

SOUTH CENTRAL DISTRICT BANDMASTERS ASSOCIATION

POLICIES AND PROCEDURES

PART A

BOARD APPOINTED POSITIONS

The South Central District Bandmasters Association (SCDBA) Board of Directors shall appoint member band directors to serve in various capacities as follows:

- I. To represent SCDBA on North Carolina Bandmasters Association Committees
 - A. All-State Honors Band 9-10 Auditions Chair
 - B. All-State Honors Band Committee (High School Representative)
 - C. All-State Honors Band Committee (Middle School Representative)
 - D. Concert Band MPA Committee (High School Representative)
 - E. Concert Band MPA Committee (Middle School Representative)
 - F. Marching Band Committee
- II. Event Chairs and Site Hosts for SCDBA Events
 - A. All-District Band Auditions
 - 1. Three Event Chairs (High School, Middle School, Technology)
 - 2. One Site Host
 - B. All-District Band Clinic
 - 1. Four Chairs (One for each band)
 - 2. One Site Host
 - 3. Commision/Clinician Chair
 - C. High School Concert Band MPA
 - 1. One Event Chair
 - 2. One Site Host
 - D. Middle School Concert Band MPA
 - 1. One Event Chair
 - 2. One Site Host
 - E. Solo and Ensemble MPA
 - 1. One Event Chair
 - 2. One Site Host
- III. To serve as a liaison between SCDBA and other NCMEA sections and committees
 - A. Jazz Section Representative
 - B. Mentor/Mentee Representative
- IV. To serve SCDBA membership as a non-voting member of the Board of Directors
 - A. Webmaster

The terms for each Board appointed position shall run concurrent with the term of the SCDBA Chair. Those currently serving may submit their name to be considered for reappointment at the end of each term. There are no term limits for these positions; however, each Board of Directors is encouraged to consider the number of terms an individual has already served when making appointments.

Following the current chair's second winter meeting, the current chair shall make known to the membership the method by which they will accept interest from SCDBA member directors (email,

Google Form, etc.) and the timeline for submitting such interest. The Board of Directors under the guidance of the chair elect shall make all appointments at the spring board meeting. Appointees will be installed at the spring meeting and begin serving at the summer board meeting.

Site Host applicants will need to present a proposal to the Board of Directors detailing all logistical information for the host facility. The Site Host does not necessarily have to be employed at the proposed site. If the interested Site Host is not employed at the proposed site, proper documentation indicating they will have access to all needed areas of the proposed site and have been approved by the authorities at the proposed site to host the event must be provided in the proposal.

Should a director need to vacate their Board Appointed position before the completion of their term, they should notify the current SCDBA Chair as soon as possible. The SCDBA Chair shall notify the membership of the vacancy and provide the membership the method by which they will accept interest from SCDBA member directors (email, Google Form, etc.) and the timeline for submitting such interest. If possible, this should be completed in the same manner as mentioned above for the normal ends of term, so that the Board of Directors may make its appointments at the summer board meeting, which typically takes place in early June. However, should this not be possible, the SCDBA Chair should set a timeline, and convene an emergency Board of Directors meeting, such that a replacement can be put in place within 30 days of the initial notification of vacancy.

PART B

SOUTH CENTRAL DISTRICT BANDMASTERS ASSOCIATION CONCERT BAND MUSIC PERFORMANCE ADJUDICATION (MPA)

Each year the South Central District Bandmasters Association shall sponsor a High School Music Performance Adjudication (MPA) and a Middle School Music Performance Adjudication (MPA) for schools throughout the South Central District, Music Grades I – VI.

One concert band MPA chair and one concert band MPA site host for each of the two MPA events shall be appointed each year by the SCDBA Board of Directors.

Persons interested in serving as event chair or site host should notify the SCDBA chair via the method provided (email, Google form, etc.) after the winter general meeting, but before the spring meeting of the Board of Directors, in accordance with deadlines issued by the Chair or Board.

The South Central District Music Performance Adjudication events are governed by policies and procedures established by the North Carolina Bandmasters Association. Directors should check the [NCBA Policy and Procedures document](#) each year. Changes made at the state level automatically apply to district level events, even if the SCDBA Policies and Procedures Manual has not yet been adjusted to be in alignment with the NCBA document.

I. ELIGIBILITY

- A. The South Central District Middle School and High School Concert Band MPA events are governed by policies and procedures established by the North Carolina Bandmasters Association. Directors should check the [NCBA Policy and Procedure document](#) each year prior to the SCDBA Concert Band MPA events to ensure eligibility and registration requirements are properly met.
- B. All band directors must be a member in good standing of the SCDBA.

- C. Middle school bands must consist of students enrolled in the middle school band. High school bands must consist of students enrolled in the high school band.

II. REGISTRATION

- A. Middle school or high school bands may register for the Concert Band MPA in any grades I – VI.
- B. Registration forms must be completed online and any required signature pages mailed to the MPA chair with fees on or before the stated deadline 30 days prior to the first day of the Concert Band MPA.
- C. Registration fees will be announced at the fall meeting each year and posted on the district web site. Notification of withdrawal must be postmarked no later than 30 days prior to the MPA if a refund is expected.
- D. Registration fees may be altered by a majority of the SCDBA general membership present at the spring general meeting. Any changes would become effective the following year.
- E. Registration will open on the same day as registration for All-District Band Auditions, unless adjusted for a given year by the SCDBA Board.

