA Chair is by the end of the Fall In-Service Conference.
- B. Those persons who are presently serving as a Concert Band MPA Chair in a district will continue to serve at the pleasure of the district.
- C. The Concert Band MPA in each district must be held before April 15 each year. In the event of extreme weather conditions which require a cancellation of a MPA, the MPA District Chair may apply to the State Concert Band MPA Chair for an extension of this date.
- D. The District Concert Band MPA Chair will contact the Executive Director of NCMEA to obtain Concert Band MPA financial and administrative materials.
- E. The State Concert Band MPA Chair will be the President-Elect of the North Carolina Bandmasters Association. His/Her responsibility shall be to direct and assist the District Concert Band MPA Chair and will have the authority to govern all concert band MPA activity in the state.
- F. The State Concert Band MPA Chair will send judging procedures to each District Concert Band MPA chair sixty (60) days in advance of the Concert Band MPA event, and the District Concert Band MPA chair will send the procedures to their judges thirty days before their District Concert Band MPA event.
- G. The State Concert Band MPA Chair will hold a meeting of the District MPA Chairs during the NCMEA Professional Development Conference to discuss the format, procedures, rules and guidelines. Items covered in this meeting will be sent to District Concert Band MPA Chairs by the President-Elect.

### 3. REGULATIONS:

- A. No student may enter both middle and high school levels in the same year.
- B. Bands may enter for comments only. Sight-reading will be optional for these bands.

- C. Where a school has more than one band, duplication of personnel will be permitted so long as the literature and instrument is not the same. The secondary instrument in a second band must be listed on the current NC All State Honors Band Instrumentation list. If a student plays multiple instruments in one band, they are not permitted to play any of those instruments in another band.
- D. No band may enter more than one District Concert Band MPA.
- E. Any band, which performs music not on the North Carolina Bandmasters Association approved list for the year will not receive comments or a rating from the judges.
- F. Bands are required to refrain from preparing any composition for Concert Band MPA more than once within a four-year period.
- G. Any school district finding it necessary to combine bands for concert band MPA must receive permission from the State Concert Band MPA Chair at least sixty (60) days in advance of the Concert Band MPA Event.
- H. Bands are required to refrain from using any electronic equipment designed to amplify the sounds of instruments, or which will alter the pitch or tone quality of the instrument. Music may be performed using the instrumentation and any special effects, electronic or otherwise, that the composer or arranger intended.
- I. A director may only use copies of scores if they include a letter from the publisher giving permission for three copies. If "E-Print" copies of the score are used, proof of purchase must also be provided for scores for each judge.

#### **4. REGISTRATION**

- A. Bands will register in their designated districts.
- B. Exception to Rule 4-A: Bands may cross district lines upon receiving written release from their District Concert MPA Chair and written permission from the District Concert Band MPA Chair where they wish to enter by February 1st. If problems occur, the director should contact the State Concert Band MPA Chair, who shall intervene and make a final decision.
- C. Registration forms must be completed and mailed with fees enclosed, to the District Concert Band MPA chair. The envelope must have a postmark showing that the materials were mailed on or before the stated deadline set by your District MPA Chair.
- D. The band director whose name appears on the class list as the teacher must be in attendance or their students will not be allowed to participate.

#### **5. FEES**

- A. All Concert Band MPA registration fees will be determined by each district.
- B. Notification of withdrawal by a director must be postmarked no later than thirty (30) days before the contest date if a refund of fees is expected.

#### **6. HONORARIUMS**

Each district must provide a minimum daily honorarium of \$300 to each adjudicator with discretion given to each district for a higher honorarium.

#### **7. PERFORMANCE**

- A. All bands are required to furnish three conductor's scores of each composition prepared for Concert Band MPA and present them to the Concert Band MPA chair or designee upon arrival. Only published scores will be permitted unless permission is obtained from the publisher. (See 3.I. for information on "E-Print.") All scores presented to the chair or designee must have measures numbered.
- B. Timing (includes staging and performance) Groups I, II - twenty-five minutes; Groups III, IV - thirty minutes; Group V - thirty-five minutes; Group VI - forty minutes. Groups requiring more than the

specified time for their group level must apply in writing or via email to the State Concert Band MPA Chair thirty (30) days prior to their respective MPA requesting permission for an extended time. Warm up times will be: Groups I, II - twenty-five minutes; Groups III, IV - thirty minutes; Group V - thirty-five minutes; Group VI - forty minutes. Bands may be required to perform at an adjusted time but the entire warm-up time must be given to each band.

