

S. E. M. S. B. A.

**Southeastern Massachusetts
School Bandmasters Association**

Manual

Ed. 2015

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Introduction

1. S.E.M.S.B.A. = Southeastern Massachusetts School Bandmasters Association

2. Purpose of S.E.M.S.B.A.

S.E.M.S.B.A. was founded in 1950 for the purpose of endeavoring to raise the standard of, and to promote greater community interest in school band music in Southeastern Massachusetts.

3. Explanation of Manual and its purpose

This Manual has been compiled to assist the teaching professional in his/her relationship to the organization. Periodic updates will be posted to the SEMSBA Website. This Manual seeks to:

- Be a source of needed information
- Outline all aspects of the organization
- Formalize all association policies and operational understandings
- Define responsibilities of members
- Clarify audition and festival responsibilities
- Be a purposeful tool in maintaining the harmony of the organization (no un-S.E.M.S.B.A.-like thoughts)

Founding and history

The following is a copy of a letter sent to area band directors in early 1950, by Mr. Donald Leach, who has been recognized as the Founding Father of S.E.M.S.B.A.

SOUTHEASTERN MASSACHUSETTS SCHOOL BANDMASTERS ASSOCIATION

February 1, 1950

Dear (Friend),

During one of my sleepless nights it occurred to me that it would be a very good idea if a few of us congenial band directors organized a Southeast Massachusetts School Bandmasters Association.

I think that we could have a wonderful time, meeting perhaps once a month for a panel discussion of our own band problems. This meeting would not necessarily have to be too rigid, and yet out of it there might emerge some excellent ideas, and we might get some recognition from the State and possibly the National Association.

What do you think of this? Could you come to my house, say on Friday night (February 24) to start it off?

With kindest regards,

Don Leach

"S.E.M.S.B.A. was founded in 1950 for the purpose of endeavoring to raise the standard of, and to promote greater community interest in school band music in Southeastern Massachusetts."

This statement has remained S.E.M.S.B.A.'s objective throughout the years.

After two years of social meetings and organizational sessions, the founding members decided to sponsor a concert comprised of outstanding young bandsmen selected from their nine high schools. The participating band directors were:

Myron Thomas, Randolph
Robert Spencer, East Bridgewater
Charles Bean, Weymouth
George Ventre, Hingham
Norman Dickenson; Scituate

Richard Whitmarsh, East Bridgewater
Donald Leach, Whitman
Luther Churchill, Middleborough
Edward DiFonzo, Bridgewater
Francis Tatro, Milton
Edmund Wright, Weymouth

This first concert was held on February 28, 1953 at the Randolph High School Auditorium and was conducted by Myron B. Thomas. Selections from this program included:

"Orpheus"-Overture, Offenbach
"American Weekend"- Suite, Morrisey
"Student Prince", Romberg
"King Cotton"- March, Souza

Assisting in the concert was the Middleborough Accapella choir, conducted by Luther Churchill.

Each year since 1953 S.E.M.S.B.A. has held a concert. In the early years, 1953-1956, The Symphonic Band was assisted by high school choral groups, invited to perform at each concert. In 1954 the Brockton High School Galloneers assisted, under the direction of Rodney May. In 1955, it was the Randolph High School Chorus, conducted by Myron Thomas. And in 1956 the Brockton High School Girls Glee club sang. The first S.E.M.S.B.A. select chorus performed in 1957, directed by Burton O. Cowgill of Marshfield.

Between 1955 and 1968 the S.E.M.S.B.A. band conductor also hosted the concert and held the office of President. When junior high school directors became more active in the organization, a Junior High Festival was originated to promote greater interest in Junior High School musical performance. Their first concert was held in 1970, at Silver Lake Regional High School in Kingston. Conductors were: Richard N. Shattuck, Chorus, and Daniel A. Lasdow, Band.

At the 1977 Junior High School Festival an orchestra was included, made up of select string players from grades 7-12 and assisted by band students who had performed with the High School Festival that same year. The debut of this group and its conductor, Mr. James Vinci of the Duxbury Schools was well received. In 1980, due to a greater student interest in strings, S.E.M.S.B.A. was able to have orchestra's perform at both festivals.

In recent years the organization found that it has been able to commission two new works for festival programs. In 1973, Edward J. Madden of Brookline composed and conducted "March For A S.E.M.S.B.A. Festival." For the 25th Anniversary Celebration, Thomas P. Mills, of Walpole conducted his composition for combined band and chorus, "The Gift of Music."

Outstanding contributions through the years have been made by Mr. Charles Bean of Quincy. Besides being a founding member, Mr. Bean has supported the organization by having the concert programs printed each year since 1959.

S.E.M.S.B.A. members are deeply grateful to Donald Leach, a founder of the organization, for his ambition and foresight in guiding S.E.M.S.B.A. through its first 30 years. Mr. Leach has served as president, conductor and host. He then served as secretary for a period of fourteen years.

Although the membership has changed over the years, the following participating school systems are in S.E.M.S.B.A. today (2015):

Abington, Apponequet (Lakeville, Assonet, East Freetown), Braintree, Bridgewater-Raynham, Cohasset, Dighton-Rehoboth, Carver, East Bridgewater, Fairhaven, Fall River, Hanover, Hingham, Holbrook, Hull, Mansfield, Marshfield, Middleborough, Milton, Norton, Norwell, Oliver Ames (Easton), Pembroke, Plymouth (Plymouth North & Plymouth South), Randolph, Rockland, Scituate, Sharon, Silver Lake (Halifax, Kingston, Plympton), Stoughton, Walpole, and Whitman-Hanson.

In the 1950's, the towns of Brockton, Milton, Weymouth and Marshfield were members but left the organization. In 1982, the towns of Avon and West Bridgewater were removed from S.E.M.S.B.A. because of a lack of participation and they were replaced by Braintree and Marshfield.

In 1987, Duxbury asked to be removed from the roles of S.E.M.S.B.A. and this action was allowed. Additionally, the Constitution was amended to change membership from, twenty-five high schools and their corresponding junior high schools, to, ". . . up to and including 30 high schools and their corresponding junior high schools.." under this revision, Norton High School and New Bedford High School were voted into membership in the fall of 1987.

In 1988 the Plymouth Carver Regional school system was dissolved creating Carver High School, Plymouth North and Plymouth South High Schools. Each town is now recognized as an individual member. In 1990, Milton Public Schools were added to the roles after a formal application procedure was followed to bring the total to twenty-nine. The Fall River Public Schools applied for membership in 1994 and were accepted into S.E.M.S.B.A. In 1996, New Bedford was dismissed from the association due to prolonged period of lack of participation. In the mid-2000s, Pembroke removed itself from the Silver Lake Regional School system to become its own district. Despite the statement above, SEMSBA voted to allow Pembroke membership and is the thirty-first member school since the town was part of the Silver Lake district. The association plans to hold to the number of members it has as of this update.

Other significant changes to the association have seen the association move from separate junior and senior festival auditions to a combined, one-day event since 2000.

Also since the 2000s, the association has used web-based tabulations on audition day to lessen workload and improve release time of audition results. In 2013, the association voted to pay for an auditions coordinator and webmaster, with the auditions coordinator becoming a member of the executive board.

Throughout its history, S.E.M.S.B.A. has brought many music students and teachers together to share musical ideas and to broaden each individual's musical experiences. Through these ideas and experiences, S.E.M.S.B.A. has succeeded in attaining its objectives of "raising the standard of, and promoting greater community interest in school music in Southeastern Massachusetts."

Last updated: March 2015, by Ed Ledwith, Handbook Editor

Constitution

Last amended March, 2015

Article 1 Name

The name of the organization shall be the SOUTHEASTERN MASSACHUSETTS SCHOOL BANDMASTERS ASSOCIATION. (S.E.M.S.B.A.)

Article 2 Objective

The objective of the association is for the purpose of endeavoring to promote greater interest and to raise the standards in the performance of school music in Southeastern Massachusetts.

Article 3 Membership

Section 1. Membership will include thirty-three (33) grade 9-12 high schools and their associated grades 7-9 within the Southeastern Massachusetts area, whose representatives shall be vocal and instrumental directors.

Section 2. Any representative who has become retired, or changes to a position not directly connected with S.E.M.S.B.A. may become an honorary member by two-thirds vote of the membership. These representatives shall be excused from attendance at regular meetings and will have no voting privileges.

Section 3. In the event a director leaves a school system, the school will automatically continue membership unless the school administration requests to terminate membership in the organization.

Section 4. Any person connected with the work of S.E.M.S.B.A. may become an honorary member by two-thirds vote of the membership. These persons shall be excused from the attendance of regular meetings and will have no voting privileges.

Section 5. Any member school that has two unexcused absences from general membership meetings will be notified in writing as a reminder of their responsibility to attend. with additional copies being sent to the Superintendent and Principal.

Section 6. Each member school, junior and senior, will be allowed one vote, regardless of the number of music personnel representing the school.

Section 7. Each S.E.M.S.B.A. member will be recorded on the personnel mailing list as to his/her emphasis, either vocal or instrumental, at either the junior or senior high school teaching level.

Section 8. Seniority in S.E.M.S.B.A. will constitute one of the criteria for choosing a conductor.

Article 4 Membership and Executive Board

Section 1. The officers of the association shall be as follows:

- President
- President Elect
- Secretary
- Treasurer

Section 2. The Executive Board shall be comprised of the:

- President
- President Elect
- Secretary
- Treasurer
- All current conductors
- Chairman of the Conductor Selection Committee
- Chairman of the Auditions Board

Article 5 Elections

Section 1. The offices of President, President Elect, Secretary, and Treasurer shall be proposed by the Executive Board on the basis of seniority and qualifications.

Section 2. The Executive Board shall issue the proposed slate of officers for the following term, to the general membership before the last regular meeting of S.E.M.S.B.A. Additional nominations may be made from the floor at the meeting.

Article 6 Responsibilities of the Officers and Executive Board

Section 1. The Executive Board shall act as a nominating committee and as an advisory body to the officers of the association.

Section 2. The President shall assume overall responsibility for the running of the association. The President shall preside as chairperson at all association meetings and act as moderator at all Executive Board Meetings.