III. DUTIES OF THE CONCERT BAND EVENT CHAIR AND SITE HOST

Duties of the Middle School and High School Concert Band MPA chair shall include, but not be limited to, the following:

- A. Prepare and present a proposed budget to the SCDBA Board of Directors at their winter meeting.
- B. Be responsible for all organizational and operational logistics pertaining to the MPA.
- C. Publish information concerning the MPA for all participating band directors. Information will be sent to directors via the district's Google Group and on the web site.
- D. Plan the date and schedule for MPA. (Date must be approved by the SCDBA Board of Directors at its summer meeting.)
- E. Secure the judges for the MPA from a list which has been submitted by the judges' selection committee from the general list. (Judges must be active or retired band directors.)
- F. Secure lodging for judges (if required).
- G. Prepare the program for the MPA event.
- H. Collect all fees.
- I. Keep accurate financial records of all fees collected, all required expenditures, etc., and make a financial report to the treasurer of NCMEA and SCDBA as well as the district chair within thirty (30) days after completion of the Concert Band MPA.
- J. Provide NCMEA the income log of bands purchasing superior plaques, as required by NCMEA reporting procedures.
- K. Work with the SCDBA Treasurer, following NCMEA procedures, to ensure that all fees are paid at the conclusion of the Concert Band MPA.
- L. Obtain from the Executive Director of NCMEA adjudicator sheets, financial reports, contest certificates, etc.
- M. Send the ratings to the SCDBA webmaster (for posting on the SCDBA web site), NCBA president and the SCDBA chair.
- N. Pass on all Concert Band MPA information and material to the next chair.
- O. Keep a copy of the performing bands' four-year contest repertoire list with the information from each year's MPA for a period of four years.
- P. Arrange for a high quality and efficient method of recording each band's performance.

Duties of the Middle School and High School Concert Band MPA site host shall include, but not be limited to, the following:

- A. Serve as host for the MPA event.
- B. Be responsible for all on-site logistics pertaining to the MPA.
- C. Obtain all necessary equipment to supply the performance stage, sight-reading room, and warm-up room. This should include an appropriate amount of stands, chairs, provided instruments, acoustical shells, etc.
- D. Ensure that adequate parking is available on site for buses and equipment trailers at all times of the day.
- E. Arrange and provide all judge and event staff meals. Judges should have a room that is private and quiet in which to take breaks and eat meals.
- F. Maintain a directors/judges hospitality room.
- G. Ensure that performance areas are free from all distractions (bells, announcements, classes, etc.)
- H. If possible, arrange student guides for visiting bands/directors.
- I. Supply volunteers to assist in the sight-reading room.
- J. Supply volunteers to assist at event registration.
- K. Supply volunteers to assist in other areas of the event (runners for judges, stage crew, etc.)
- L. Arrange for a stage announcer to introduce all performing groups on the main stage.

IV. SCHEDULING PROTOCOL FOR HIGH SCHOOL MPA

When creating the schedule of performances for High School Music Performance Adjudication, the Event Chair shall follow the following protocols.

- A. Bands performing any level of music may perform any day of the week.
- B. Bands will be scheduled in ascending order within each day (Level I, Level I/II, Level II.....Level V, Level V/VI, Level VI)
- C. Bands performing music from the Masterworks are considered Level VI by NCBA and will be scheduled among the bands playing Level VI music on that day following procedures below.
- D. Bands may request to play on a certain day when registering. Requests will be honored on a first come-first serve basis based on the registration timestamp of the online form or the postmark of the registration check (known as “date of entry” going forward), whichever comes later.
- E. If there are not enough bands registered by the deadline to require five days of performances, the Event Chair, in consultation with the SCDBA Chair, will make a determination of what day(s) to not schedule performances. It will be preferred that Friday be the first option of days to remove to allow for each panel of judges to have two days of performances to evaluate.
- F. If a band has requested to play on a day that is not offered, due to lack of enrollment, the Event Chair will contact that Director to determine what day they would prefer to perform. Their original date of entry (see Letter D above) will now be considered with the other bands requesting that day for purposes of scheduling.
- G. Two panels of adjudicators will be contracted.
 - a. Panel 1 will serve Monday and Tuesday
 - b. Panel 2 will serve Wednesday, Thursday and Friday
 - i. When contracting this panel, the Event Chair will make them aware of letter E above
- H. When the membership meets to develop a list of potential adjudicators for the following year, they should make nominations for persons to be considered for two separate lists:

- a. Stage
 - i. These potential adjudicators should represent a variety of experiences as music educators/conductors (college/university, military, high school, middle school).
 - ii. The membership shall label each nominee with a priority level: 1st, 2nd, 3rd.
 - iii. The Event Chair will invite nominees in order of priority and keeping in mind a good balance of variety of experiences (see i. above)
- b. Sight-Reading
 - i. The potential adjudicators should have the majority of their experience in the high school and/or middle school classroom
- I. To allow for travel time, the Event Chair should avoid scheduling the first performance of the day to start on stage before 9:00am and the last Sight-Reading of the day to start after 8:00pm. A meal break of no less than 45 minutes and no more than 60 minutes shall be provided for lunch and, when necessary, for dinner each day. The meal time will begin when the last band before the break is scheduled to leave the stage and go to sight reading. It will end when the first band after the break is scheduled to begin their performance on stage.
- J. Bands may request a particular time of day to perform when registering. These will be honored when possible, on a first come-first serve basis as ordered by the date of entry (see Letter D), given the protocols stated above. Due to the above stated protocols, these requests will normally not be able to be a priority.
- K. Any special circumstances that would cause a need to vary from this protocol must be approved, by the SCDBA Board of Directors, before deviating from this protocol