- C. Each band must prepare a march of the director's choice and two compositions (or one composition if it is on the Grade VI list and considered a Masterwork) from the Official North Carolina Bandmasters Association Concert Band MPA Music List. Bands must choose pieces from the same classification or from two adjacent classifications.
- D. Each band director must submit to the proper Concert Band MPA chair the following:
  - 1. Three copies of a list of the band's instrumentation.
  - 2. A repertoire sheet listing all selections prepared for the Concert Band MPA during the past four years.

Each of these must be submitted at least one hour before the band is scheduled to play. It is strongly urged that the band director leave a copy of the repertoire sheet on file at his/her own school.

## **8. SIGHT READING:**

- A. Sight reading will be required of all bands in Grades II – VI. The sight-reading score will be included in the overall rating for all participating bands unless the band is performing for comments only. Bands will read one concert selection. One sight-reading judge will be used; the judge will make taped comments and use the sight-reading form.
- B. Bands and directors will have time to look at the music. The times are: Grades II, III and IV - five minutes; Grade V - six minutes; Grade VI - seven minutes. During that time, they may clap rhythms, sing parts, count out loud and finger instruments, but they may not play their instruments. Each band may play a brief warm-up scale at the conclusion of the preparation period.
- C. During the actual performance directors may call out rehearsal letters or numbers and verbal cues (e.g. "more trumpets" or "tubas watch") but may not sing parts or rhythms while the band is playing. Only one director may work with the band in the sight-reading room. The time limit in the sight-reading room will correspond with the given amount for the concert performance.
- D. The President and President-Elect will contract a band director (active or retired) or a knowledgeable person (contractor) to order the sight reading to be used in the current year's University Interscholastic League Concert and Sight Reading Festival (from Texas).
- E. It is the responsibility of the State Concert Band MPA chair to make sure the contractor chosen be provided with the following information: contact info at RBC-Pepper South Texas Music, instrumentation for folders, MPA dates, MPA sites, MPA district chairpersons, MPA site addresses and the number of sets of sight reading folders that need to be compiled. The contractor will provide the folders, seal each set and ship them to the District MPA Chairs so that they arrive at least one week prior to the festival date. The boxes will be opened only by the sight-reading adjudicators. The Board of Directors will assess each district a fee for music and folder preparation as well as any stipend to the contractor.
- F. The sight-reading judge will utilize the procedures adopted by NCBA in the sight-reading room and will not offer a clinic (either by questioning the band or requesting to conduct the band) to the band or the band director regarding their sight-reading performance. Any request by the judge may be denied by the director of the ensemble without penalty of any kind. Commentary shall be restricted to that which the judge has written and recorded. There is a script for the sight-reading judge to read.
- G. Band Directors who register one or more bands in their district to attend Concert Band MPA will not judge sight reading in another NCBA District before their band attends concert band MPA for that school year.

H. During the Concert Band MPA event, it is the intent of the NCBA for the sight-reading judge to not hear a band's stage performance prior to or in advance of their sight-reading performance in the sight-reading room.

**9. HOUSING**

Each organization is responsible for making its own housing and meal arrangements.

**10. DISQUALIFICATION**

Violation of any of the above rules constitutes an automatic disqualification.

## Rating Chart for Concert Band MPA Grades II-VI

The following chart will be used in arriving at a final rating when using four judges (Three judges from the concert portion and one judge from the sight-reading portion). All possible combinations are included. The Roman Numerals at the top refer to the final ratings; the numbers below refer to ratings given by each judge.