Section 3. The President Elect will, in the President's absence, assume his/her administrative duties. The President Elect shall be responsible for follow-up of student no-shows at festivals within three weeks and report to the Executive Board. The President Elect shall act as chairperson of the SEMSBA Scholarship Committee.

Section 4. The Secretary will act as recording secretary at all association and board meetings, and will be responsible either personally, or through his/her designated agent, for all association communications. The Secretary shall be responsible for preparing festival concert programs.

Section 5. The Treasurer shall be responsible for all financial transactions. The Treasurer shall present an itemized account of all transactions at association meetings.

Section 6. The Band, Chorus and Orchestra Conductors will be responsible to the Executive Board for their choice of music, and will in addition, be able to choose their own group manager.

Section 7. The Auditions Board shall be comprised of three members who represent each performing area. Each member shall serve a three year term on a rotating basis. The responsibilities for this position can be found in the Organizational Boards section. The Chairman, or second year member, in conjunction with the auditions coordinator, is responsible for: all audition communications with the general membership; and is responsible for overseeing the auditions procedures; and is also responsible for handling all audition forms. The senior member serves in an advisory capacity and assists the chairman in the execution of his/her duties. The Auditions Board shall elect a new member each year, subject to the approval of the Executive Board. This member shall replace the senior member leaving the board.

Section 7A. The Auditions Board will also consist of an Auditions Coordinator whose term will be fixed until the person decides to go off the board. The responsibilities for this position can be found in the Organizational Boards section. The Auditions Board has autonomous control over the auditions procedure and must be in attendance at auditions. The Auditions Coordinator is a member of the Executive Board.

Section 8. The Conductor Selection Board shall be comprised of three members representing the various performance areas and grade levels. Each member shall serve a three year term on a rotating basis and shall have been a past conductor. Duties can be found below. The Chairman, or second year member, shall work with the other two members in evaluating candidates for the positions of festival conductors. The Conductor Selection Committee is responsible for acquiring nominees for these positions and submitting their recommendations to the Executive Board for final approval.

Article 7 Quorum

Section 1. One half of the active membership shall constitute a quorum for the transaction of association business.

Section 2. A majority of the Executive Board Shall constitute a quorum for the

transactions of the board.

Section 3. A two-thirds majority of the active membership will constitute a quorum for constitutional changes.

Article 8 Auditions

Section 1. When possible, auditions shall be scheduled for the first Saturday in February with a snow date of the following Saturday.

Section 2. The Auditions Committee has autonomy over the auditions procedure.

Section 3. Standardized audition lists will be posted on the website

Section 4. Application for high school S.E.M.S.B.A. is open only to students in grades 9-12. Applicants from any other grade level must be approved by the Executive Board, and only when there is a need for a special instrument or voice part.

Section 5. Application for junior high school S.E.M.S.B.A. is open only to students in grades 7 8 9 with the exception of any grade 9 student who is not auditioning selected for high school S.E.M.S.B.A. Any applicant from any other grade level must first be approved by the Executive Board.

Section 6. Every member school auditioning will be represented at their junior or senior level by at least one performer in either band, orchestra or chorus, contingent upon an acceptable audition score or instrumental consideration.

Section 7. Any student who successfully auditions for either festival, who fails to participate in that festival, may, at the discretion of the Executive Board, be suspended from auditioning for S.E.M.S.B.A. for one year for unacceptable reasons for non-participation.

Article 9 Annual Concert Festivals

Section 1. The annual Senior High School Concert Festival will be held on the third weekend in March. When this is not possible it will be rescheduled so as not to conflict with All State or District Festivals.

Section 2. The Annual Junior High School Festival will take place when practicable during the first weekend in May or the next convenient date as determined by the Executive Board.

Section 3. The Senior High School Festival will be two days in length, beginning Friday and ending with the concert or concerts on Saturday afternoon.

Section 4. The Junior High School Festival will be two days in length, beginning Friday morning and ending with a concert or concerts on Saturday afternoon.

Section 5. Ticket prices, audition fees and registration fees will be determined by the Executive Board.

Section 6. Complementary tickets will be issued to all S.E.M.S.B.A. members upon their request. In addition, complimentary tickets will be sent by the Secretary to the Superintendent, Principal, and School Committee of each member school at the request of that school's director, as well as retired SEMSBA member teachers.

Article 10 Amendments

This constitution may be amended at any meeting by a two-thirds vote of the member schools, provided that each representative listed on the mailing *membership* list receives a notice of the exact wording of the proposed change or changes two weeks prior to that meeting.

Article 11 Dissolution

In the event that this association is to be dissolved, the Treasurer will, after having paid all legitimate expenditures, make payable to duly established and authorized school music accounts their portion of the remaining balance.

Positions and Terms of Office

Constitutional Officers

President – Elected for a one-year term. May serve additional years without a maximum limit of terms. Should have served as President Elect the previous year or have served in either capacity in the past. Duties are outlined on pages 15-16.

President Elect – Elected for a one year term. May serve additional years without a maximum limit of terms. The expectation is that this person will succeed the current President when that person's term has expired. This person should have served in some other capacity within the organization. Duties are outlined on pages 16-17.

Secretary - Elected for a one year term May serve additional years without a maximum limit of terms. This position is a permanent position and should be held by someone willing to give more than one term of service. This person should be someone who has been actively involved for a few years and has served in some other capacity. Duties are outlined on pages 17-19.

Treasurer - Elected for a one year term May serve additional years without a maximum limit of terms. This position is a permanent position and should be held by someone willing to give more than one term of service. This person should be someone who has been actively involved for a few years and has served in some other capacity. Duties are outlined on pages 19-20.

The Executive Board is comprised of all Constitutional Officers, the chairpersons of the Auditions Board and Conductor Selection Committee, the Auditions Coordinator, and all Conductors of the current year's festival groups. Ad Hoc members include chairpersons of appointed committees and festival and audition hosts. The Executive Board (Constitutional Officers) is officially voted in at the start of the Fall General Membership meeting.

Organizational Boards

Conductor Selection Committee

This committee is comprised of three members who represent a diversity of disciplines and are charged with the responsibility of selecting conductors for both junior and senior festivals. This committee is self perpetuating and elects a new member annually. Each term is for three years. The chairperson (second year member) is a member of the Executive Board. Duties are outlined on page 22.

Auditions Board

The Auditions Board is an autonomous, self perpetuating board whose members will represent the three various disciplines evident in S.E.M.S.B.A. (band, choral, string). Each term is for three years. The chairperson (second year member) is a member of the

Executive Board. Duties are outlined on pages 23-24.

Yearly Positions

Audition Hosts

Auditions are held for both festivals at a member school on the first Saturday in February. One director from the host school district will serve in the capacity of host. The music educator(s) from the host school shall be in close contact with the Auditions Board chairman and the President. Duties are outlined on pages 35-43.

Festival Hosts

Each year two host sites are selected for the junior and senior festivals. One director from each school will serve in the capacity of host. This person should attend all Executive Board meetings as an Ad Hoc member. Duties are outlined on 45-52.

Conductors

Each year seven conductors are selected to direct the various S.E.M.S.B.A. performing groups. Preferably, candidates should be active members of the S.E.M.S.B.A. community and teaching at the appropriate level. Conductors must submit an application form to the chairman of the Conductor Selection Board. A copy of that application form can be found on the SEMSBA website. A group conductor is a member of the Executive Board. The responsibilities for the position of conductor are listed on pages 25-26.

Managers

Each year six managers are needed to assist the group conductors. The selection of these managers has been left to the individual conductor. A person interested in working as a manager should contact the Conductor Selection Committee and/or the President to make known their intentions. Duties of a manager are outlined on pages 43-44.

Job Descriptions and Responsibilities: Officers

President:

The President of S.E.M.S.B.A. has the responsibility of good leadership to ensure that S.E.M.S.B.A. will continue to offer quality performance opportunities to its students, teachers and instructors. Additionally, the President must ascertain that all boards, committees, officers, hosts, conductors and managers are functioning within their guidelines and that open lines of communication are maintained with all of these members as well as with all staff members associated with S.E.M.S.B.A. schools. The President must have a good knowledge of parliamentary procedure and rules of order, so that meetings can be conducted efficiently and in accordance with the SEMSBA Constitution.

The SEMSBA President is elected for one-year term, and may be re-elected annually with no maximum limit of terms. The President should have served as President Elect the previous year or have served in either capacity in the past.

Duties:

- Act as moderator at Executive Board meetings: arrange dates and times, draft agendas, moderate discussion
- Act as moderator at General Membership meetings: arrange dates and times, draft agendas, moderate discussion
- Ensure smooth operation of organization
- Be a visible presence at auditions and festivals
- Act as organization host at Junior and Senior Festivals, speaking on behalf of SEMSBA to host administrators, addressing concert attendees, introducing managers of SEMSBA ensembles

Timeline of duties:

- Fall Executive Board Meeting - Should be planned prior to Fall General Membership Meeting. This can be an afternoon or evening meeting at a central location. The primary purpose is to draw up an agenda and to ascertain all positions ARE FILLED and the operation of the association is set for the school year.
- Fall General Membership Meeting - should coincide with date of Southeast District meeting. Usually at 4PM, at a member school near the district meeting location. Contact host school to confirm dates and time. Present updated list of Executive Board and committee members, introduce host schools for auditions, Junior Festival, Senior Festival, confirm dates of auditions and festivals
- (Optional) General Membership meeting at Southeast District Senior Festival. Agenda may include (but is not limited to): reminding membership of dates and locations for SEMSBA events, introducing conductors and programs. This

meeting is optional, because there are SEMSBA member schools that are not in Southeast District; there may not be enough members for a quorum

- Senior Festival General Membership Meeting - usually held on the Saturday morning of the Senior Festival. Coordinate time and place with host. All reports should be read. Input from conductors and/or managers is welcomed. -A representative from each member school is required to attend.
- Junior Festival Executive Board Meeting – held at 10:00 AM on the Saturday morning of the Junior Festival. The primary purpose of this meeting is to finalize the slate of officers for the following year, to be presented to the General membership.
- Junior Festival General Membership Meeting - see above. This should be coordinated with Junior Festival Host. In accordance with Article 5, Section 2 of the SEMSBA Constitution, a slate of officers is presented for the following year; in addition, nominations can be made from the floor. A representative from each member town is required to attend.
- Final Executive Board Meeting - usually held in June. At this meeting all officers, conductors etc. should be nominated in anticipation of the coming year. Business for school year should be closed out and plans should be put forth for the new school year. Vacancies and suggestions for improvement should also be discussed.

