

KYACDA HANDBOOK
EDITED SUMMER 2026

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2026 KYACDA Honor Choir Deadlines

Choir Director/ACDA Member Deadlines

Before September 1, 2026	Join or renew ACDA membership
September 15, 2026	Audition Submission Closed
October 2026 16, 2026	Honor Choir Registration form due
October 2026 22, 2026	Submit honor choir medical waiver into google drive

Honor Choir Chair Deadlines

July 15, 2026	Auditions information released
August 15, 2026	Audition Submission form posted on kyacda.org
September 15, 2026	Auditions due
September 30, 2026	Post Results
Two days after post	Send out judges feedback
October 2026	Input music orders, t-shirt orders, seating chart

KYACDA Honor Choir Dress and Materials

Black Pants

● Students will tuck in shirts, so choose pants accordingly.

● If a student needs to wear a skirt because of personal reasons, it must come below the knee (when seated) and be worn with black tights.

Honor Choir T-Shirt

● Please order a tee shirt that fits the student, as shirts will be tucked in.

Shoes & Accessories

● Black shoes. Flats please/black dress shoes… no heels over 1."

● Black belts, black socks, etc.

● No large hair accessories.

*** No perfumes, colognes, scented lotions, etc. at rehearsals or the concert.
YES PLEASE, DEODORANT!

Materials

Every student is required to have a plain 1 inch black binder for rehearsals and the performance. There should be no writing, stickers, or papers on the outside of the binder.

KYACDA Honor Choir Code of Ethics for Student and Directors

1. Directors shall respond to all correspondence pertaining to KYACDA promptly, understanding that all deadlines will be strictly enforced.
2. Directors and students are expected to follow all rules and regulations set forth in this handbook.
3. Improper behavior (not following the dress code, profanity, improper stage etiquette, destruction of property at either the audition or actual All-State event) will result in the student being sent home.
4. Violators of KYACDA Honor Choir Rules and Regulations may receive sanctions including but not limited to any or all of the following:
    a. removal from KYACDA events
    b. reduction in the number of students allowed to audition in the next year.
    c. being barred from participation in future KYACDA activities for an amount of time to be determined by the KYACDA Board.
5. Students who are sent home from any KYACDA ensemble for reasons of behavior may not, in subsequent years, audition again; and they shall not be selected to participate in any KYACDA ensemble.

KYACDA Honor Choir Guidelines

Requirements for Participation

1. The local music teacher must be a current individual member of ACDA.
2. The auditionee must be a current student of that teacher or a family member. Ex. parent is a ACDA member and is submitting their own child.
3. A student must be in Grade 5, 6, 7, 8 or 9 to participate in KYACDA Honor Choir
    a. Grade 5 and 6 are designated for Children's Choir
    b. Grade 7, 8, and 9 are designated for Junior High Choir
    c. If a grade 6 boy has gone through voice change, they may audition for Junior High.
    d. If a grade 7, 8, or 9 boy has not gone through voice change, they may audition for Soprano or Alto. If a voice change occurs, once they make the honor choir, please notify the Jr. High Chair immediately. We do consider moving them out to another part.
4. Student registration of $65 must be paid via a Purchase Order or Paypal.
5. No refunds will be issued for students who are withdrawn from KYACDA.
6. Refunds will be issued in the case of the event being cancelled.
7. The local music teacher must send the following forms to the KYACDA Chair and complete with accurate information and proper signatures by assigned date: Registration Form and Medical Waivers
8. The local music teacher must notify the Honor Choir Chair of those who will not participate in the Honor Choirs by email ASAP and on the registration form.
9. Students must be present at 100% of the rehearsal time during the two day event.
10. Failure to follow these rules and regulations MAY result in the KYACDA Board applying any or all of the following sanctions:
    a. a warning to the director and school administrators
    b. the school not being allowed to audition in the current or future year.
    c. students dismissed from current KYACDA activities.
    d. the director and school to be barred from participating in KYACDA activities for a period of time to be determined by the KYACDA Board

Audition

Starting in the Fall of 2026, students will have a completely blind audition by not stating their name or school. Students will be assigned a number for judges by the choir. Only the honor choir coordinators will be aware of student information.

1. The teacher will play the starting note of the assigned major scale. The student will sing a major scale at a steady tempo.
    a. The tempo marking is there to set the pace. Please no metronomes.

    b. **CC repeats top Do. Jr. High WILL NOT repeat top Do.** If not followed correctly, points will be deducted.
2. Accompaniment for the audition excerpt will then be played and the student will sing the required audition excerpt for the choir.
3. 5th and 6th- Children's Choir and 7th-9th- Jr. High Mixed and Treble
    a. 6th grade boys that have gone through voice change may audition for Jr. High Mixed Choir.
4. Label recordings First name___Last name_____part.mp3. Ex. Jody_Gravatte_Soprano.
    a. Please make sure all recordings are mp3. Makes it easier for judges. Reach out if you need help converting.
5. Please audit your auditions before submitting, so that they are correct.

Adjudicators

1. The Honor Choir Chair has the responsibility of selecting adjudicators of high caliber.
2. The adjudicators are to be advised before beginning to judge by aligning scores.
3. Adjudicators should be music educators who are experienced in the choral area.
4. The adjudicator can not judge their own students.
5. Adjudicators must rejudge certain scores in case there is over a 10 point difference between the two scores.