RATING I	RATING II	RATING III	RATING IV	RATING V
1111	1114	1145	1455	4555
1112	1115	1155	1555	5555
1113	1123	1235	2355	
1122	1124	1244	2445	
	1125	1245	2455	
	1133	1255	3345	
	1134	1334	3355	
	1135	1335	3444	
	1144	1344	3445	
	1222	1345	3555	
	1223	1355	4444	
	1224	1444	4445	
	1225	1445	4455	
	1233	2225		
	1234	2234		
	1333	2235		
	2222	2244		
	2223	2245		
	2224	2255		
	2223	2333		
	2233	2334		
		2335		
		2344		
		2345		
		2444		
		3333		
		3334		
		3335		
		3344		

**Rating I:** Any combination of 4 ratings that total 4, 5, 6

**Rating II:** Any combination of 4 ratings that total 7, 8, 9, 10

**Rating III:** Any combination of 4 ratings that total 11, 12, 13, 14

**Rating IV:** Any combination of 4 ratings that total 15, 16, 17, 18

**Rating V:** Any combination of 4 ratings that total 19, 20

### Unanimous Stage Rule

If a band receives straight "threes - III's," "Fours - IV's," or "Fives - V's" on stage then they will receive that score as their overall rating regardless of the sight-reading score.

The ratings affected are:

333-1 would become a 3	555-1 would become a 5
444-1 would become a 4	555-2 would become a 5
444-2 would become a 4	555-3 would become a 5

## Rating Chart for Concert Band MPA Grade I

The following chart will be used in arriving at a final rating when using three judges from the concert portion. All possible combinations are included. The Roman numerals at the top refer to the final ratings; the numbers below refer to ratings given by each judge.

RATING I	RATING II	RATING III	RATING IV	RATING V
111	122	133	144	155
112	123	234	345	255
113	222	332	442	355
114	223	333	443	455
115	224	334	444	555
	225	335	445	

Although for purposes of reckoning the I, II, III, IV, V system is a convenience, please be sure that the numbers are not inscribed on the certificates of award or given to the media. According to our rules, the correct designations are given in the right-hand column below:

I	Superior
II	Excellent
III	Average
IV	Below Average
V	Poor

# North Carolina All-State Honors Band

## 1. ADMINISTRATIVE STRUCTURE:

- A. The North Carolina All-State Honors Band shall use a three-tier structure. Bands will be classified as: Middle School (grades eight and under), High School (grades nine and ten), and Senior High (grades eleven and twelve)
- B. Each of the state's seven districts shall share equal responsibility for each year's honors band by providing a chairperson for each of the following assigned areas:
  - Western District** - Sr. High Clinic (11-12)
  - Northwest District** - High School Clinic (9-10)
  - Southeastern District** - Middle School Clinic (8 and under)
  - Eastern District** - Sr. High Auditions (11-12)
  - South Central District** - High School Auditions (9-10)
  - East Central District** - Middle School Auditions (8 and under)
  - Central District** - Honors Band Host (All grades)
- C. No active North Carolina Band Director shall conduct an All-State Honors Band.
- D. Each district needs to have a uniform audition policy that can be enforced at the state level to prevent future disputes over student eligibility for All-State Honors Band.

## 2. ELIGIBILITY

- A. The band director of each student auditioning for either the Middle School, High School, or Senior High School All-State Honors Band must be a current member in good standing of both the North Carolina Music Educators Association and their own district.
- B. To audition and participate in the All-State Honors Band, the band member must be regularly enrolled in a scheduled concert band class which receives one unit of credit.
- C. The band member must participate in their respective All-District Band Clinic. In the event an All-District Band Clinic is canceled, the students who would have been eligible had the clinic been held will be allowed to audition.
- D. Any student that cannot document a family or personal emergency preventing their attendance at All-State Honors Band Clinic, if selected, and fails to participate in that clinic will be banned from auditioning for All-State Honors Band the next year.
- E. The band director that appears on the class roster at a school as the teacher must be a member of NCMEA and register all students to participate in all state sanctioned events.
- F. Percussionists may audition for the All-State Honors Band only on the instrument they were selected for and played at the district level.

### Eligible for NC Honors Band Auditions from Each District

Middle, High School (9/10), and Senior High (11/12) Band

4 Flutes	2 Oboes	2 Bassoons	6 Bb Clarinets
2 Bass Clarinets	1 Contrabass Clarinet	2 Alto Saxophones	2 Tenor Saxophones
1 Baritone Saxophone	5 Trumpets	3 French Horns	3 Trombones
2 Baritones	2 Tubas	1 String Bass	2 Snare/General
2 Mallets	1 Timpani	Percussion	

## 3. REGISTRATION FOR ALL-STATE HONORS BAND AUDITIONS

- A. Each district Chair or District Audition Chair shall notify the All-State Honors Band Auditions Chair of the name and school of those students of that district who may audition for All-State Honors Band by

the end of their All-District clinic. Each Honors Band Audition chair should receive a database of membership from each district so that if they need to contact someone they have the information.