President Elect

There are three main purposes for this position within S.E.M.S.B.A.

First and foremost are the leadership responsibilities that are shared with the President. Whenever the President is unable to be in a position of leadership, that role will automatically fall to the President Elect. This position is in actuality a training year before ascending to the position of President. Any person accepting this position must be willing to serve the organization in the capacity of President after the current President's term has been completed.

The President Elect is responsible for the maintenance and enforcement of the Festival Attendance Policy as stated in the S.E.M.S.B.A. Manual. The President Elect is to keep written documentation of any known conflicts that are brought to the attention of S.E.M.S.B.A. Executive Board prior to Festival weekends. The President Elect must inform the Executive Board of conflicts so that a vote can be taken as each case is deliberated. Managers and Conductors must be notified of any vacant chairs created by denying a request or a student choosing not to attend the S.E.M.S.B.A. Festival. The President Elect will work with the Managers during the festival weekends to keep written documentation on any student missing a rehearsal or part of a rehearsal. The reason for each student absence must be confirmed with the student's director. Within the three weeks following the festival, submit letters of ineligibility to the Secretary for a fall Vice-president, and forward names of ineligible students to Auditions Coordinator.

The President Elect is the Chair of the SEMSBA Scholarship Committee. This committee awards four college scholarship awards, and six private lesson scholarship awards. The amount of these awards is determined by the Executive Committee, upon recommendation of the Treasurer. Traditionally and when possible, scholarships are awarded to individual students based on their participation in SEMSBA ensembles. The President Elect should update the application forms, and forward them to the SEMSBA Webmaster. The President Elect is responsible for assembling a volunteer committee, review submitted applications, and make recommendations as to award recipients. The President Elect forwards the addresses of students (for college scholarships) and private teachers (for lesson scholarships) to the SEMSBA Treasurer.

Timeline:

- Fall meeting: publicize and announce that applications are being accepted
- Fall meeting: assemble committee
- Establish deadlines for submission of applications
- Review applications
- Meet/consult with committee members and determine award recipients
- Contact college scholarship recipients and their respective school directors
- Senior Festival: announce names of college scholarship award recipients
- Contact lesson scholarship recipients and their respective school directors
- Contact students who were not selected for scholarship awards, with regrets

Secretary

The Office of Secretary is one of the paid positions in the S.E.M.S.B.A. organization, and receives an annual stipend of \$300. The Secretary is expected to attend all Executive Board meetings and General Membership meetings, and present a current written Secretary's report at each. The Secretary is responsible for all S.E.M.S.B.A. communications, with the exception of Auditions Board materials. These communications include, but are not limited to: Executive Board meeting dates and times, General Membership meeting dates and times, proposed Constitution/Manual revisions, any special meetings and any communications that are necessary to the smooth operation of S.E.M.S.B.A.

Duties:

- Attend ALL Executive Board and General Membership meetings and act as a recording secretary at those meetings
- Notify the General Membership of all meetings, events and schedules on behalf of the President and/or The Executive Board.
- Take attendance, by member district, at all General Membership meetings

- present the printed minutes of any previous meeting to the board members or general members for approval
- Maintain copies of approved minutes as part of the association's permanent records
- Record and disseminate all changes in policies or the Constitution, and when voted upon, updated in the S.E.M.S.B.A. Manual
- Have available the most updated Constitution and Manual
- Maintain an up-to-date contact list both by school as well as individual members. This list should include emails (the preferred method of communication), mailing addresses, and school phone numbers
- assist with school check-ins on audition day
- Collect and keep Student Information/Medical Forms at auditions, and bring the forms to the nurse at each festival's host school at the start of each festival
- Send thank you and congratulatory cards to conductors for their service to the organization shortly after each festival
- Prepare concert programs for Senior and Junior Festivals

Program preparation:

Program preparation begins with the collection of all necessary information:

- Lists of ensemble participants from Auditions Coordinator
- Biography, current teaching position, and photograph from each Conductor
- Titles of performance selections, including composers and arrangers, from each Conductor
- Biography and current teaching position from each Manager
- Names of administrators and officials from host schools (Superintendent, Principal, Fine Arts Director/Music Director)
- Welcome letter from Administration at host school
- Names of all SEMSBA members schools and current directors from Secretary
- List of all previous SEMSBA festivals, sites, and conductors—see previous year's program

The Secretary is ultimately responsible for all materials that are printed in the festival programs. The secretary should maintain a file containing programs from previous years, and eventually pass it on to a new Secretary.

Timeline:

- After Fall GM meeting: Obtain biographies, pictures and programs from conductors and managers as soon as they have been selected and programs have been approved
- After Auditions: Obtain lists of ensemble participants
- One month before Festival: Obtain materials from host school
- Two weeks before Festival: email program draft to membership for proofreading
- One week before Festival: Make arrangements for printing—2 programs per participating student; forward receipt to Treasurer for reimbursement
- Saturday of Festival: deliver printed programs to festival host for distribution at festival concert

Treasurer

The Office of Treasurer is one of the paid positions in the S.E.M.S.B.A. organization, and receives an annual stipend of \$300. The Treasurer is expected to attend all Executive Board meetings and General Membership meetings, and present a current written treasurer's report at each.

Duties:

- Attend auditions to process audition fee payments, and write checks covering the costs of hosting and adjudication. Hosting costs may include, but are not limited to: school rental fees, meals for judges, expenses for a hospitality room, custodial expenses, materials for posters and signs, photocopying expenses and miscellaneous host expenses.
- Ensure that SEMSBA carries sufficient liability insurance for auditions and festivals (current vendor:)
- Maintain accurate records of audition expenses and receipts
- Recommend audition fees to the Executive Board
- Assist with school check-in at auditions, and receive audition fee payments
- Determine a budget for festivals, after consulting with hosts
- Set a festival registration fee, after consulting with the Executive Board
- Reimburse host school expenses at Junior and Senior Festivals
- When transferring the position to a newly elected Treasurer, ensure that records are accurate and up to date and that the incoming Treasurer has set up an account at a reputable banking establishment for transacting business.
- Organize ticket sales for both Junior and Senior Festivals (currently processed through www.brownpapertickets.com).
- Attend Junior and Senior Festivals to process registration payments, and write checks covering the costs of hosting. Hosting costs may include, but are not

limited to: school rental fees, meals for participants, expenses for a hospitality room, custodial expenses, and miscellaneous host expenses. Adult piano accompanists at festivals will receive \$350 as compensation for their time and effort. Conductors and Managers each receive an honorarium of \$125.

If, for any reason, an officer is unable to carry out any of his/her individual responsibilities, it is the responsibility of that officer to arrange for another member of the Executive Board, or another designated adult, to ensure that all responsibilities are completed.

Webmaster

The Office of Webmaster is one of the paid positions in the S.E.M.S.B.A. organization, and receives an annual stipend of \$300. The SEMSBA website (www.semsbama.org) is the primary source of information for SEMSBA members, as well as for other visitors. The primary role of the Webmaster is to maintain and update the SEMSBA website, ensuring that the information provided is accurate and up-to-date. It is crucial that information on the SEMSBA website be accurate, particularly dates/locations and audition lists. The Webmaster should also assess the ease of use and navigability of the SEMSBA website, and make improvements in design and functionality as needed. The specific design of the SEMSBA website is the responsibility of the Webmaster, but the site should be easy to navigate, with clear links to various sections.

Information provided on the SEMSBA website includes:

- Dates and locations (including maps) of auditions and festivals
- Current vocal, orchestral, and winds/percussion audition lists
- Auxiliary percussion materials
- Scale and percussion rudiment requirements for auditions
- Vocal audition recordings
- Email contacts for Executive Board members, organizational board members
- Date of last update, particularly concerning audition lists
- List of Scholarship Committee members, past recipients
- Job listings and vacancies in SEMSBA member schools
- Links to other organizations, i. e. NAFME, SEMMEA, MMEA, MICCA, etc.
- Forms for Conductor application and Scholarship application (to download or fill out online)
- Mission statement and historical information about the formation of SEMSBA
- File of previous programs
- Disclaimer directing students and parents to address concerns through the music teacher at their school

Duties:

- Develop, design, implement, and maintain the SEMSBA website

- Make arrangements with provider to host the SEMSBA website (currently hosted by Google Sites)
- Forward invoice for hosting to Treasurer for payment
- Continuously monitor the SEMSBA website for ease of use, accuracy of information, and functionality
- Communicate with Executive Board to determine SEMSBA website content
- Receive and upload current documents—i. e. host letters, adjudication forms
- Check external links for validity
- Delete outdated or unnecessary information
- Troubleshoot the functionality of the SEMSBA website, and act as tech support for users
- Provide link to audition registration portal (currently hosted by Avenir solutions)
- (optional) Maintain social media presence—Facebook, Twitter, etc

Auditions Coordinator

The Office of Auditions Coordinator is one of the paid positions in the S.E.M.S.B.A. organization, and receives an annual stipend of \$1800. The Auditions Coordinator is responsible for the entire auditions process: registration, scheduling, tabulating, and results.

Job Descriptions and Responsibilities: Organizational Boards

Conductor Selection Committee

Three-year term

A representative member from the chorus, band, and orchestra teaching ranks will serve a three-year position on the Conductor Selection Committee.

Second Year-Executive Member, chairperson responsibilities

Acts as chairperson of the committee. He or she will assign other members of the boards various tasks as would be helpful to the process. The chairperson should receive all applications from prospective conductors. In the event that deadlines are approached without applications for some positions, it is the responsibility of the chairperson to begin contacting members of the organization or instruct the other members of the Committee to help in these duties. Applications should be reviewed as to qualifications and then discussed with other Committee members. Conductors are selected and notified in writing and announced to the membership at the fall meeting.

Third Year-Senior Member, responsibilities

Assists the chairperson in making calls on prospective conductors. May be assigned special duties by the chairperson. Must help evaluate all applications and be part of the selection process.

First Year-Junior Member, responsibilities

Joins with other board members in making selections of all seven conductors. The junior member may be assigned special duties by the chairperson, such as making phone calls or verifying conductor qualifications.

