

UIL REGION 3 MUSIC HANDBOOK – GUIDELINES AND POLICIES

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Calendar Committee

Designated Members

1. Region Executive Secretary (chair)
2. Music Supervisors
3. Elected Region Officers
 - Region President
 - Region Vice-President
 - Region Secretary
 - HS Band Chair
 - MS Band Chair
 - Association of Texas Small School Bands Chair
 - Jazz Band Chair
 - HS Choir Chair
 - MS Choir Chair
 - Orchestra Chair

Calendar and Contest Dates

- Calendar Committee will meet each spring to set dates and sites for upcoming school year. Testing dates, academic dates, spring breaks, holidays, etc. are observed as the UIL Music Calendar is developed.
- Dates set by the committee become the official dates for all region music contests. Because contest dates across the state typically fall into the same time periods, this early finalization of dates allows adjudicators to be hired for the upcoming school year in a timely manner.

Site Selections for Contests

- Members of the Calendar Committee are asked to recommend sites for the upcoming year's music contests. It is helpful for members to have verified that the sites recommended can and will be willing to host the contest. Every effort will be made to ensure that a site can accommodate the contest. The campus should include appropriate auditorium, warm-up room, sightreading room, and contest office. Most Region 3 contest sites are secured by directors volunteering to host an event. If there are no volunteers to host a given event, there is a site rotation plan in place that helps determine a site, facilitated by the Region's Fine Arts Directors.

Judge Selection and Hiring Process

Marching Band / Concert and Sightreading Contests

- Band, Choir, and Orchestra Directors are given the opportunity to vote for judges via an on-line survey prior to the hiring of judges for the upcoming school year. The results of the voting are tallied by the Region Executive Secretary so that potential judges may be invited to judge for Region 3 in the order of the survey ranking. Directors are encouraged to consider a broad section of highly qualified judges from across the state.
- The Region Executive Secretary or Division Chairperson will contact the potential judges and extend an invitation for them to adjudicate the assigned contest. The Executive Secretary will send contracts to selected judges for all UIL contests.

Solo and Ensemble Contests

- The Region Executive Secretary or his/her designee will be responsible for contacting the necessary judges for the Region's Solo and Ensemble Contests. The Executive Secretary will send contracts to selected judges for all contests. Judges for Solo and Ensemble events are hired from neighboring areas, eliminating lodging and costly travel expenses. Judges are reimbursed for mileage.

Honorarium & Expenses for Judges, Contest Hosts, Designated UIL Contest Administrators

UIL Adjudicators

- The daily honorarium rate for all UIL adjudicators is set by the State UIL Office. Payment for hours of scheduled overtime is also set by the State UIL Office.
- Mileage is paid at the current travel reimbursement rate as set by the Texas State Comptroller. Rent cars are not a reimbursable expense. Air travel must be booked economy or coach. First Class/Business Select air travel is not a reimbursable expense.
- Hotel direct bill arrangements and rates are negotiated by the Executive Secretary. Lodging costs are paid directly to the hotel(s) by direct bill or credit card.
- Meals are paid at the current meal reimbursement rate as set by the Texas State Comptroller.

Contest Host/Organizer

- Contest Host/Organizer will be paid the same daily honorarium as the rate paid to UIL Judges. Contest Host Honorarium for all UIL events will include an additional two hours at the overtime rate per event for contest preparation time.
- The Contest Host/Organizer will arrange for judges' transportation to and from the airport when necessary and will be reimbursed by the region for expenses incurred for this transportation at the rate set by the Region Executive Committee. Rent cars are not a reimbursable expense.
- The Contest Host/Organizer will be reimbursed for hospitality arrangements such as water, coffee, juice, and snacks for the judges, host, host assistant director, contest officials, and recording technicians. Meals or snacks for student helpers are not a reimbursable expense.
- The Contest Host/Organizer will be reimbursed for meals scheduled during the judging day for judges, contest officials, contest host and staff, and recording technicians. Expenses for meals must not exceed the per diem rate as determined by the Region Executive Committee.

Designated UIL Contest Administrators

- The Executive Secretary or designee will administer the contest office and be paid the same daily honorarium and overtime rate as the rate paid to UIL Judges. This person will be familiar with UIL Contest Procedures.

Marching Band Contest Officials

- Paid Marching Band Officials include Contest Host/Organizer, Official Timer, Field Timer, Announcer, Judges Comments Recording Technician, Security Personnel, Nurse, Hospitality Service, and other Officials as deemed necessary by the Region Executive Secretary and Contest Host for the purposes of administering the contest.

Solo and Ensemble Contests

- In addition to the Contest Host/Organizer honorarium, UIL will pay one additional honorarium to a Co-Host as designed by the Contest Host for Solo and Ensemble Contests.

UIL Entry Fees

- Region 3 UIL contest entry fees are reviewed and determined by the Region Executive Committee as needed.

Contest Host/Organizer Responsibilities and Guidelines

- The Region Executive Secretary will develop guidelines for Contest Host/Organizer to prepare and facilitate the contest to be hosted on the school campus or district stadium.
- Contest Host/Organizer will coordinate with participating schools the details for the contest including routing of students, bus parking, room assignments, posting of necessary information signs, etc.
- Contest Host/Organizer will coordinate with adjudicators regarding travel plans, arrange to have someone pick up judges from airport if necessary, arrange for transportation of judges to and from hotel if necessary, hospitality (*water, coffee, cold drinks, snacks*), and meals (*at the approved per diem rate*) for judges and contest administrators that must be scheduled during contest day. Costs incurred will be reimbursed to the Host at the end of the contest.

Piano Rental for Solo & Ensemble Contests

- The Executive Secretary will communicate with the Contest Host/Organizer to finalize rental of pianos for Solo & Ensemble Contests.
- Due to the number of pianos needed, tuning requirements and portability, digital pianos will be rented when available for Band, Choir, and Orchestra Solo & Ensemble Contests.

Instrument Rental for Organizational Contests

- Rental of instruments for Organizational Events is not a reimbursable UIL expense. This includes Field Percussion, Sound Equipment, Risers, Organs, Harps, etc. Schools needing specialized equipment must provide it for their UIL performance unless the host school is willing and able to provide the items.
- Schools volunteering their facilities for Concert and Sightreading Contest should provide standard necessary equipment, such as pianos, stands, chairs, and basic percussion equipment. Performing organizations must be prepared to bring all other necessary performance instruments and equipment which may include platform risers should they be needed.

Awards – Ordering, Delivery and Presentation

- The Region Executive Secretary will be responsible for the ordering, delivery, and presentation of all awards for UIL Contests.
- Trophies and Medals will either be drop shipped directly to the school or brought to the contest site by the Region Executive Secretary.

Ordering and Final Distribution of Sightreading Music

- The Region Executive Secretary will be responsible for the ordering of all sightreading music for UIL Contests.
- Upon completion of the Region's UIL contests, the Region Executive Secretary will make the sightreading music available for sale at a reduced rate to the directors in the region. This practice of selling the music back to the schools for future sightreading practice is common across the state. It also helps to offset the high cost of initial purchase of the music.

Rule Violations

- The Executive Secretary is the designated Contest Chair for all Region 3 UIL music contests.
- Rule violations that occur during the course of a UIL music contest will be documented by the Contest Administrator and Judges. The Executive Secretary will review and determine if the violation should be referred to the Region Executive Committee.