- B. Each Band Director of an eligible student must download the audition form from the website and send to the corresponding Honors Band Audition Chair by the stated deadline in order for the student to audition.
- C. The band director shall be responsible for the proper registration and payment of fees to the Auditions Chair for his/her student(s) to audition for All-State Honors Band. Only school or booster checks will be accepted. Only U.S. Post Office postmarks will be observed. If a director brings a student to audition, the director will be expected to judge.
- D. Auditions for the All-State Honors Band will be the first or second Saturday of March determined by need and calendar issues. The make-up date will be the Saturday after the scheduled audition date.
- E. The band director whose name appears on the class list as the teacher must be in attendance or their students will not be allowed to participate.
  - 1. Directors who make a request to not be present must make their request to the appropriate event chair via email. Included in the request will be the reason for the request, student's name(s), parent's name and contact information including email address, and contact information of their principal.
  - 2. The principal of the director who is requesting to be absent from auditions will email the chair and confirm the director's request. The principal will be reminded by the chair that current procedures stipulate the band director whose name appears on the class list as the teacher must be in attendance or their students will not be allowed to participate. The principal will then be asked to provide a written statement in which he/she asks for an exception to this procedure for the director to be absent. The written statement of the principal is also asked to include (a) the name and school of the band director who will judge and (b) acknowledgement that the parents of the student must individually transport eligible students to and from the auditions.
  - 3. The director making the request must find another North Carolina band director who is a member in good standing of NCMEA and NCBA (this person may not be a student teacher) to take their position judging and that director agree via email to the clinic chair. This director will also provide what is their primary instrument and a copy of their NAFME card. This director may not have any of his or her own students auditioning.
  - 4. The parents of each student auditioning must bring their child to the audition site and register their child on the day of auditions. (NCBA and NCMEA assume no liability for a child traveling with another person.) The parent must bring the following items with their child to the registration desk: (a) a copy of the request for the director to be absent, (b) a copy of the principal's written statement, (c) a copy of the band director's NAFME card.
- F. Email will be the form of communication for receipt confirmations, etc.
- G. Directors should communicate with the Chair only if a child is sick and cannot attend the audition or clinic, so the alternate can be contacted.
- H. Ties will be broken in the following order: Sight-reading, Solo, and then Scales. In case of ties for the last chair we will take both or all.
- I. All results need to be sent to the webmaster within 24 hours (earlier preferred) of the end of auditions.
- J. A random formula will be used to determine the order in which students audition.
- K. Access to tabulations will be limited. Directors need to stay away from the tabulation room unless they are helping. The following districts will need to select a representative for Tabulations:
  - Middle School:* Central, Eastern, Southeastern, South Central, Western and Northwest.
  - High School (9/10) and Senior High (11/12):* Southeastern, East Central, Central, Western and Northwest.

These names need to be submitted by the District President to the Audition Chairpersons by the



business meeting at the annual NCMEA Professional Development Conference.

- L. Judge's sheets will be given back at Honors Band Clinic. If a director cannot attend Honors Band Clinic, the sheets will be mailed to the school.

### **North Carolina All-State Honors Band Instrumentation for all Bands**

Middle, High School (9/10), and Senior High (11/12) Band

10 Flutes	2 Oboes	2 Bassoons	20 Bb Clarinets
4 Bass Clarinets	1 Contrabass Clarinet	4 Alto Saxophones	2 Tenor Saxophones
1 Baritone Saxophone	12 Trumpets	8 French Horns	9 Trombones
4 Baritones	6 Tubas	1 String Bass	4 Snare/General
2 Mallets	1 Timpani		Percussion

An additional Oboe, Percussionist, or other instrument may be selected by the Clinic Chair (depending on the literature played).