General Duties

Ensure deadlines are announced and that application requirements are updated as necessary in the manual. Adhere to deadlines and in the event a conductor position(s) is not applied for contact prospective members. Report all action to the Executive Board.

Procedure

- Senior Festival – announce applications are now being accepted for the following school year
- Junior Festival – review received applications and programs, announce applications are still being accepted for vacant positions at general meeting
- June and fall Executive Board meetings – approve programs and select

conductors

- Fall meeting – announce appointed conductors. Inform general membership if any vacancies remain.
- January Executive Board meeting (Senior District) - approve programs and select conductors as necessary.

Auditions Board

Three-year term

The Auditions Board is expected to oversee and assure the readiness of both Senior and Junior Audition lists. These lists should be checked out with a reputable music supplier for availability. Vocal audition recordings may also need to be updated or additional copies made. The Audition Lists and recordings should be ready for the Fall Membership meeting.

Each member of the Auditions board has the following list of duties, within his/her respective discipline:

- Update the annual audition list for each of the three areas; verify availability; it is important to check the audition lists for MMEA Southeast District and MMEA Eastern District, to avoid unnecessary duplication of audition material.
- Submit an updated list annually to the Executive Board and the Webmaster, no later than the Fall meeting
- Acquire judges for auditions, including backup/floater, for respective areas
- Consult with Auditions Coordinator and Auditions Host to determine the number of audition rooms needed.
- Provide sight-reading material for each audition room: this can be taken from the standard literature for each instrument, from pedagogical materials and method books, or developed by the individual auditions coordinator.
- Keep a file of current audition materials
- On audition day, assist with audition process, and maintaining pace of schedule

There are two additional items that the vocal representative needs to be aware of:

- Preparation and duplication of recordings of audition pieces: recording should include: 1) the entire piece, with all voice parts; 2) each individual voice part; 3) the entire piece with individual voice parts omitted. These should be forwarded

to the Webmaster to be uploaded to the SEMSBA website. Typically, these recordings are made with a quartet of teachers singing the individual voice parts.

- Guidelines for number of judges: if there are more than 75 students auditioning for any one voice part (typically sopranos or altos), a second judge should be hired.

Job Descriptions and Responsibilities: Yearly Positions

Conductor

Application procedure

Directors interested in conducting a SEMSBA Festival Ensemble can find the application on the SEMSBA website under the “Documents” tab. The application can be downloaded/printed, filled out, and sent to the Chair of the Conductor Selection Committee, listed under the same “Documents” tab on the SEMSBA website.

The application process begins one year in advance of a SEMSBA Festival. The Conductor Selection Committee will review all applications for the position of conductor for the following performance groups: Senior High Band, Chorus and Orchestra and Junior High Band, Chorus, Treble Choir, and Orchestra, and appoint a conductor for each one. Concert programs will be approved by the Executive Board. Each performing group's program should be limited to twenty minutes.

The following target dates should be considered when applying:
Senior Festival – all applications available for the following school year
Junior Festival – any received applications and programs are reviewed
June and Fall Executive Board meetings –programs approved and conductors selected as needed; appointed conductors are notified in writing and general membership is informed at the fall meeting.

In the event no S.E.M.S.B.A. member is able to conduct, "outside" applicants will be considered by the Conductor Selection Committee.

ALL APPLICATIONS WILL BE KEPT STRICTLY CONFIDENTIAL!

The goal of the Conductor Selection Committee is to choose the conductors for the various S.E.M.S.B.A. groups from the applications of those most qualified at a given time. The evaluative criteria are listed below. Naturally, ALL criteria would not be met by ALL candidates:

1. Having students take part in auditions
2. Having held an office
3. Having served on a committee
4. Having hosted a festival or auditions if possible
5. Having been a manager
6. Having been a judge
7. Having relevant experience at the appropriate level
8. Having at least five years teaching experience
9. Date of seniority

Specifically, in a given year, any S.E.M.S.B.A. member may apply for any of the seven conductor positions, provided that he/she generally meets the above criteria. However, a person may apply for only one position in a given year.

Responsibilities:

- Find a colleague, preferably from a SEMSBA member school, who is willing to serve as Manager
- (Choral applicants) Secure an accompanist, preferably an adult; accompanists are paid \$350.00 for the festival weekend
- Submit two programs for consideration; performance time is 20-25 minutes
- Provide scores if possible
- Conductors of the following ensembles should be prepared to perform the *Star-Spangled Banner* at the beginning of each Festival Concert: Senior Chorus, Senior Orchestra, Junior Treble Chorus, Junior Orchestra
- Forward requests for unusual instrumentation or voicing (ex. ranges, electric bass, harp, small combo with chorus etc.) to the immediate attention of the Auditions Coordinator. These will need to be listed in the Auditions section of the SEMSBA website.
- Order music for specific SEMSBA ensemble; it may also be advisable to check with other S.E.M.S.B.A. directors about "borrowing" parts or arrangements.
- Submit receipts to Treasurer for payment—published music, and other expenses (phone calls, mailing costs, duplicating costs, etc.)
- All Conductors are members of the Executive Board
- Conductors and managers are paid an honorarium of \$125

Concert folders should be prepared in advance of the auditions by Conductors and Managers. Folders should be mailed out as soon as possible after auditions. The conductor or manager may choose to include a letter of congratulations and any pertinent material as to rehearsal techniques, specific problem areas, pronunciation, etc. If timing allows, concert folders for the festivals can also be made available for pick

up at Junior District Festival and Senior SEMSBA Festival.

On the audition day the conductor and manager will fill roles of 'Flow Checker' as listed in host responsibilities, will continually monitor the audition holding area, and will communicate with manager to control the flow of students from warm-up to auditions. After the last students have gone to their auditions, the president and manager are to report to the tabulation room to assist with tabulating and meet with the judges to determine number of players per section needed. Band and orchestra judges need to meet together to determine which players are to be assigned to each group based on strength of playing ability.

After auditions it is advisable that the various conductors meet with the festival host at the host school. A tentative rehearsal schedule should be drawn up which will allow each performing group access to the performance area. Requests for special percussion instruments or other equipment should be given to the host at this time. Requests for sectional rehearsal space should also be made at this meeting. It may also be helpful to provide the host with a seating chart.

Manager

The position of a group manager is a position that anyone can get involved in without having experience. As the name implies, during festivals, the manager is responsible for handling all of the details and busy work associated with a performing group. This can include working out break and meal schedules with the other group managers and host; taking attendance at rehearsals; handling problems during rehearsals that may occur and being available for the conductor.

Most conductors will choose their own manager, but if a conductor needs assistance in finding a manager, he or she may ask the Executive Board for suggestions. If you would like to be considered as a manager, submit your name to the Executive Board by contacting the Secretary.

The responsibilities of a group manager begin before the auditions. The conductor and manager should meet to put together the festival music packets so that they can be mailed out on the next business day after the auditions. Making up the folders also means that the conductor and manager should meet to discuss the need for sectional rehearsals, unusual instrumentation or any other item that might be out of the ordinary.

The manager **MUST** be present on audition day. The manager serves as a flow checker

along with the manager, then serves as a tabulator, checking scores after the last auditioning school's students have auditioned. There is a great deal of paperwork that is done on audition day that requires both the conductor and manager to be present.

On the first day of a festival, the manager should plan to arrive early to help organize the rehearsal area, marking seats, setting up chairs and stands etc... As students arrive the manager should be present to field questions and handle any problems that might arise. The manager should take control of the seating plan, be sure to take attendance and handle any announcements prior to the rehearsal. Many times the Host will have important information that must be relayed to the groups and as manager they will come to you so that you may notify the students. Communicate with the host and other managers regarding ensemble break times. Any student concerns not directly related to music or performance should be handled by the manager.

The manager may be the person to run warm-ups or scales prior to the conductor taking charge. If, for any reason, the conductor is unable to fulfill any duties, the manager may be called upon to assume the role.

On the actual day of performance the duties are much the same but with the added responsibilities of moving their group in and out of rehearsal spaces and performance site. The manager will also introduce the conductor to the audience, so appropriate attire should be worn on performance day. The manager is responsible for collecting the music after the concert for the conductor. The music is returned to the conductor's school.

The manager should also make a report to the general membership during the festival weekend. The manager should indicate the readiness and preparedness of the students as well as any concerns about rehearsal schedules or absent students. The manager may also contact members to assist in sectional rehearsals if the conductor thinks them to be necessary.

The manager IS NOT a member of the Executive Board, but may attend the meetings. If you are considering becoming a conductor, you may want to consider serving as a manager first. The manager handles all of the busy work without the responsibility of conducting.

In addition, managers will fill role of 'Prep Person' as listed in host responsibilities, will oversee warm-up areas and communicate with conductor ('Flow Checker') when to send various schools/parts to the audition area, and have student guides from host school to assist.

SEMSBA Auditions

Paid positions for auditions day (all must be in attendance the entire day):

Adjudicators: \$125

Auditions coordinators (3): \$250

Executive Board (4): \$125

Host school faculty members: \$125

Conductors/Managers (14): \$125

Positions and responsibilities:

- President: oversee entire operation; maintain communications with hosts, prep persons, registration desk
- President Elect: general assistance and troubleshooting, make arrangements for judges hearing their own students
- Secretary: school registration; collect Student Information/Health Forms
- Treasurer: accept payments, issue checks at end of day
- Auditions Coordinator: tabulation, technology troubleshooting
- Managers (7): Prep person
- Conductors (7): Flow checker

Guidelines for Directors—Auditions

- Students in grades 9-12 may audition for Senior S.E.M.S.B.A.
- Students in grade 7-9 may audition for Junior S.E.M.S.B.A.
- Grade 9 students may audition for either Senior or Junior SEMSBA, but not both.
- A student who does not meet the criteria listed above may apply for permission to audition through their group director if there is a need for a particular instrument or voice, with the approval of the S.E.M.S.B.A. Executive Board. (e.g. 6th grade oboe or bassoon player)
- Limitations: No more than 5 of any wind or percussion instruments may audition from any one school. No more than 6 sopranos or 6 altos from one school may audition.
- Double auditions will be restricted to instruments.
- Students auditioning on voice cannot double audition on an instrument.