PART C

SCDBA ALL-DISTRICT HONORS BANDS

Each year, the South Central District Bandmasters Association, by means of audition, shall sponsor an All-District Band Clinic to be held on the last weekend of January. The weekend immediately following the published clinic date may be used as an alternate date in the event of inclement weather on the clinic date. The clinic shall consist of one band composed of 11th and 12th grade students, one band composed of 9th and 10th grade students and two bands of 8th grade students and younger. The length of the clinic shall be two days with a public concert to be given on Saturday.

The SCDBA Board of Directors shall appoint the following:

- Three audition chairs
- One audition site host
- One Middle School Concert Band clinic chair
- One Middle School Symphonic Band clinic chair
- One High School (9/10) clinic chair
- One Senior High School (11/12) clinic chair
- One All-District Band Clinic site host

Directors interested in serving in a Board Appointed position should notify the SCDBA Chair in the means provided by the chair (email, Google Form, etc.) after the winter general meeting, but before the spring meeting of the Board of Directors, in accordance with deadlines issued by the Chair or Board. Preference

will be given to event proposals that already have all site host(s), clinic chairs, and sites included in the initial proposal.

The South Central District All-District Band Auditions and Clinic events are governed by policies and procedures established by the North Carolina Bandmasters Association. Directors should check the NCBA Policy and Procedures document each year. Changes made at the state level automatically apply to district level events, even if the SCDBA Policies and Procedures Manual has not yet been adjusted to be in alignment with the NCBA document.

I. AUDITIONS

A. Eligibility

1. 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 the North Carolina Music Educators Association, NCBA, and SCDBA.
2. To audition for and participate in the NCBA All-State Honors Band and SCDBA All-District Band, the band member must be regularly enrolled in a scheduled concert band class which receives one unit of credit.

B. Audition Fees

1. The fee is \$10.00 per student.
2. The audition fee may be changed by the SCDBA Board of Directors.

C. Auditions Requirements

1. The audition requirements will be posted on the district website by the fall general membership meeting of the South Central District Bandmasters Association of each year.

D. Audition Regulations

1. Students are not allowed to audition on more than one instrument with the exception of percussion.
2. Schools will be assigned an audition order based upon the order of student information entered into the online registration page. Payment of audition fees must have the appropriate deadline postmark for registration to be considered valid. The auditions chair(s) will assign individual audition numbers.

E. Audition Judges

1. The audition judges are to be selected by the Auditions Chair(s) from the district membership and other professionals as needed.
2. The audition judges are required to follow instructions given by the Auditions Chair(s).

F. Minimum Score

If the highest raw combined score for a section is less than 50% of the maximum score (ex - 100 out of 200), that section will not participate in the SCDBA All-District Band Clinic for that year. Any student not scoring a raw combined score of at least 37.5% of the maximum score (ex - 75 or more out of 200) will not be able to participate in the SCDBA All-District Band Clinic for that year.

G. Percussion Selection Process: The following procedure would occur for students who audition on multiple percussion instruments for All-District Band and who make a band on multiple instruments

1. The following order of priority would be applied in order to determine which instrument the student plays.
 - i. The instrument on which they made 1st chair
 - ii. The instrument on which they are All-State eligible, but not 1st chair
 - iii. The instrument on which they are neither 1st chair or All-State eligible.

2. In the event the two, or three, instruments that the student makes the band on have the same priority, the student will have preselected their order of choice. The student's order of preference will be submitted by their director on the morning of the audition at the point of registration.
3. By applying this process, the student gets to make a determination at the time of the audition when they know their strengths and weaknesses. It prevents the Audition Chairs from having to do extended duties on Sunday. It allows the results to be published to the membership earlier on Sunday, allowing the directors more time to prepare the information to share with their students who auditioned and to more quickly begin making travel arrangements for the clinic (which becomes more important on the years where there are only two weeks between the audition and the clinic).

H. Instrumentation

Instrumentation for the Senior High School (11/12) All-District Band			
Flute – 12	Contrabass Clarinet – 2	Horn – 8	Snare/General Percussion – 4
Oboe – 3	Alto Saxophone – 4	Trombone – 9	Mallets – 2
Bassoon – 4	Tenor Saxophone – 2	Baritone – 4	Timpani – 1
Bb Clarinet – 20	Baritone Saxophone – 1	Tuba – 6	
Bass Clarinet – 4	Trumpet – 12	String Bass – 1	
Total Students = 99			