#### **4. REGISTRATION FOR HONORS BAND CLINIC**

- A. At the conclusion of the Auditions, the All-State Honors Band Audition Chair for each level will notify each band director of his/her student(s) who were selected for All-State Honors Band by posting the results on the NCBA website. The director will be responsible for the proper registration of her/her student(s) participating in the clinic. A copy of the All-State Honors Band Auditions Registration file will be sent to each All-State Honors Band Clinic Chair as well.
- B. Each participating organization will be responsible for its own housing and meal arrangements.
- C. Clinic registration at the time of the All-State Honors Band Clinic must be done in person by the band director. If the band director is unable to be present, the director must notify the All-State Honors Band Clinic Chair in advance and in writing giving the reasons for his/her absence and the name of the BAND DIRECTOR who is to personally register his/her student(s) and will be responsible for the student(s) during the clinic. Each school principal will verify this appointment with the clinic chair in writing before the clinic registration date.

#### **5. FEES**

- A. Students will be charged a fee of \$17.00 to audition for All-State Honors Band. Only school, booster, or band director checks will be accepted.
- B. There will be a \$55.00 fee for a student making All-State Honors Band to participate in the clinic, plus the cost of meals provided by the meal service at the clinic site.
- C. If a school, band boosters or band director has had a check returned for insufficient funds twice, NCBA will only accept Money Orders or Cashier's check for payment of fees.

#### **6. REGULATIONS**

- A. Students who cannot attend the All-State Honors Band Clinic shall not audition.
- B. Students shall attend all of the All-State Honors Band rehearsals during the Clinic. Any student who misses any portion of any rehearsal will not perform with the All-State Honors Band.
- C. It is the duty of the band director to ensure that students meet all stipulations and requirements for Honors Band. Failure to comply with any stipulation or requirement or the failure to meet given deadlines may result in the ineligibility of a student to either audition for or attend the All-State Honors Band Clinic.
- D. The director's meeting for All-State Honors Band auditions will begin at 12 Noon.
- E. Auditions for All-State Honors Band will begin at the conclusion of the judges' meeting.
- F. A list of behavior guidelines for clinic rehearsals will be given to all eligible students. Students and

their parents must both sign this form to participate. The form will state that any conduct violation will result in the student being sent home.

G. Honors Band Solo Criteria:

1. The piece must be a solo, where possible, or etude that will allow the judge to effectively rank the students.
2. Where possible (but not limited to) the solos should come from a book.

## 7. GUIDELINES FOR HONORS BAND ADJUDICATORS

- A. Auditions are blind so judges will not speak at any time during the audition. There will be a monitor assigned to each room that will read the script as found on the website.
- B. Care should be given as to the number of students called at one time, so that the amount of time in the hall is minimal.
- C. Write the audition number and first name of the student on the judge's sheet. Make sure you verify this information with the student.
- D. Judges need to maintain a professional attitude and are expected to judge each student fairly.
- E. When judging a performance, refer to the adjudication rubric. This will help you to be consistent and to consider all aspects of a performance as opposed to allowing a personal bias to unduly affect your overall assessment of a performance. For example: you should not deduct points from a solo score for an interpretation of the music that is within the parameters that are indicated on the page. You may have a well-formed and valid opinion as to how the piece should be executed, however points should not be deducted for an interpretive performance that is equally valid, but not the same as yours.
- F. Comments on a judge's sheet should serve to clarify why a score was given, and to provide feedback on the need for specific improvements. Use care when making comments, do not write a comment that seems to be hostile and/or denigrate the student. You should also consider whether or not your comment(s) implies that you applied a personal bias in your adjudication. A comment which is intended to be helpful from a diagnostic/prescriptive viewpoint may be interpreted as "I did not make the band because I do not have a nice horn" or "I was not dressed nice enough," etc.
- H. Be sure you and your partner judge communicate during your judging by making sure the point spread is consistent. Talk to each other after each student, especially at the beginning.
- I. When judging a large number of individuals, refer to your individual judges' running score sheet in order to monitor for consistency in scoring.
- J. Judges should not judge their own students. If by chance you are scheduled to judge your student, please let the Audition Chair know ahead of time.
- K. Be certain you are being objective and consistent in your scoring. It is a good practice to consult with your fellow judge and issue scores that are generally close. A scoring discrepancy between you and your fellow judge raises the question, "What is his/her personal bias?"
- L. Middle School brass players may find their first pitch. Do not indicate whether or not it is the correct pitch.
- M. Each Judge should initial any changes on the judge's sheets.
- N. During the study period for sight-reading a mallet student may not touch the keys with anything, including fingers. As with our regulations for MPA Sight-Reading, no sound is to be made on any instrument during this time.
- O. Adjudicators will evaluate the student's performance only on the required material. Playing extra octaves will not be credited or penalized.
- P. Adjudicators will listen to the required solo as posted on the NCBA State Website.