- Wind players may double audition on the following secondary instruments: trombone, baritone horn, French horn, tuba, oboe, bassoon, mallet percussion.
- Percussion may double audition on timpani, snare drum, and mallets. No triple auditions allowed.
- String players may double audition on a string bass.
- Students must be registered on the day of auditions by a school staff member or a parent who has obtained a letter from their school principal indicating that the parent has been authorized to do so.
- Each school must have a music staff member or duly authorized chaperone on duty the entire time that school's students are at the audition site.
- Students MAY NOT drive themselves to or from auditions.
- "Alternate" players for a festival will be contacted when a previously filled position becomes vacant if time and situation permit it to be done.
- All AUDITION FEES must be paid before a student may audition. A school purchase order DOES NOT constitute payment.
- A student may audition if not registered by the deadline by paying the \$15 registration fee and a \$20 late charge for a total of \$35. Late registration takes place at the registration table upon the school's arrival to the audition site.
- Any situation not covered by the constitution will be brought before the Executive Board for deliberation.

Student Rules and Regulations

S.E.M.S.B.A Auditions

These regulations should be copied and posted prior to auditions. Students who are auditioning should carefully read these rules and regulations to ensure they will meet audition requirements.

- Students in grades 9-12 may audition for Senior S.E.M.S.B.A.
- Students in grade 7-9 may audition for Junior S.E.M.S.B.A.
- Grade 9 students may audition for either Senior or Junior SEMSBA, but not both.
- All students registering for auditions or for the festivals must be members in good standing with their own school ensembles.
- All students must audition on the prescribed solo.
- Students are not allowed to use illegally copied music at auditions.
- Students must audition on the proper audition day. There are no "makeups".
- Students can obtain the audition list and scale requirements from the semsbama.org website. Click the Auditions tab for access (Instrumental students only).
- Students are not allowed to drive themselves to auditions.
- A student may audition if not registered by the deadline by paying the \$15 registration fee and a \$20 late charge for a total of \$35. Late registration takes place at the registration table upon the school's arrival to the audition site.
- Students may not bring scale sheets into the audition room.
- All instrumental students will be asked to sight read as part of their audition

Senior SEMSBA Scale and Rudiment Requirements

SENIOR SEMSBA MAJOR SCALES

C Instruments	G	C	F	Bb	Ab	Db
Bb Instruments	A	D	G	C	F	Bb Eb
Eb Instruments	E	A	D	G	C	F Bb
F Instruments	D	G	C	F	Bb	Eb Ab
Mallet Percussion	G	C	F	Bb	Eb	Ab Db
Strings	E	A	D	G	C	F Bb Eb Ab

Each scale is to be played:

Exactly as shown on the individual instrument SEMSBA Scale Sheet.

- The required range as shown on the SEMSBA Scale Sheet.
- Slurred eighth notes ascending and tongued descending with quarter notes on roots.
- At a moderate, steady tempo from memory.

SENIOR SEMSBA CHROMATIC SCALES

Flute	3 Octaves	C - C
Clarinet	3 Octaves + m3	E - G
Oboe	2 Octaves + m3	Bb - Db
Bassoon	2 Octaves + P5	Bb - F
Saxophones	2 Octaves + P4	C - F
Bass & Alto Clarinet	2 Octaves + m6	E - C
Trumpet	2 Octaves + m3	F# - A
French Horn	2 Octaves	F - F
Trombone	2 Octaves + m3	E - G
Baritone B.C.	2 Octaves + m3	E - G
Baritone T.C.	2 Octaves + m3	F# - A
Tuba	2 Octaves	F - F

Chromatic scale is to be played:

- Exactly as shown on the individual instrument SEMSBA Scale Sheet
- Slurred in 8th note triplets
- From memory
- Without interruption
- At a moderate, steady tempo in both directions.

SENIOR SEMSBA PERCUSSION RUDIMENTS:

1. Closed Long Roll (buzz) with dynamics *ff - p, p - ff*
2. 5 & 9 Stroke Rolls
3. 7 Stroke Roll, left hand lead
4. Flam Accents
5. Flam Taps
6. Single & Double Paradiddles
7. Lesson 25
8. Four-Stroke Ruff
9. Single Ratamacue
10. Flamacue

SEMSBA Snare Drum Rudiments can be downloaded from <http://www.semsbama.org>

MULTIPLE PERCUSSION

In addition to playing rudiments, the audition piece, and sight reading, all percussion students (snare drum, timpani, and mallets) will demonstrate playing techniques on bass drum, crash and suspended cymbals, tambourine, and triangle.

Download "Multiple Percussion" .pdf from <http://www.semsbama.org>

SIGHT READING

Each student will be required to sight read a short selection of grade 3 music.

Junior SEMSBA Scale & Rudiment Requirements

JUNIOR SEMSBA MAJOR SCALES

C Instruments	C	F	Bb	Eb	Ab		
Bb Instruments	D	G	C	F	Bb		
Eb Instruments	A	D	G	C	F		
F Instruments	G	C	F	Bb	Eb		
Mallets	C	F	Bb	Eb	Ab		
Strings	A	D	G	C	F	Bb	Eb

Each major scale is to be played:

- Exactly as shown on the individual instrument Jr. SEMSBA Scale Sheet
- The required range as shown on the Jr. SEMSBA Scale Sheet
- Slurred eighth notes, quarter notes, or triplets without interruption.
- At a moderate, steady tempo from memory.

JUNIOR SEMSBA CHROMATIC SCALES

Flute	2 Octaves	C - C
Clarinet	2 Octaves	C - C
Alto/Tenor/Baritone Saxophone	2 Octaves	C - C
Trumpet	1 Octave + P5	C - G
Mallets	2 Octaves	C - C

All other instruments should play a chromatic scale of one octave

Chromatic scale is to be played:

- Slurred in eighth notes or triplets
- From memory
- Without interruption
- At a moderate, steady tempo in both directions.

JUNIOR SEMSBA PERCUSSION RUDIMENTS

1. Closed long roll (buzz) with dynamics ff - p, p - ff
2. 5 & 9 stroke rolls
3. 7 stroke roll, left hand lead
4. Flam accents
5. Single & double paradiddle
6. Flam taps

SEMSBA Snare Drum Rudiments can be downloaded from <http://www.semsbama.org>

MULTIPLE PERCUSSION

In addition to playing rudiments, the audition piece, and sight reading, all percussion students (snare drum, timpani, and mallets) will demonstrate playing techniques on bass drum, crash and suspended cymbals, tambourine, and triangle.

Download "Multiple Percussion" .pdf from <http://www.semsbama.org>

SIGHT READING

Each student will be required to sight read a short selection of grade 2 music.

SEMSBA Auditions

Host School Guidelines

The Auditions Host must be in contact with the chairperson of the Auditions Board members of the Auditions Board, including the Auditions Coordinator. Since the board has control over the audition procedure, the host must work in concert with them. The Auditions Coordinator is the contact person for all final decisions not outlined in this section.

The host is responsible for all facets of auditions that have to do with the mechanics and logistics of moving students from registrations through the warm-up areas, audition rooms and back onto buses etc... The bulk of the work is in planning and coordinating, anticipating the needs of the day. The host should be someone who has been to several auditions as a chaperone - judge to have a better idea of the day's flow of events.

Overview of responsibilities

- Reserve the use of the school for scheduled day of auditions.
- Rooms used for the day. Determine which classrooms will be used for audition rooms. Which large rooms will be used for warm-up areas. These are usually the gym(s), auditorium, and music room(s). The post-audition student gathering area is usually the cafeteria. A Tabulation area with computer and printer access is needed. This room is usually the library and/or computer lab. The director's lounge can be a faculty lounge. So, too, the judges lunch area. Contact your school's IT people to secure access to computers.
- Supplying (to be reimbursed) snacks and refreshments and meals for judge's lunches
- Insuring host students and/or parents are available for registration desks, equipment moving, snack cart, and picking up the judges sheets.
- Signs, registration tables, pianos, percussion equipment
- Percussion requirements: two sets each of snare drum, xylophone or marimba or bells, timpani, bass drum, crash cymbals, suspended cymbal, tambourine, and triangle.
- Availability of a photocopying machine on audition day
- Restrooms open on audition day
- Classrooms and other areas for use are heated for the day

The Auditions Host should be able to work closely with his or her own staff and administration to ensure that the physical requirements and space needs can be met without interruptions on audition day.

All expenses incurred by the host are payable by the S.E.M.S.B.A. Treasurer. If such items as janitors or other miscellaneous expenses can be absorbed by the school system it is well appreciated.

Specific duties:

Host Letter:

Host letter to be sent to all schools posted on the website to include maps and general information. This can be included with the Auditions Board mailing of audition times etc.. Contact the chairperson of the Auditions Board for a mailing deadline. Include such items as where to drop off students, where to park, snack items will or will not be available for students (great fundraiser potential), re-state policies of no students driving themselves to auditions; properly chaperoned, etc..

Registration Desk:

The registration desk should be ready to operate by 8 AM. The Auditions Board Chairman will meet with those that are helping to register to explain the registration procedure. An adult should be in charge with several student helpers available (see specifics below). If possible, it is best to have separate registration desks for band, chorus and strings; otherwise it creates a traffic jam. Have maps and/or guides available to bring students to warm up areas and chaperones to the lounge area.

Signs:

Put up signs everywhere so that people can find audition rooms, restrooms, directors lounge, judges lounge, tabulation rooms etc. Try to make them as large as possible and as many as possible.

Warm Up Rooms:

One room for each group is needed. Hopefully not next to each other or too close to the audition rooms. The warm-up rooms are usually the gym(s), auditorium, and music room(s). A piano is needed in the choral room. The auditorium is a good choice for the choral warm up area. It is helpful if the choral audition rooms are nearby to the warm up area to cut down on travel time, without being so close so as to disturb auditions. A large classroom is usually sufficient for a string warm up area. Try to make it on the ground floor so string bass players and cellists don't have to negotiate stairs. For the same reason those audition rooms should also be on the same level and nearby the warm up room. A gym or music room is usually good for the band warm up area. Post-audition student gathering spot should be the cafeteria.

When assigning audition rooms try to utilize classrooms closest to the band warm up area for tuba, baritone, trombone etc.. It's easier for them not to travel too far with their larger instruments.

Audition Rooms:

The list of rooms needed for the Senior High Auditions is as follows; Check with Auditions Coordinator to determine exact number of rooms needed and for which instruments.