Instrumentation for the High School (9/10) All-District Band			
Flute – 12	Contrabass Clarinet – 2	Horn – 8	Snare/General Percussion – 4
Oboe – 2	Alto Saxophone – 4	Trombone – 9	Mallets – 2
Bassoon – 4	Tenor Saxophone – 2	Baritone – 4	Timpani – 1
Bb Clarinet – 20	Baritone Saxophone – 1	Tuba – 6	
Bass Clarinet – 4	Trumpet – 12	String Bass – 1	
Total Students = 98			

Instrumentation for the Middle School All-District Symphonic Band			
Flute – 12	Contrabass Clarinet – 2	Horn – 8	Snare/General Percussion – 4
Oboe – 2	Alto Saxophone – 4	Trombone – 9	Mallets – 2
Bassoon – 2	Tenor Saxophone – 2	Baritone – 4	Timpani – 1
Bb Clarinet – 20	Baritone Saxophone – 1	Tuba – 6	
Bass Clarinet – 4	Trumpet – 12	String Bass – 1	
Total Students = 96			

Instrumentation for the Middle School All-District Concert Band			
Flute – 8	Bass Clarinet – 4	Trumpet – 8	Tuba – 4
Oboe – 2	Alto Saxophone – 4	Horn – 6	Snare/General Percussion – 4
Bassoon – 2	Tenor Saxophone – 1	Trombone – 7	Mallets – 2
B-flat Clarinet – 14	Baritone Saxophone – 1	Baritone – 4	Timpani – 1
Total Students = 72			

I. Band Director Responsibilities

1. 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.
 - i. 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.
 - ii. The principal of the director who is requesting to be absent from auditions will email the event chair and confirm the director's request. The principal will be reminded by the event 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.

- iii. The director making the request must find another North Carolina band director who is a member in good standing of NCMEA, NCBA, and SCDBA (this person may not be a student teacher) to assume registration, communication, and monitoring responsibilities of their students. 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.
2. Students must be registered under the name of the school in which they are enrolled. Each band director is required to register for all students from his/her school. Fees are to be paid by the individual band director and must be in correct currency or by check. Fees are paid at the time of pre-registration.
3. Any student whose band director does not follow the guidelines set forth within this policy and procedures manual will not be allowed to participate in the clinic activities that school year.

J. Auditions Chair-Logistics Responsibilities

The responsibilities of the All-District Band Auditions Chairs shall include, but not be limited to, the following:

1. Prepare and present a proposed budget to the Board of Directors following the SCDBA Event Budget Policy found in this Policies and Procedures Manual
2. Prepare and publish all logistical information to the SCDBA member Band Directors. Present this information at the fall SCDBA General Membership meeting.
 - i. Topics to include, but not limited to: Registration dates, registration process, solo portions to prepare, etc.
3. Select and assign judges for the auditions.
4. Make all necessary arrangements with the site host to carry out the auditions process in an organized and successful manner (traffic flow, rooms to be used, warm-up areas, judge runners, etc.).
5. Ensure audition requirements are posted on the district website by the SCDBA fall general membership meeting of each year.
6. Collect audition fees from all participants and maintain accurate records of all fees collected from band directors. Give the fees to the SCDBA treasurer to deposit before the day of auditions. Any fees collected on the day of the audition will be given to the SCDBA treasurer by the end of the audition day.
7. Work with the SCDBA treasurer to obtain payment for any expenses via the methods and guidelines set by NCMEA
8. Determine which three scales will actually be heard at the audition and publish to the SCDBA membership by noon on the Thursday prior to the auditions.
9. Determine which portion of each solo will actually be heard and place copies of the solo with those sections marked in the packets for each instrument
10. Work with the person in charge of Sight Reading to make sure the etudes are kept secure and are properly prepared for each instrument on the day of the audition
11. Give the Clinic Event Chair(s) the results of auditions and publish to the SCDBA Membership.
12. Work with the Auditions Chair-Tech to provide an accurate and efficient method for scoring and tabulating audition results.

13. Communicate and explain the judging expectations, protocols, and processes to the SCDBA Membership at the judge meeting which should occur on the morning of the auditions prior to the beginning of judging.
14. Review the audition results for data entry accuracy at the completion of the auditions.
15. Provide the results to the webmaster for publication to the SCDBA membership. Publish these unofficial results to the SCDBA membership on the day following the auditions
16. On the Wednesday following the auditions, the results are to be considered official and final by 6pm.

K. Auditions Chair-Tech Responsibilities

The responsibilities of the All-District Band Auditions Chairs shall include, but not be limited to, the following:

1. Create scoring spreadsheets for each level (MS, 9-10, 11-12).
2. Create individual scoring spreadsheets for each instrument/judge.
 - a. These will include the students audition time and number.
3. Print individual scoring sheets for each judge as well as a sign in sheet for each room.
4. Email the spreadsheet to each judge on the morning of auditions. This needs to be shared with their Google email address.
5. Ensure that each judge has a device (preferably a chromebook or laptop) and that it is connected to the school's Wi-Fi.
6. During the auditions, monitor the spreadsheets and be available to assist judges as needed.
7. As each room is completed, check to make sure the judges tally sheets match the scores entered online. If there is a discrepancy, use the score from the handwritten tally sheet.
8. Sort each instrument by score and label chair numbers, all-state eligible students, and 1st/2nd alternates.