# Solo & Ensemble MPA

## 1. ELIGIBILITY

- A. Band directors having participants in the Solo and Ensemble MPA must be current members of NCMEA and their own district.
- B. Students must be regularly enrolled in a scheduled concert band class, which receives one unit of credit and attend school within the district boundaries of which the director is a member.
- C. Participating ensembles must be from a single administrative unit.
- D. The band director that appears on the class roster at a school as the teacher must be a member of NCMEA and register all students to participate in all state sanctioned events.

## 2. REGISTRATION

- A. Registration forms must be completed and mailed to the Solo & Ensemble Chair, with the appropriate fees, by stated deadline - i.e. 30 days prior to event.
- B. No soloist or ensemble may perform at more than one solo & ensemble MPA in a given year.

## 3. REGULATIONS

It is the responsibility of the teacher to see that the following regulations are enforced:

- A. Schools are not limited in number of participants entering a particular event.
- B. No student may enter in both middle and high school levels.
- C. No group or individual may enter for criticism only. Each participant or group will be assigned a rating of Superior, Excellent, Average, Below Average, or Poor.

## 4. PERFORMANCE

Soloists and ensembles may select any composition and perform on recognized band instruments, including percussion. They must provide their own accompanist, if needed. Recorded or computer generated accompaniments may be used but each entrant must provide his/her own playback equipment. Use of music is permitted. There is no required list of repertoire. Each entrant must furnish a score for the judge and all cuts must be indicated and the measures numbered. Accompaniments are strongly encouraged but not required.

## 5. TIME:

Each performance should be limited to six minutes.

## 6. FEES:

- A. Registration fees: Each District will determine the fees for their Solo and Ensemble MPA.
- B. There will be no refund of fees paid.

## Marching Band Mission Statement

The North Carolina Bandmasters Association, a division of the North Carolina Music Educator's Association, officially recognizes and sanctions marching band as a viable and credible performance-based ensemble in the teaching of music in a high school setting. We believe marching band can be one component of a well-balanced comprehensive instrumental music program.

## Marching Band MPA

**PURPOSE:** To provide students and teachers a means of receiving constructive commentary by competent adjudicators. To stimulate and recognize growth. To provide students and teachers a means of hearing and seeing the work done by other school groups.

### 1. ELIGIBILITY:

- A. All band directors must be current members of the North Carolina Music Educators Association.
- B. Participating students must be currently enrolled, academically eligible, and members from the same high school or one where the members are part of a single band with a recognized joint credit program. Also eligible are students from all feeder elementary, junior high and middle schools.
- C. The band director that appears on the class roster at a school as the teacher must be a member of NCMEA and register all students to participate in all state sanctioned events.

### 2. ADMINISTRATIVE STRUCTURE:

- A. The District Marching Band Committee Representative will serve as the Marching Band MPA Chair for each district.
- B. The marching band MPA in each district must be held before November 7 each year.
- C. The District Marching Band MPA Chair will contact the Executive Director of NCMEA to obtain financial and administrative materials.
- D. The Chair of the NCBA Marching Band Committee shall have the responsibility to direct and assist the District Marching Band MPA Chairs and shall have the authority to govern all marching band MPA activity in the state.

### 3. REGULATIONS:

- A. There may be up to three MPA sites/events per district. Sites will be determined by the executive board for each district. Additional sites may be added as needed through WRITTEN REQUEST to the NCBA Marching Band Committee Chairman ONLY.
- B. Performance order will be determined by postmark. (Note: Units with identical postmark dates will be determined randomly.)
- C. No band may enter more than one district marching band MPA per year.
- D. Judges will be hired by the Show Host.
- E. The number of MPA events offered by the district will be determined by the district board in conjunction with its membership body.
- F. The MPA Host must provide, at minimum, sixteen performance slots at fifteen to twenty minute intervals. (Note: This is the same timing that is currently enforced under the NCBA Adjudication Manual). The MPA Host may administrate a normal Marching Band Contest (in which rankings and caption/overall awards are given), on the same day as the MPA, as long as it follows the completion of the NCBA Marching Band MPA.
- G. The location of the MPA(s) will be determined by each district in the manner that is already in place in that district. (Note: This process will take the same direction as selecting a site for the district

concert band MPA.)