Notification of Membership

1. A list of all students accepted from a school will be posted on the KYACDA website and a list will be sent to all directors.
2. The local teacher is responsible for submitting the registration form and submitting registration fees. No music will be forwarded until fees are received. If a PO is submitted, music will be sent.

Reasons for Disqualification

1. The teacher is heard on recording. Example- talking, directing student, breathing (obviously) with the student)
2. Students are submitted incorrectly.
    a. Example- student sings alto scale but soprano audition line. Student is submitted on form as soprano but is singing alto line.
3. Metronome is heard during major scale.
    a. Major scale will be given a 0.

H. Size of Chorus

1. The size of the All-State Choruses will be as follows: Jr. High: approx. 200; Children's: approx. 200; TOTAL HONOR CHOIR STUDENTS: 400 (Note: Individual

chorus numbers could vary according to requests of guest conductors and/or facility space, as well as how many students audition.)

2. Extra students are built into these numbers to allow for attrition at the time when cut-off numbers are determined by the State Choral Chair. There are no "alternates" to the KYACDA Choruses.
3. These numbers may be adjusted as the cut-offs necessitate at the discretion of the KYACDA Honor Choir Chair.

I. Notification of Student Withdrawal

1. Upon receiving notification of a student's inability to participate in the KYACDA Honor Choir, the local teacher must send notification of withdrawal by a student to the corresponding Choir Chair immediately.

J. Selection of Director, Honor Choir Music, and Audition Music

1. The Honor Choir Chairs select the Honor Choir Audition piece
2. The KYACDA President will choose the directors for the honor choirs and the accompanists.
3. The choral directors shall be notified of the selection of directors by June 1. Music selections will be announced by July 1, if possible.

K. Responsibilities of Local Choral Teacher

3. The local teacher MUST accompany their students to the honor choir. In case of illness or emergency, the principal may appoint other certified staff to accompany the choral students. The appointed certified staff member must bring a written explanation and permission signed by the principal.
4. The local teacher is responsible for reading the guidelines in this handbook, and adhering to the policies concerning auditions and Honor Choir participation.
5. The local teacher is responsible for keeping their ACDA membership current. No student can participate in KYACDA Honor Choirs if the teacher has not met these membership requirements.
6. The local teacher is responsible for adequately preparing students selected for participation by teaching the proper voice part of the Honor Choir music that was assigned by the Honor Choir Chair to them. Teachers must ensure that students are secure on their assigned voice part, as no notes should be taught during Honor Choir rehearsals.
7. The local teacher is responsible for making hotel reservations for their students, and MUST accompany his/her students to All-State Choir. They are responsible for seeing that the students adhere to Honor Choir rules. In case of emergency or illness, the local school principal can appoint a certified staff member to serve as the Honor Choir Students' chaperone. The KYACDA President must approve the "substitution" of chaperones. The local teacher or approved chaperone MUST stay in the same hotel as the student.

8. The local teacher must notify the KYACDA President and Honor Choir Chair of any problems with the Honor Choirs. They should notify the KYACDA President of withdrawals immediately.
9. Failure of the local teacher to meet all responsibilities MAY result in any or all of the following sanctions:
    a. a warning to the director and school administrators.
    b. the school not being allowed to audition in the current or future year.
    c. students dismissed from current KYACDA activities
    e. the director and school to be barred from participating in KYACDA activities for a period of time to be determined by the KYACDA Board.

L. Responsibilities of Students

1. The student must spend whatever time is required to learn his/her music.
2. If a student finds they cannot participate after being accepted, they must notify their teacher immediately.
3. From the time of selection to completion, the student must remain in good standing within their school's expectations.
4. A student must cooperate fully with the director as well as with all teachers, regardless of which school he/she represents. Failure to observe the rules will cause that student to be dismissed from KYACDA Honor Choirs.
5. Students must be on time for all rehearsals. Upon the first tardy, students will receive a warning and communication will take place between the KYACDA President, Honor Choir Chair and the responsible teacher. A second tardy will result in immediate dismissal from the Honor Choir.
6. Each student is to be in his/her assigned seat on time for all rehearsals and performances. Each student must attend every rehearsal unless excused by the KYACDA President and Honor Choir Chair.
7. A student must meet the dress requirements for performance as determined by the KYACDA Choral Council.
8. Failure of the student to comply with any rules or regulations will result in any or all of the following: a warning to the student or the student being dismissed from current and/or future KYACDA Honor Choir activities.

M. Responsibilities of the KYACDA Coordinator Chairs

1. The Coordinator Chair is responsible for creating the submission form and selecting a diverse adjudication committee.
2. The Coordinator Chair is responsible for supervising the scores as they are being judged and notifying scorers of rescored if being 10 points or above apart.
3. The Coordinatory Chair is responsible for deciding the cut off scores and creating the ensembles. Then creating a the final roster with the students school for the KYACDA website.
4. The Coordinator Chair is responsible for double checking all t-shirt sizes and assigned parts per school.

5. The Coordinator Chair needs to create an acceptance form. Once completed by the directors, it needs to be checked by the Coordinator Chair for accuracy.

Adjudication Form

Adjudication Example

Links and Resources

All audition materials are posted on the KYACDA website under the tab ‘Fall Honor Choir’