L. Auditions Site Host Responsibilities

The responsibilities of the All-District Band Auditions Site Host shall include, but not be limited to, the following:

1. Provide all logistical support for the event. Work with the event chairs to publish all important information regarding the site (parking areas, meeting and audition rooms, warm-up areas, information desk, etc.)
2. Ensure all audition rooms are equipped with judges tables/desks, chairs for judges and auditioning students, and music stands.
3. Provide separate and adequate warm-up areas for the middle school, high school, and senior high school students
4. Provide a space large enough to hold the director's information meeting
5. Ensure adequate parking for buses, equipment trailers, and cars
6. Work as a liaison between the SCDBA Board of Directors and the school administration to ensure that all event needs are met following proper site-based procedures
7. Secure security and custodial support for the event (if required)
8. Develop emergency procedures and publish them prior to the event.

M. Eligibility for NC Honors Band Auditions (consult the NCBA Policies and Procedures Manual to confirm accuracy each year).

Eligible for NC Honors Band Auditions Middle School Symphonic Band, High School Band, and Senior High School 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 Percussion
2 Mallets	1 Timpani		

II. ALL-DISTRICT CLINIC

A. Eligibility

1. The band director must be an active member in good standing of the district association and must be a member of NAFME and NCMEA.
2. To audition for and participate in the NCBA All-State Honors Band and SCDBA All-District Band, the band member must be regularly enrolled in a scheduled concert band class which receives one unit of credit.

B. Clinic Fees

1. The clinic fee is \$15.00 per student
2. The clinic fee may be changed by the SCDBA Board of Directors

C. Clinic Regulations

1. Any student selected to participate in the All-District Band Clinic must agree to be present for all rehearsals in their entirety with temporary illness being the only excuse for not fulfilling this requirement. Illness MUST be verified by the student's band director.
2. All students participating in the All-District Band Clinic must agree to abide by the policies set forth by the South Central District Bandmasters Association.

D. Clinicians

1. The district shall choose ensemble clinicians through nomination and membership vote. The membership will select a clinician from among active SCDBA members in good standing at the time of the nomination and vote. Clinicians will be nominated and selected to conduct the High School (9-10) Band or the Middle School Symphonic Band. The rotation for selection will be based on the Commission Calendar and any necessary alterations due to weather or extenuating circumstances deemed necessary by the Board.
2. Nominations for all other ensembles, including the High School (9-10) Band or the Middle School Symphonic Band, not on the selection rotation in a given year, shall

always be composed of esteemed conductors or composers who are not active SCDBA members at the time of the nomination and vote.

3. Clinicians are contracted by the Clinicians and Commissions Chair
 - i. The Clinicians and Commissions Chair is the first point of contact for the clinician until the contract is signed. Once the contract is signed, the Clinicians and Commissions Chair will provide an introduction to the Event Chair assigned to each clinician's ensemble. The clinician will communicate with the event chair primarily at that point.

E. Clinic Site Selection

1. The clinic site is to be selected at the Summer Board of Directors meeting, in the June prior to the academic year in which the event will occur, on a voluntary basis for approval and recommendation of the SCDBA Board of Directors.
2. Persons willing to host a clinic are to submit a request to the SCDBA Chair by giving the school name, location, and the name(s) of the director(s). The information should also include plans for how all event logistics will be handled. All submissions should be presented to the SCDBA Chair, via established method (email, Google Form, etc.), prior to the summer meeting of the Board of Directors.
3. The SCDBA Chair will receive all proposals for consideration and present to the Board of Directors. The Board of Directors will consider each proposal and make a determination at its summer meeting.

F. Band Director – Clinic Responsibilities

1. Any band director with students involved in the clinic is required to attend the entire clinic event. In case of an emergency during the clinic, the Clinic Chair(s) must be notified in writing of the director's name, cell phone or other contact number, names of participating students, and all necessary contact information of the person responsible for said band director's students.
2. Students must be registered under the name of the school in which they are enrolled.
3. Each band director is required to register for all students from his/her school. Clinic fees are to be paid by the individual director and must be in the correct currency.
4. Any student whose band director does not follow the guidelines set forth within these Policies and Procedures will not be allowed to participate in the clinic activities that school year.

G. Clinic Event Chair(s) Responsibilities

The responsibilities of the All-District Band Clinic Chairs shall include, but not be limited to, the following:

1. Prepare and present a proposed budget to the Board of Directors following the SCDBA Event Budget Policy found in this Policies and Procedures Manual
2. Publish information concerning the clinic for all participating directors and students and ensure it is posted on the district web site and send via the SCDBA Google Group.
3. Plan the schedule for the clinic.
4. Be responsible for all organizational logistics pertaining to the clinic.
5. Prepare concert programs for the clinic concert.
6. Work with the SCDBA Treasurer to collect, record, and deposit Clinic fees.
7. Work with the SCDBA Treasurer to ensure all fees are paid and all expenses are properly documented and paid according to NCBA and NCMEA guidelines.
8. Communicate with the Conductor to obtain necessary information (bio, repertoire, seating chart, etc.) and to provide necessary information (logistics, etc.)