- H. The ratings will be determined by utilizing the criterion reference boxes that already exist on the back of our adjudication sheets. Each caption will determine the box that the band resides in and will give that number as their rating for their particular caption. These numbers will be added together to yield a numeric total that will determine the rating of the unit. (For example: If the unit were to receive the following box ratings in the five captions of 4, 4, 3, 4, 3, the total numeric value would equal 18. This would yield a rating of Superior for that unit.) The Music Performance average will be used as a caption rather than the two separate scores. Note: To avoid comparison of bands, no actual number should be given.
- I. The ratings breakdown:
  - Superior – 18 & higher
  - Excellent – 15, 16, 17
  - Average – 12, 13, 14
  - Below Average – 11 & lower

#### **4. REGISTRATION**

- A. Bands will register in their designated districts.
- B. Exception to Rule 4-A: Bands may cross district lines upon receiving written release from their district marching band MPA chair and written permission from the district marching MPA chair where they wish to enter. If problems occur, the director should contact the NCBA marching band committee chair, who shall intervene and make a final decision.
- C. Registration forms must be completed and mailed with fees enclosed, to the district marching band MPA chair. The envelope must have a postmark showing that the materials were mailed on or before the stated deadline.

#### **5. FEES**

- A. All marching MPA registration fees will be determined by each district upon the approval of the Marching Band committee of the North Carolina Bandmasters Association.
- B. Notification of withdrawal must be postmarked no later than thirty days before the contest date if a refund of fees is expected.

#### **6. PERFORMANCE:**

All rules regarding performance shall be governed by the NCBA Marching Band Procedures Manual that has been put into place for the school year in which the event is being held.

#### **7. HOUSING**

Each organization is responsible for making its own housing and meal arrangements.

#### **8. DISQUALIFICATION**

Violation of any of the above rules constitutes an automatic disqualification.

# NCBA Financial Guidelines - Honorariums and Reimbursements

*Approved by the NCBA Board, November 2009*

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## All-State Honors Band Audition and Clinic Chair Honorariums and Reimbursement Guidelines:

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- Honorariums will be paid after **all** bills for All-State Honors Band Auditions and Clinic have been paid not including expenses as listed below.
- All bills and requests (using the NCMEA Reimbursement Form) must be mailed to the NCBA Treasurer within 30 days of the events (30 calendar days after audition or 30 calendar days after clinic). The NCMEA report must be sent to the NCMEA Executive Director by 45 days after the All-State Honors Band Clinic.
- Honorariums: \$300.00 for Audition and Clinic Chairman; \$200 for audition site host.

### Audition Chairs

- Office Supplies and Copies
- Hotel (if longer than a two-hour drive to audition site) for the Friday prior to the auditions up to the NCMEA rate.
- Meals for the day of auditions up to the NCMEA rate. (1 breakfast/lunch/dinner)
- Mileage at the NCMEA rate
- Must use NCMEA Reimbursement Form and follow all guidelines as listed on the form

### Clinic Chairs

- Postage
- Office Supplies and copies
- Hotel Expense up to the NCMEA rate
- Meals (3 Breakfasts/3 Lunches/3 Dinners) up to the NCMEArate
- Mileage at the NCMEA rate
- Other related general expenses (e.g. music)
- Must use NCMEA Reimbursement Form and follow all guidelines as listed on the form

### State Officers

- NCBA will allow payment for substitutes and reimbursement for mileage and meals for NCBA State Officers during Honors Band Clinic while performing duties associated with the clinic and if they do not have a student participating in Honors Band. This is to be paid out of the Honors Band Account if funds are available after all expenses are paid. (This is to include no more than 3 breakfasts, 3 lunches, and 3 dinners.)

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## Concert Band MPA Adjudicator Honorariums

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Concert Band MPA adjudicators will receive a \$300 minimum per day. Each district may choose to pay more than the minimum.