- 1 flute room (2 if numbers are high)
- 1 clarinet room (sometimes includes bass clarinet.)
- 1 low reed/double reed room (sometimes this room is broken up when numbers are low and some go to the clarinet room, others to the sax room.
- 1 saxophone room
- 1 trumpet room
- 1 French horn/trombone room
- 1 baritone/tuba room
- 1 percussion room
- 1 band warm up area (large hall or auditorium)
- 1 choral audition room (keyboard for pitches)
- 1 choral warm up area (large hall or auditorium with keyboard available)
- 1 violin
- 1 viola/cello/string bass room
- 1 string warm up area (large classroom)
- 1 director's/managers room where tabulation of scores can be done during the audition day
- 1 directors lounge area for serving refreshments
- 1 eating area for judge's noon meal
- 1 meeting room where judges and the Auditions Board can meet briefly in the morning. This room could also be the same room used by the managers and directors for tabulating scores

* Note: these rooms are often combined when numbers are on the low side.

The list of rooms needed for the Junior High Auditions is as follows; Check with Auditions Coordinator to determine exact number of rooms needed and for which instruments.

- 1 flute room (2 if numbers are high)
- 1 clarinet/bass clarinet room
- 1 saxophone/double reed room
- 1 trumpet room
- 1 low brass room
- 1 percussion room
- 1 band warm up area (large hall or auditorium)
- 1 choral audition room (keyboard for pitches)
- 1 choral warm up area (large hall or auditorium with keyboard available)
- 1 violin
- 1 viola/cello/string bass room

- 1 string warm up area (large classroom)
- 1 director's/managers room where tabulation of scores can be done during the audition day
- 1 directors lounge area for serving refreshments
- 1 eating area for judge's noon meal
- 1 meeting room where judges and the Auditions Board can meet briefly in the morning. This room could also be the same room used by the managers and directors for tabulating scores or the school cafeteria.

Lists:

The host should make up a sheet that lists all the rooms by number and/or location. Copies should be left at the registration tables and given to the student guides so they can answer questions throughout the day, and to the runners so they know from which rooms to pick up judges sheets. The Auditions Board members, as well as the conductors, managers, and Audition Committee Chair should also have a copy of this list so they know where to send the students for their auditions.

Parent and Student Helpers:

The Host must assemble an army of students and/or parents to assist the Host before, during and after auditions. Students can be used in the following areas:

- Registration Desks 2 for each desk
- Guides 3 or 4 depending on school size
- Warm Up Area Monitors (Prep Person) 1 for each warm up area
- Flow Checkers 2 students
- Refreshment Servers 4 students working in pairs
- Lounge Host/Hostess 1 parent with assistant
- Work Crew Set Up 6 student minimum
- Work Crew Cleanup 6 student minimum *

*(can be those students finished with their previous tasks).

All helpers should be reminded to be courteous and helpful when the opportunities present themselves. As helpers they are considered to be an extension of the S.E.M.S.B.A. organization.

These helpers should be prepared to report to the audition site early in the morning to meet with the Host, Auditions Board Chairman and Managers to go over any last minute items. Normally, 7:45 AM will be the start of the work day.

It may also be wise to schedule your helpers in shifts; morning and afternoon. This is especially important so that there will be fresh "bodies" at the end of the day to help clean up.

Meals:

The Host is responsible for organizing meals for the judges and tabulators on audition day. The Host can make arrangements with a local sub shop or deli for sandwiches or platters with chips or salad etc... In some cases a music parent group may want to oversee this meal which is also fine. In either event, the S.E.M.S.B.A. Treasurer will reimburse the cost involved in providing this meal.

The Host is responsible for providing transportation to and from the store where meals are purchased. The noon meal is set up to run from 12 noon to 1 PM. Meals should be procured in time to be ready for the judges at noon.

The Directors Lounge area should have coffee and light refreshments available during the day. This area is primarily used by the chaperones and directors who are bringing their students to auditions. Again, S.E.M.S.B.A. will cover all expenses involved in this hospitality area.

Related items:

The Host should have their custodial staff well organized for auditions. They should arrive well in advance to be sure the building is heated, bathrooms opened and provisioned for the day. If this is a normal work day for the custodian, it is not fair to ask S.E.M.S.B.A. to pay for work done for the school department.

If this is going to be the case, please work out an equitable agreement with your administration as S.E.M.S.B.A. is more than willing to pay their share of the expense.

Access will be needed to a photocopy machine to produce sight reading music sheets, cutoff score sheets and other miscellaneous materials.

S.E.M.S.B.A. will cover all expenses of hosting auditions. However, if the school department can donate some of the expenses (i.e. custodians), it is well appreciated and helps the organization by decreasing festival expenses for the students.

Any concerns about auditions not specifically addressed in this section should be brought to the attention of the Auditions Board and/or the Secretary.

JOB DESCRIPTIONS

Below are the job descriptions of the various tasks students may be asked to handle when a school hosts a S.E.M.S.B.A. audition. These outlines are meant only to be a guide and final delegation of student responsibility lies with the Host.

Please feel free to print this portion and hand them to the students that will assist the Host. It is advisable to have the students familiarize themselves with the contents prior to audition day.

REGISTRATION DESKS

You will meet with the manager of your particular group before the auditions, to go over the registration procedure.

1. The Manager will give you a folder containing the registration forms. As each school arrives, the director must check in with you. No student is allowed to register unless he or she is accompanied by an adult supervisor.
2. Check the names on the registration forms with the names of the students that have come. Any student that did not come must have their name crossed out on the form using a pen and ruler.
3. There can be no substitutions on the form the day of auditions. If there is a problem of this nature, you are to send for the manager or Auditions Board Member.
4. Once the director has properly registered his students, you will direct them to the proper warm up area. You should give clear directions to the warm up area.
5. You are the first person to greet these visitors. Please be polite, courteous, helpful and organized. Any problem should be brought to the immediate attention of the group manager or Auditions Board.
6. You are responsible for the set up and clean up of your area. Please be at your post at all times. If there is a need for you to leave your post please contact the Host or group manager.
7. If you are on the final shift at the registration desk, you will be part of the cleanup crew. You will remove music stands and music equipment from the various audition rooms and return these items to the music area.

FLOW CHECKERS/GUIDES

Your major responsibility is to continually monitor the areas where auditions are taking place. You are to work with the Prep People to control the flow of students from the warm up areas to the audition rooms.

1. Monitor the areas where auditions are being held. If there is a back up, relay this information to the Prep Person. If there is no waiting line, indicate this to the Prep Person also.
2. You are to help maintain an orderly flow of students to the audition areas.
3. You are also responsible for the conduct of auditioning students while they are in the corridors. Please ask any students playing their instruments to refrain from doing so.
4. Any serious problems or concerns should be brought to the attention of the Host or Auditions Co-ordinator.
5. You can also be helpful as a guide. Familiarize yourself with the layout before the auditions begin. Carry with you a folder containing room information etc...
6. If any of the adjudicators have a need or a problem, you can act as the messenger. Report any such concerns as they arise to the Host or Auditions Board Chairman.

PREP PERSON

Your chief function is to control the flow of students from the warm up areas to the audition areas.

1. Prior to the auditions, obtain a list of the schools and their various audition times to have with you during the auditions.
2. As students arrive in the audition area, check with registration desk to verify which school has arrived.
3. As each scheduled audition time arrives, callout the school names and assist the students on their way.
4. Check with the Flow Checkers before each audition time to see if there is a back up in any area. In the event of an audition room with no waiting line, the Flow Checker may ask you to send whoever is ready to the audition rooms. In the event of a back up in any audition room, you should keep students auditioning on those instruments or voice parts in the warm up areas until the Flow Checker has instructed you to send them.

5. You also serve as a guide and host. Please be courteous and patient with people. In the event of a problem contact the Host or Auditions Board Chairman.
6. You should carefully monitor the warm up areas and make sure that students are not using or abusing other student's equipment. Any students not responding to your instructions should be reported to the Host or group manager.

COFFEE CREW

The purpose of this crew is to deliver refreshments and snacks throughout the day to the judges in the various audition rooms.

1. Your host will instruct you as to where you will set up your equipment. Usually it will be in the same room as the director's lounge.
2. Enter an audition room only when there is no student in that room. DO NOT interrupt an audition at any time.
3. Be pleasant and if a judge has a special request check with your host to see if that person can be accommodated.
4. You should try to visit each audition room once every hour to hour and a half.
5. At the end of your shift please help clean up the area in the director's lounge and also wash out coffee pots, sugar bowls, cream pitchers etc...

DIRECTOR'S LOUNGE HOST(ESS)

The purpose of this position is to maintain a room where visiting directors can come for coffee and donuts snacks and beverages while their students are warming-up or auditioning.

1. You may work with an adult who would be responsible for purchasing supplies.
2. You may also be required to work with the coffee crews, who would come to you to refill their coffee pots and serving trays.
3. Please be polite and helpful at all times. If any of the directors have any questions try to be helpful.
4. Before the auditions, obtain a room schedule so that you will have it for reference should someone ask a question.

5. At the end of the day you will be responsible for the total cleanup of the lounge area.

TROUBLESHOOTER

Your primary responsibility will be to the host who may have you run errands, help handle problems, deliver messages or fill in for another student who may need a break.

1. You should have full knowledge of the audition schedule and carry a list of audition rooms with you.
2. At the end of auditions you will function as part of the cleanup crew. Assist the registration crews in cleaning up their area, remove signs and return tables to their proper location.
3. Expect to help out in any way and make yourself useful in helping other students to better do their jobs. Any concerns or problems should be reported to the host.

SEMSBA Music Festivals

Student Rules and Regulations *S.E.M.S.B.A. Festival*

Please copy and post this list of student rules and regulations prior to a festival. Students should familiarize themselves with them.

1. Any student accepted by audition is EXPECTED to attend the S.E.M.S.B.A. festival. If for any reason, a student is unable to attend, his or her reason must be given in writing to the S.E.M.S.B.A. Executive Board. (when time permits) Any student who DOES NOT ATTEND without permission of the Executive Board WILL NOT BE ALLOWED to audition the following year.
2. Students MUST ATTEND all rehearsals to participate in the festival concert.
3. Students MUST NOT drive themselves to auditions, rehearsals, or to the festival concert.
4. All students must be chaperoned during auditions, rehearsals, and the festival concert.
5. A student WILL BE REMOVED from a festival weekend for failure to adhere to host school rules or for abuse of alcohol, drugs or tobacco.
6. Students are expected to practice music before the festival weekend.
7. Each student must complete a medical form and return it to their group director prior to auditions day. These forms will be available to a host school nurse during the festival.
8. Students ARE NOT permitted to leave the host school grounds during a festival.