9. Load music into Google Folder or make copies for students as needed and email/distribute to Directors
10. Assign Percussion parts to individuals and email/distribute to Directors
11. Acquire Percussion instruments as needed for music and have them ready for rehearsal and performance
12. Prepare the rehearsal area prior to the start of the clinic and maintain it during the clinic
13. Distribute medals to students
14. Be present in the rehearsal area at all times to assist as needed

H. Clinic Site Host Responsibilities

The responsibilities of the All-District Band Clinic Site Host shall include, but not be limited to, the following:

1. Serve as a host for the clinic.
2. Be responsible for all set-up and physical logistics pertaining to the clinic.
3. Provide all necessary equipment (chairs, stands, conductors podiums, large percussion instruments, etc.) for all four ensembles.
4. Provide a large location for the general membership meeting
5. Provide a location for the Board of Directors meeting and other committee meetings as needed.
6. Secure security and custodial support (if required)
7. Ensure adequate parking is available for buses and cars
8. Plan and facilitate the Friday night meal for students and directors.
9. Work alongside the clinic chairs to distribute logistical information to directors (maps of parking areas, rehearsal areas, meeting areas, etc.)
10. Develop emergency procedures and publish them prior to the event.

I. Clinicians and Commissions Chair Responsibilities

1. Assist SCDBA Chair in gathering names of potential Clinicians and Composers from the SCDBA members at meetings.
2. Contact Clinician/Composers who were selected for our All-District Band Clinic to check availability and interest
3. Write and send contracts to each clinician/composer who were selected.
4. Collect payment information from SCDBA Treasurer for Commissions. (getting checks approved/sent to composers)
5. Once contract is finalized, introduce Clinician/Composers to All District Event Chairs
6. Keep an organized spreadsheet of clinician/composer rotation and convey rotation to SCDBA members.

J. Director's Absence from All-District Band Clinic

The clinic registration at the time of the SCDBA All-District Honors Band Clinic must be done in person by the band director. If the band director is unable to be present, the band director must notify the SCDBA Clinic Chair(s) in advance and in writing, giving the reasons for his/her absence and the name of the ACTIVE SCDBA 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(s) in writing before the clinic registration date. Failure to comply by a band director will result in removal of the band director's students from the SCDBA All-District Band Clinic.

K. All-District Clinic Cancellation – Student Participation Policy

If a student who has earned a spot in the All-District Clinic withdraws, at any point, from the clinic, that student will no longer be able to participate in the Clinic on its originally scheduled date or if the clinic has to be moved to the “snow date”.

PART D

SOLO AND ENSEMBLE MPA

Each year, the South Central District Bandmasters Association shall sponsor a Solo and Ensemble MPA to be held on the second Saturday in May. The Solo and Ensemble MPA Chair, with the approval of the District Chair and the Board of Directors, may alter the date if necessary.

One Solo and Ensemble MPA chair and one Solo and Ensemble MPA site host shall be appointed biannually, or as needed, by the SCDBA Board of Directors.

Persons interested in serving as event chair or site host should notify the SCDBA chair via the method provided (email, Google form, etc.) after the winter general meeting, but before the spring meeting of the Board of Directors, in accordance with deadlines issued by the Chair or Board.

The South Central District Solo and Ensemble MPA event is governed by policies and procedures established by the North Carolina Bandmasters Association. Directors should check the NCBA Policy and Procedures document each year. Changes made at the state level automatically apply to district level events, even if the SCDBA Policies and Procedures Manual has not yet been adjusted to be in alignment with the NCBA document.

I. 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 the North Carolina Music Educators Association, NCBA, and SCDBA.
- B. To audition for and participate in the NCBA All-State Honors Band and SCDBA All-District Band, the band member must be regularly enrolled in a scheduled concert band class which receives one unit of credit.

II. REGISTRATION

- A. Solo & Ensemble MPA Registration
 - 1. Registration forms must be completed online and any required signature pages mailed to the Solo and Ensemble MPA chair with fees on or before the stated deadline 30 days prior to the first day of the event.
 - 2. No soloist or ensemble may perform at more than one District’s Solo and Ensemble MPA in a given year.
- B. Solo & Ensemble MPA Fees
 - 1. Registration fees will be determined by each district. The registration fee will be announced at the fall meeting each year and posted on the district web site. The registration fee for Solo and Ensemble MPA is per student/per event when registering for solos, duets, and other small ensembles.
 - 2. No refund of any fees paid will be issued.

III. DUTIES OF THE SOLO AND ENSEMBLE MPA CHAIR AND SITE HOST

- A. The responsibilities of the Solo and Ensemble MPA Chair shall include, but not be limited to, the following:
 - 1. Prepare and present a proposed budget to the Board of Directors following the SCDBA Event Budget Policy found in this Policies and Procedures Manual
 - 2. Publish information concerning the MPA for all participating band directors and students.
 - 3. Plan the schedule for the MPA.
 - 4. Secure the judges for the MPA.
 - 5. Be responsible for all organizational logistics pertaining to the MPA.
 - 6. Collect all fees for the MPA.
 - 7. Work with the SCDBA Treasurer to ensure all fees are paid and all expenses are properly documented and paid according to NCBA and NCMEA guidelines
 - 8. Make provisions, with assistance as needed from the site host, for judge meals
- B. The responsibilities of the Solo and Ensemble Site Host shall include, but not be limited to, the following:
 - 1. Serve as the host for the Solo and Ensemble MPA.
 - 2. Be responsible for all set-up and physical logistics pertaining to the clinic.
 - 3. Provide all necessary equipment (chairs, stands, etc.) for all adjudication areas.
 - 4. Provide adequate warm-up and adjudication areas.
 - 5. Secure security and custodial support (if required)
 - 6. Ensure adequate parking is available for buses and cars
 - 7. Work alongside the clinic chair to distribute logistical information to directors (maps of parking areas, warm-up areas, etc.)
 - 8. Develop emergency procedures and publish them prior to the event.
 - 9. Provide assistants to help run the event (judge runners, registration support, etc.)