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## Standing NCBA Committee Reimbursement Guidelines

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*MPA Committee Meeting, Marching Band Committee Meeting,  
and NC All-State Honors Band Audition Committee*

Each District will be responsible for an equal share of the total of the following expenses:

- Office Supplies and copies (committee chairs)
- Hotel Expense up to the NCMEA Rate
  - Two to a room
  - If committee members request a room for themselves, they will pay 1/2 of the cost of the room.
- Meals (2 breakfast/2 lunch/1 dinner) up to the NCMEA Rate
- Mileage at the NCMEA Rate
- Must use NCMEA Reimbursement Form and follow all guidelines as listed on the form

### **Non-Standing Committees**

- Office Supplies and copies (committee chair)
- Other expenses to be approved by the NCBA Board
  - Committee Chair will submit the committee's date(s) of meeting(s) and location(s) and submit to the NCBA President for board consideration.
- Must use NCMEA Reimbursement Form and follow all guidelines as listed on the form
- Districts can not reimburse any expenses not covered by these guidelines.

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### **Honorariums for Concert Band and Solo and Ensemble MPA Events:**

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- Each MPA event has one honorarium paid at the same rate that an adjudicator is paid. If an event has a site host and an event chair, the honorarium will be shared.
- Honorariums will be paid after **all** bills for the event have been paid not including expenses.

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### **Substitute Pay for NCBA Student Event/Site Chairs:**

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- Any Student Event Chair may have their substitute paid for by the event receipts. Included with the request should be documentation that states the cost of the substitute for the day(s) of the event.

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### **NCBA District Reimbursement Guidelines**

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#### **District Officers (as stated in each district's constitution and bylaws) and District Standing Committee Chairs**

- Postage
- Office Supplies and Copies
- Hotel Expense (if a two or more hour drive is required)—
- Related General Expenses
- Must use NCMEA Reimbursement Form and follow all guidelines as listed on the form

#### **NCMEA In-Service Conference**

- District Chair's lodging for Saturday night only up to the NCMEA rate.
- Meals (1 dinner and 1 breakfast) up to the NCMEA rate.
- Mileage is the expense of the District Chair. EXCEPTION: Mileage can be requested (at the NCMEA

rate) if the drive is less than two hours and the District Chair does not request reimbursement for hotel, whichever is less.

- Must use NCMEA Reimbursement Form and follow all guidelines as listed on the form

### All-District Band Auditions and Clinic Chair

- Postage
- Office Supplies and Copies
- Hotel Expense (if a two or more hour drive is required to site)
  - Friday night for Audition Chairs
  - Thursday and Friday night for Clinic Chairs
- Mileage at NCMEA rate (if not students participate from Chair's school)
- Must use NCMEA Reimbursement Form and follow all guidelines as listed on the form

### All-State Honors Band Clinic

- If no student participates from the District Chair's school, the following expenses will be reimbursed by the district:
  - Hotel expense for District Chair will be paid for one night only at the NCMEA rate.
  - Meals up to the NCMEA rate (1 dinner, 1 breakfast and 1 lunch).
  - Mileage
  - Payment for substitute
- Must use NCMEA Reimbursement Form and follow all guidelines as listed on the form.

## **NCBA Financial Guidelines - District Assessments**

*Approved by the NCBA Board, May 2019*

### District Assessments

- Each of the NCBA districts will pay an equal amount assessed for expenses at the state level.
- This amount will be due once a year at the Saturday Board Meeting during the annual NCMEA Conference.
- A late fee of \$350 will be added if the payment is not made by or on the due date.
- Amounts are subject to change by the NCBA Board and will be reassessed every two years. The **Assessment TOTAL** is **\$1450.00** per district. Amounts below are approximate.

- \$20.00 - Bank Fees
- \$475.00 – Marching Band, MPA and Honors Band
- \$86.00 – President
- \$150.00 – Convention Hotel – Officers
- \$86.00 – Website
- \$130.00 – Sight reading Service
- \$380.00 – Sight reading Music
- \$15.00 – Supplies
- \$72.00 – Webmaster Stipend
- \$20.00 – Sunshine Fund (Sending flowers, etc., for immediate family of the standing NCBA Board, Past Presidents, and members of the Hall of Fame.)