Festival Host Guidelines

Host space requirements:

- Performance space (auditorium) with seating for at least 300
- Senior Festival: three rehearsal spaces; Junior Festival: four rehearsal spaces
- Additional, smaller spaces for sectionals for vocals/strings/band
- Cafeteria space for student lunch
- Director's Lounge
- Sufficient parking for concert

Festival hosting timeline:

One year ahead

1. Prospective host volunteers host site.
2. SEMSBA Executive Board approves host site
3. Host reserves building use for the scheduled festival dates.
 - Friday: 8:00 AM to 4:00 PM
 - Saturday: 9:00 AM arrival, 1:00 concert, day ends at 2:30 PM
 - Alternate: 1:00 and 2:30 concerts, day ends at 4:00 PM
4. Notify parent support group and music staff of event.

Six months ahead

1. Hire nurse for coverage for entire festival
2. Confirm building use reservation
3. Arrange to have Festival concert(s) recorded so that CD's can be available for purchase (Current vendor: John Brooks).
4. Arrange to have instrument repair tech on site for the Festival weekend (current vendor: Goulet and Co)
5. Arrange lunch with school food service for projected number of participants
6. Plan details of rehearsal schedule including breaks, lunch, and concert. Plan rotation of rehearsal time onstage, pre-concert waiting areas, and student changing areas.
7. Notify parent support group of event.
8. Consult with school administration regarding security and building access during the festival, particularly on the Friday, as classes are likely to be in session. It could be suggested that badges, cards, or stickers be issued to students that identify them as SEMSBA participants.

Two months ahead

1. Invite local school officials, including Superintendent of Schools or Principal to be at concert for greeting message.
2. Obtain percussion instrument requirements from band and orchestra managers
3. Obtain letters of welcome from Superintendent, building principal, and/or music director for program

4. Send any other Information to SEMSBA President Elect for program
5. Confirm recording company including festival dates and set-up times
6. Send Host Letter in electronic format to SEMSBA webmaster to post on website
7. Recruit student and parent volunteers
8. Arrange for Police coverage for concert if needed

One month ahead

1. Print name tags to identify student participants and chaperones
2. Obtain percussion instrument requirements from band and orchestra managers
3. Contact managers regarding requirements for sectional rehearsals
4. Confirm General Meeting and E-Board meeting times with SEMSBA President
5. Communicate festival needs to custodial personnel; arrange for custodial coverage for entire festival
6. Arrange for publicity to local papers and school community
7. Schedule piano tuning for week of festival
8. Confirm with food service for number of student lunches
9. Arrange sound system for concert, if needed
10. Arrange for moving of equipment
11. Confirm Director's Lounge plans with parent support group
12. Arrange for any student special needs
13. Obtain ensemble seating charts from conductors or managers
14. Arrange for the availability of equipment for the Festival:
 1. Pianos
 2. Percussion Equipment from other schools
 3. Chairs for festival concert
 4. Tables and chairs for registration tables, snack bar, guides, recording sales, ticket sales
 5. Cafeteria tables and chairs
 6. Choral risers
 7. Podiums
 8. Music stands
 9. Band risers

Week of Festival

1. Directions to student and parent volunteers outlining their responsibilities
2. Ensure that pianos are tuned
3. Provide complimentary tickets for local school and community officials
4. Develop system of logistics for moving equipment and furniture during performance. Ensure that these are enough volunteers (Stage Crew) to assist in this, so it can be accomplished quickly and efficiently. Rehearse this process if possible. If there is one concert, the normal order of performance is orchestra, chorus, and band. If there are two concerts, chorus (and treble chorus if at Junior Festival) performs at the first; the order for the second concert is orchestra, then band.

Day before festival

1. Post signs for directions, rehearsal locations, and prices
2. If possible, set up seating for the three ensembles according to submitted seating charts.
3. If possible, prepare registration area at entrance to building: table, 3-4 chairs

Day of Festival

1. Rest rooms to be opened and maintained
2. Meal tickets to managers if needed
3. Unlock doors to rehearsal areas

Week after festival

1. Thank you notes for local people after the festival
2. Submit invoices and bills still outstanding to SEMSBA Treasurer for payment.

Host Letter

• Festival Host should provide a letter to be posted on the SEMSBA website that includes the following information:

1. Statement of welcome
2. Directions to festival including map
3. Dates
4. Time schedules for rehearsals, breaks, lunch and concert. Include pre-concert waiting areas.
5. Registration procedure at door, including special directions for coats, bags, and instrument cases if needed.
6. Supervision requirements
7. General Meeting information
8. Emergency telephone number
9. Bus arrival time
10. Parking
11. See SEMSBA website for cancellation information in case of inclement weather
12. Meal and Snack Bar availability
13. Concert Dress (get this information from the conductors or managers)
14. Reminder of local school student rules and policies
15. SEMSBA student rules
16. Notification of any special needs or concerns
17. Nurse
18. Ticket prices (*check with SEMSBA Treasurer*) and recording prices, and how to purchase

Volunteer Jobs

Telephone coverage for entire festival

Snack Bar

Ticket Sales

CD sales

Registration tables

Guides (Friday only)

Stage crew

- Set up equipment for performers as required by managers
- Move equipment to other areas for rehearsal as required by managers
- Remove and replace each ensemble's equipment at the concert as required

Keep Director's Lounge clean and stocked with food and drink

Ushers/ticket takers (for concert only)

Clean-up crew after concert

Food

Provide two meals, lunch for students and directors Friday and Saturday

Snacks for sale during breaks

Director's Lounge:

coffee, doughnuts, etc. during Friday and Saturday rehearsal times and lunch Friday and Saturday

Finances

S.E.M.S.B.A. pays for everything

Keep all receipts for reimbursement

Submit bills to Treasurer

The Festival Host community is responsible for a wide variety of activities, which may be summarized as follows:

1. Collecting information
2. Disseminating information
3. Arranging for things to be done
4. Arranging for equipment to be moved
5. Food
6. Work crews
7. Finances

The following is a more complete breakdown of various items within each category:

Collecting Information

1. Obtain accurate dates of festival
2. Obtain accurate lists of names, telephone numbers, conductors, managers, officers etc...
3. Obtain an accurate list of S.E.M.S.B.A. members including: schools, directors, addresses, telephone numbers both school and home (check manual)
4. Obtain an updated list of all students participating in the festival weekend (for packets at registration desks)
5. Obtain names and addresses of local school officials for courtesy tickets and letters to be sent

6. Obtain percussion instrument requirements from band and orchestra managers
7. Obtain any special handicapped requirements of performers from managers
8. Find out if managers will require extra rooms for sectional rehearsals
9. Find out what information is required by the President Elect the host school or community which they must include in the program
10. Confirm General Meeting time with the President
11. Confirm tickets prices for festival tickets (necessary for printing tickets)
12. Count the number of seats available in concert hall
13. Look into conflicts of use of local facilities with such groups as drama clubs, sports groups, town functions (elections), outside renters, etc.
14. Obtain information on dining accommodations in local area for directors
15. Contact recording company to confirm prices and dates and times.

Disseminating Information

- A. Post a letter to DIRECTORS of all participating schools on the website covering these areas:
 - 1) Statement of welcome
 - 2) Directions to festival including map
 - 3) Dates
 - 4) Time schedules for rehearsals, etc.
 - 5) Registration procedure at door
 - 6) Supervision requirements
 - 7) General Meeting information
 - 8) Emergency telephone number
 - 9) Bus arrival time
 - 10) Parking
 - 11) Local dining establishments
 - 12) List conductors and managers
 - 13) Statement directing members to SEMSBA website for cancellation information
 - 14) Following year participation reminder
 - 15) List local school rules and policies
 - 16) Notification of any special needs or concerns
 - 17) Nurse
 - 18) Ticket prices and recording prices

- B. Post a letter to STUDENTS of all schools on the SEMSBA website covering these areas:
 - 1) Welcome
 - 2) Directions with map for parents
 - 3) Dates
 - 4) Time schedules
 - 5) Participation requirements
 - 6) Meal information

- 7) Snack Bar availability
- 8) Driving, smoking, drugs, and alcohol reminder
- 9) Tickets
- 10) Nurse
- 11) Music stands
- 12) Dress
- 13) Emergency telephone number
- 14) Recording information
- 15) Parking for parents
- 16) Coats, instrument cases etc..
- 17) Conductors, managers
- 18) Statement directing members to SEMSBA website for cancellation information
- 19) Following year participation reminder

- C. Letters to local authorities, teachers, maintenance, custodial staff, secretaries, etc... informing them of the festival and urging their support, concerns, attendance, and cooperation.
- D. Meet with Maintenance Department to let them know of needs for the weekend.
- E. Notes to crews outlining the details of their assignments and jobs.
- F. Publicity to local papers
- G. Information to President Elect for program
- H. Thank you notes for local people after the festival

Arranging For Things To Be Done

- A. Nurse coverage for entire festival
- B. Custodial coverage for entire festival
- C. Police/Fire coverage for concert if needed
- D. Telephone coverage for entire festival
- E. Food service (check on student participant numbers)
- F. Rest rooms to be opened and maintained
- G. Website cancellation information
- H. Tune pianos
- I. P.A. system for concert
- J. Superintendent of Schools or Principal to be at concert for greeting message
- K. ID tags for guides, hosts, member music teachers, and local officials
- L. Check with John Brooks regarding his setup and time needs to record the
- M. event
- N. Local or in-house rules regarding building and cafeteria use
- O. Have tickets printed
- P. Signs:
- Q. directions
- R. locations
- S. prices
 - 1. Registration packets for each town to be picked up at registration table by
 - 2. director. Inside should be:

3. Information sheet such as another copy of IIB
 4. Meal tickets (if needed)
 5. Map of school interior/rehearsal schedule
 6. Festival stickers (obtain from Secretary)
- T. Set up "holding areas" where students will be supervised while awaiting their
U. performance. Be sure to staff these areas using parents and teachers.