III. BAND DIRECTOR RESPONSIBILITIES

- A. Any band director with students involved in the Solo and Ensemble MPA is required to attend the MPA event. In case of an emergency during the event, the Event Chair(s) must be notified in writing of the director's name, cell phone or other contact number, names of participating students, and all necessary contact information of the person responsible for said band director's students.
- B. Students must be registered under the name of the school in which they are enrolled. Each band director is required to register for all students from his/her school. Fees are to be paid by the individual band director and must be in correct currency or by check. Fees are paid at the time of pre-registration.
- C. Any student whose band director does not follow the guidelines will not be allowed to participate in the clinic activities that school year.

PART E

MARCHING BAND STATEMENT

The South Central District Bandmasters Association, a component of the North Carolina Bandmasters Association and the North Carolina Music Educators Association, officially recognizes and sanctions marching band as a viable and credible performance-based class or ensemble in the teaching of music in a high school setting.

Further, we believe that high school marching band (competitive or non-competitive):

- Is only one component of a well-balanced instrumental school program. A well-rounded instrumental program, based on local situations and traditions, offers a selection of ensembles such as Marching Band, Concert Band, Symphonic Band, Wind Ensemble, Stage Band, Jazz Band, Pep Band, Orchestra and/or small ensembles.
- Supports character education. Membership in Marching Band helps to develop students' positive character attributes desired by society, parents, and employers such as a good work ethic, self-discipline, selflessness, responsibility, leadership, persistence, determination, cooperation, creativity, teamwork, and honesty.
- Helps to build, because of the complexity of the activity, in developing higher order thinking skills such as the ability to compare and contrast, to classify, to recognize patterns, to analyze, and to sequence.
- Helps to build, because of the complexity of the activity, physical fitness in students. Marching Band will develop endurance, stamina, dexterity, breath control, muscle control, muscle strength, and conditioning.
- Has unlimited interdisciplinary applications. Marching Band supports academic disciplines such as geometry, physics, algebra, PE and health, literature, art, theater, language skills, communication skills, and creative movement.

PART E

AWARDS OF EXCELLENCE

AWARD OF EXCELLENCE - VETERAN DIRECTOR

- The band director should be an active member or recently retired.
- The band director should be in good standing.
- The band director should have a career of excellence in all facets of the instrumental band program.
- The band director's teaching location/situation should be taken into consideration (i.e. rural, city, private, etc.).
- There should be evidence of service to the South Central District as a board member, committee member, executive board member, or any other duties along this line.
- There should be evidence of service to other music organizations such as NAFME, NCBA, or others.
- There should be evidence of professional awards and/or publications which the band director has received.
- There should be evidence of original compositions, commissions, or arrangements that have been added to published music literature.

YOUNG DIRECTOR AWARD OF EXCELLENCE

Description: The “Young Director Award of Excellence” is a recognition sponsored and presented by the South Central District Bandmasters Association to outstanding young band directors with less than seven years of experience in the profession.

Purpose: The purpose of the “Young Director Award of Excellence” is to honor the achievements and service of new band directors in the South Central District and to promote the fostering of rising talent in the music education profession.

Criteria:

Candidates for the “Young Director Award of Excellence” must

- Have at least two years of experience as a band director in the South Central District.
- Have not completed their 7th year as a band director.
- Distinguish themselves as a teacher of quality and potential.
- Demonstrate professionalism in working with fellow directors.
- Participate in band functions at the district and state levels.
- Volunteer their time and service within their school, county, or the South Central District.

SCDBA FINANCIAL GUIDELINES

HONORARIUMS FOR CONCERT BAND MPA AND SOLO AND ENSEMBLE MPA EVENTS

- Each MPA event has one MPA Event Chair honorarium paid at the same rate that an adjudicator is paid. In addition, the SCDBA will also pay an additional honorarium to the Solo and Ensemble MPA site host.
- Honorariums will be paid by the NCMEA Executive Director after the NCMEA Event Financial Report is submitted and audited.

SUBSTITUTE PAY FOR SCDBA STUDENT EVENT CHAIRS

Middle and High School MPA Event Chairs, Middle and High School MPA Site Hosts, All-District Clinic Chairs, All-District Clinic Site Hosts, Solo and Ensemble MPA Event Chairs, and Solo and Ensemble MPA Site Hosts may have their substitutes paid for by the event receipts if each event chair includes the cost of the substitute in the budget proposal approved by the SCDBA Board of Directors.

SCDBA DISTRICT REIMBURSEMENT GUIDELINES

District Officers (as stated in SCDBA Constitution and By-Laws) and District Standing Committee Chairs

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

- Postage
- Office supplies and copies
- Related general expenses

Non-Standing Committees

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

- Office supplies and copies (Committee Chair)
- Other expenses approved by the SCDBA Board of Directors

- The Committee Chair will submit the committee's dates(s) of meeting(s) as well as location(s) and submit them to the SCDBA Chair for board consideration

NCMEA Professional Development Conference - District Chair

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

- 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 the hotel – whichever is less.