IV Arranging For Equipment To Be Moved

- A. Do pianos need to be moved?
- B. Percussion equipment from other schools?
- C. Chairs for festival concert?
- D. Tables and chairs for registration tables, snack bar, guides, recording sales, ticket sales?
- E. Cafeteria tables and chairs
- F. choral risers
- G. Podiums
- H. music stands
- I. Band risers
- J. Rotating rehearsal room needs
- K. Special needs?
- L. P.A. System
- V. Food
 - A. Two meals to be provided
 - Friday lunch
 - Saturday lunch
 - B. Snacks for sale
 - C. Director's Lounge: coffee, doughnuts, etc... during Friday and Saturday rehearsal times

VI Work Crews (make up job descriptions)

- A. Registration tables
- B. Advance ticket sales
- C. Guides (Friday only)
- D. Stage crew
 1. Set up equipment for performers as required by managers
 2. Move equipment to other areas for rehearsal as required by managers
 3. Remove and replace each ensemble's equipment at the concert as required
- E. Keep Director's Lounge clean and stocked with food and drink
- F. Man telephone for full festival
- G. Ushers/ticket takers (for concert only)

VII Finances

- A. S.E.M.S.B.A. pays for everything
- B. Keep receipts for everything
- C. Keep records of expenses to show Treasurer when it comes time for reimbursement

S.E.M.S.B.A. FESTIVAL COST WORKSHEET

EXPENSES:

Host school expenses	\$ _____
3 Conductor expense accounts up to \$100 each	\$ _____
3 Manager expense accounts (miscellaneous)	\$ _____
3 Sets of festival music band	\$ _____
chorus	\$ _____
orchestra	\$ _____
Festival mailing expenses	\$ _____
Nurse for 2 days	\$ _____
Custodial	\$ _____
Police/Fire (if needed)	\$ _____
Chair rental (if needed)	\$ _____
Piano tuning (if needed, maximum 2)	\$ _____
Accompanist	\$ _____
Printing of tickets and festival stickers	\$ _____
Meals (one dinner, one lunch including labor)	\$ _____
Complimentary recordings	\$ _____
Officer expenses miscellaneous	\$ _____
Other	\$ _____

Total expenses: \$ _____

CREDITS:

Total number of band students	_____
Total number of choral students	_____
Total number of orchestra students	_____
Total number of students	_____

Reg. fee \$ _____ x total # of students _____ = \$ _____

Projected ticket sales \$ _____

Subtotal of credits \$ _____

-

Total Expenses (from above) \$ _____

=

Balance: \$ _____

General Membership Responsibilities

As a music staff member of a secondary school that is a S.E.M.S.B.A. member, you are considered to be a part of the general membership, and as such, must assume various responsibilities as outlined below.

A. You, or a colleague from your system are expected to represent your school district at ALL general membership meetings and festivals. The S.E.M.S.B.A. Constitution calls you to accountability at these meetings. If for any reason YOU or a COLLEAGUE cannot attend and represent your school district, YOU MUST inform the Secretary of S.E.M.S.B.A. of that fact. Two absences without advance notification will result in a letter being sent to department heads and principals indicating your absence. Membership in S.E.M.S.B.A. is a privilege and should be treated as such. YOUR communication to officers when problems or concerns arise is important!

B. As a S.E.M.S.B.A. member, YOU are expected to be actively involved in the organization. You should be ready and willing to volunteer your time and efforts in one of the following ways:

1. Serve as an officer
2. Serve on a committee
3. Serve as a group manager
4. Serve as an adjudicator at auditions
5. Serve as an auditions host
6. Serve as a festival host
7. Serve as a general membership meeting host
8. Serve as a conductor
9. Serve on a special subcommittee when appointments are needed
10. Serve as a chaperone at auditions
11. Serve as a chaperone at festivals

C. As a S.E.M.S.B.A. member, YOU are expected to be punctual when meeting deadlines for registration forms and fee payments. Group directors and Department Heads should work together to enter online registrations. Seek to include payments, including school purchase orders, with forms to simplify record keeping. Please be considerate of those who have given of their busy lives to allow your students to have the special opportunities provided by the S.E.M.S.B.A. organization.

D. As a S.E.M.S.B.A. member YOU MUST chaperone students to auditions and festivals. Please ensure that you have returned medical forms and met the requirements of festival participation. Your supervision is needed during these times to maintain quiet in audition or rehearsal areas, to assist hosts in crowd management during breaks and meal times, and to ensure that students in your charge are observing audition and/or festival~ rules outlined in this manual.

E. As a S.E.M.S.B.A. member you should notify the Secretary of any changes of address and phone number of your home as well as your school. Keep the lines of communication open.

F. As a S.E.M.S.B.A. member you should be willing to help when called upon to assist in any of these ways or areas.

S.E.M.S.B.A. Membership by School

January 2016

Abington High School 02351
Frolio Middle School

Apponequet Regional High School (East Freetown and Lakeville) 02347
Freetown-Lakeville Middle School

Braintree High School 02184
East Middle School
South Middle School

Bridgewater Raynham Regional High School 02324
Raynham Middle School 02767
Bridgewater Middle School 02324

Carver Middle High School 02330

Cohasset High School 02025
Cohasset Middle School

Dighton-Rehoboth Regional High School 02764
Beckwith Middle School (Rehoboth)
Dighton Middle School

East Bridgewater High School 02333
East Bridgewater Middle School

Oliver Ames High School (Easton) 02356
Easton Middle School

Fairhaven High School 02719
Hastings Middle School

BMC Durfee High School (Fall River) 02720
Kuss Middle School 02720
Lord Middle School 02721
Morton Middle School 02720
Talbot Middle School 02721

Hanover High School 02339
Hanover Middle School

Hingham High School 02043
Hingham Middle School

Holbrook Junior-Senior High School 02343

Hull High School 02045
Memorial Middle School

Mansfield High School 02048
Qualters Middle School

Marshfield High School 02050
Furnace Brook Middle School

Middleborough High School 02346
John T. Nichols, Jr. Middle School

Milton High School 02186
Pierce Middle School

Norton High School 02766
Norton Middle School

Norwell High School 02061
Norwell Middle School

Pembroke High School 02359
Pembroke Community Middle School

Plymouth North High School 02360
Plymouth Community Intermediate School

Plymouth South High School 02360
South Middle School

Randolph High School 02368
Randolph Community Middle School

Rockland High School 02370
John W. Rogers Middle School

Scituate High School 02066
Gates Intermediate School

Sharon High School 02067
Sharon Middle School

Silver Lake Regional High School (Kingston) 02364
Silver Lake Regional Middle School (Kingston)

Stoughton High School 02072
Dr. Robert G. O'Donnell Middle School

Walpole High School 02081
Bird Middle School
Johnson Middle School

West Bridgewater Jr/Sr. High School 02379

Whitman Hanson Regional High School 02382
Hanson Middle School 02341
Whitman Middle School 02382

S.E.M.S.B.A.
SOUTHEASTERN MASSACHUSETTS SCHOOL BANDMASTERS ASSOCIATION
Membership Application

DIRECTIONS: Please answer the following questions as completely as possible, as they apply to your school system.

Section I

School System: _____
Music Coordinator: _____
Mailing address: _____
Telephone: W _____ H _____
Principal instrument or voice _____

Section II

High School : _____
Address _____
School telephone number _____
Department phone number _____

Circle which grade levels are enrolled at your high school. 9 10 11 12

Band Director: _____
Home address: _____
Home telephone: _____
Principal instrument or voice: _____

Choral Director: _____
Home Address: _____
Home Telephone: _____
Principal instrument or voice: _____

String Director: _____
Home Address: _____
Home Telephone: _____
Principal instrument or voice: _____

Jazz Director: _____
Home Address: _____
Home Telephone: _____
Principal instrument or voice: _____

Other (specify name and group): _____
Home Address: _____
Home Telephone: _____
Principal instrument or voice: _____

Section III

Junior High School : _____
Address _____
School telephone number _____
Department phone number _____

Circle which grade levels are enrolled at your junior high. 6 7 8 9

Band Director: _____
Home address: _____
Home telephone: _____
Principal instrument or voice: _____

Choral Director: _____
Home Address: _____
Home Telephone: _____
Principal instrument or voice: _____

String Director: _____
Home Address: _____
Home Telephone: _____
Principal instrument or voice: _____

Jazz Director: _____
Home Address: _____
Home Telephone: _____
Principal instrument or voice: _____

____ Other (specify) _____

Please indicate the current number of students participating in these performing groups:

Senior High School

____ Band
____ Chorus
____ Strings
____ Jazz Ensemble
____ Jazz Choir
____ Other (specify) _____

Junior High School

____ Band
____ Chorus
____ Strings
____ Jazz Ensemble
____ Jazz Choir
____ Other (specify) _____

If these numbers do not indicate typical enrollments compared with other years please explain:

If yes, approximately how many students take advantage of this program?

Do any of your group directors hold sectional rehearsals after school hours? If so, please explain:

OPTIONAL: Please feel free to send a representative list of repertoire, programs or tapes for any of your school performing groups.

Section V

You must submit with this application a written letter of commitment from your Superintendent of Schools indicating a willingness to support participation fully each year at grades 7 through 12 in the areas of orchestra, band and chorus. This letter is a prerequisite to acceptance of candidacy or membership of your school system in S.E.M.S.B.A.

Section VI

The availability of facilities in which to host an audition or festival, and willingness on the part of the music director and staff to be used and contribute to the organization is a prerequisite to acceptance of candidacy or membership in S.E.M.S.B.A.

A. Would you and your staff be willing to host an audition or festival?

B. Would you and your staff be willing to serve the organization in some capacity (committee, judge, officer, conductor)?

Section VII

Probationary acceptance in S.E.M.S.B.A. can only be granted after your secondary music staff has met with the S.E.M.S.B.A. Executive Board.

The purpose of this meeting would be to answer any questions either party may have regarding the application and to help present to the applicant a better understanding of the mechanics of auditions, festivals, dates timeframes etc.

Please be aware that this form DOES NOT provide probationary membership in S.E.M.S.B.A.

Completed copies of this application and other materials should be sent to the SEMSBA Secretary.