All-District Band - Auditions Chair(s), Clinic Chair(s), and Site Host(s)

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

- Honorariums will be paid after **all** bills for All-District Honors Band Auditions and the All-District Honors Band Clinic have been paid, not including expenses listed below. Honorariums shall be \$300.00 each for Audition Chairs, Clinic Chairs, and the Site Host
- Postage
- Office supplies and copies

All bills and requests (using the NCMEA Reimbursement Form) must be submitted to the SCDBA Treasurer within thirty (30) days of the event (30 calendar days after auditions and 30 calendar days after the clinic). The NCMEA Financial Report must be completed and submitted following the guidelines set forth by the NCMEA office.

Solo and Ensemble MPA Event Chair and Site Host

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

- Honorariums will be paid after **all** bills for All-District Honors Band Auditions and the All-District Honors Band Clinic have been paid, not including expenses listed below. Honorariums shall be \$300.00 each for the Event Chair and the Site Host.
- Postage
- Office supplies and copies

All bills and requests (using the NCMEA Reimbursement Form) must be submitted to the SCDBA Treasurer within 30 calendar days of the event's last day. The NCMEA Financial Report must be completed and submitted following the guidelines set forth by the NCMEA office.

All-State Honors Band - District Chair

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

- Hotel for one night only at the NCMEA rate, if there is not a student participating from the District Chair's school
- Meals up to the NCMEA rate (1 dinner, 1 breakfast, and 1 lunch), if there is not a student participating from the District Chair's school
- Mileage, if there is not a student participating from the District Chair's school
- Substitute, if there is not a student participating from the District Chair's school

SCDBA EVENT BUDGET POLICY

All SCDBA event chairs must submit a proposed budget of their events to the District Treasurer and the Board of Directors to be approved for the current school year.

- The Middle School Concert Band MPA Chair and the High School Concert Band MPA Chair must submit their budgets at least one week (7 days) prior to the Board of Directors meeting held during the All-District Band Clinic.
- The Solo and Ensemble MPA Chair must submit his/her budget at least one week (7 days) prior to the Board of Directors meeting held during the All-District Band Clinic.
- The All-District Audition Chair(s) and the All-District Clinic Chair(s) must submit their budgets at least one week (7 days) prior to the Board of Directors fall meeting.
- Budget proposals must use the categories as listed on the NCMEA Event Financial Report.
- Once an event budget is approved, an event chair cannot make changes or spend more in a category without approval by the SCDBA Treasurer.
- Concert Band MPA Chairs may not spend more than \$500.00 in the “Other” category.

Event Chairs may provide lunch for adults who work to run the event but must follow NCMEA meal allotments. This must be accounted for in the budget which is presented to the Board, at the deadline to present mentioned above, prior to the event.

All clinicians/adjudicators will be reimbursed for meals by submitting receipts with their NCMEA Reimbursement Forms or, if meals are brought in during an event, the Event Chair must not exceed the meal allotment as listed on the NCMEA Reimbursement Form.

A copy of the NCMEA Event Financial Report for each event must be submitted to the District Treasurer to review and the District Treasurer will provide a report to the SCDBA Board of Directors at the summer meeting.

Concert Band MPA Chairs must provide the SCDBA Treasurer an NCMEA Income Log of the directors/schools that paid for superior plaques.

If an event does not have funds to pay bills and/or the Event Chair’s honorarium, the Event Chair must contact the District Treasurer. The Event Chair’s request must include documentation (copies of bills not paid) to the District Treasurer. After receiving the request, the District Treasurer will submit it to the District Chair and the Board of Directors for action.

GENERAL POLICIES

The District Treasurer cannot write a check for over \$300.00 for any expense that is not normal for All-District Auditions, the All-District Clinic, or Solo and Ensemble MPA. Approval for any amount over \$300.00 must be given by the SCDBA Board of Directors or by the District Chair and Chair-Elect.

The District Treasurer will be on all checking accounts for events. The District Chair and Chair-Elect will be on the district account. Two signatures are not required to write checks by an Event Chair or the District Treasurer. (This is for the possibility that it would prevent the person responsible for a checking account not being able to handle needed business.)

OTHER HONORARIUMS

The South Central District Webmaster will be paid an honorarium of \$300.00 each year. The honorarium will be paid by June 30th each year.

As of June 2018, the honorariums for All-District Conductors/Clinicians will be \$500.00 per day.

It was decided at the June, 2020 Board of Directors Meeting, at the suggestion of the NCMEA Executive Director, that the SCDBA Treasurer would be paid a \$500.00 honorarium at the conclusion of each school year.

REVISIONS

This document was revised on September 12, 2021 (Past Chair-Chris White, Current Chair-Joshua Potter, Chair Elect-Kameron Radford)

This document was revised on September 11, 2022 (Past Chair-Joshua Potter, Current Chair-Kameron Radford, Chair Elect-Ashleigh Cook)

This document was revised on September 10, 2023 (Past Chair-Joshua Potter, Current Chair-Kameron Radford, Chair Elect-Ashleigh Cook)