



# **CMEA Ensemble Chair Handbook**

## ***Guidelines and Policies for Auditions & Festivals***

### **Table of Contents**

JOB DESCRIPTION

2

CMEA GENERAL POLICIES

3-4

CMEA STUDENT FESTIVAL POLICIES

4-5

CMEA STUDENT INFORMATION AND POLICIES

6

STUDENT CODE OF CONDUCT

7

ASSIGNING A STUDENT TO AN ENSEMBLE

8

DOWNLOADING A ENSEMBLE LIST

9

CONNECTICUT REGIONS BY TOWN

10

## JOB DESCRIPTION

- Secure Conductor - ask someone known and trusted, or... a list of potential conductors is generated at the High School/Middle School Festival Region meetings, or...visit the Program and Conductor Archives posted to [cmea.org](http://cmea.org) , or... choose someone off this list <https://docs.google.com/spreadsheets/d/14ll1n-MljPhxvm6214bcQtpvWO8d9AxcRVifeywf-B0/edit?usp=sharing>
- Submit to Executive Director the “Conductor and Accompanist Information Form” for the guest conductor/accompanist. All necessary committee forms are available at [cmea.org](http://cmea.org) and viewable when logged in to the site. All-State conductors are subject to SAC approval.
- Work with your conductor in choosing a concert program. With the exception of Jazz, Ensembles are limited to purchase two new music selections; the rest of the program must be chosen from the CMEA Music Library or borrowed from elsewhere. The Music Library list is posted to [cmea.org](http://cmea.org) on each region page.
- Concert programs must not exceed 20 minutes per ensemble including transitions, speeches, etc.
- Submit the “Proposed Festival Concert Program Information” to your Region Director for review, or for All-State, to the All-State Chair to submit for approval by the Student Affairs Commission.
- Submit a completed “Festival Music Order Form” to the Executive Director. Email to [cmea@snet.net](mailto:cmea@snet.net). New music must be purchased by the CMEA office.
- After auditions, be on site for selection meeting, or as scheduled by the Region Director.
- Organize distribution of music to participants in a timely fashion after the ensemble selection process. In observance of copyright laws, music may not be e-delivered.
- Provide communication in a letter to students regarding festival information or special requests from the conductor, to be included with music packet.
- Communicate Conductor bio, photo and program information to Region Director for printed program(CC Executive Director)
- Coordinate with conductor regarding any needs for travel, room, board, etc.
- Coordinate with site host and festival chair regarding ensemble specific needs: setup, equipment, etc
- Submit all receipts along with a completed reimbursement form to the Executive Director (CC the Region Director) and retain a copy of your receipts for your records. Reimbursement requests must be received no later than June 15th of the school year in which they occurred. Items received after that will not be reimbursed.
- Coordinate all expenditures with the Region Director
- Sort and return music to CMEA office within six weeks after the festival.
- As of fall, 2018, the Access Rule ensures that a minimum of one student from each school be considered for inclusion in the high school and middle school festivals. Acceptance will be at the discretion of a consensus between the Region Director, Ensemble Chair, and the student's teacher. Students will be added to an ensemble after the cut-off score is established. Benefits of this rule include added value to teacher membership in CMEA, promoting advocacy within schools and districts through festival participation, and advancing inclusion in urban and rural environments. This rule does not apply to All-State.

# CMEA GENERAL POLICIES

## 1. CMEA Membership

All music teachers are expected to be members of CMEA/NAfME. If this is not verified, the music teacher will be required to pay a non-member surcharge equal to the CMEA/NAfME membership in order for his/her students to participate in CMEA-sponsored activities.

## 2. School Association Fees

All participating schools must pay an annual School Association Fee due in September. Forms can be downloaded from the website at [www.cmea.org](http://www.cmea.org).

## 3. Deadlines and Fees

All materials and fees must be postmarked by the deadline as stated in the CMEA calendar or posted on [www.cmea.org](http://www.cmea.org). No personal checks from parents or students will be accepted. All fees are non-refundable. Incomplete registration materials will be returned and a \$10.00 reprocessing fee will be charged.

## 4. Forms

All forms must be legible (typed or printed), submitted by the designated deadline and include the required information and signatures. Forms submitted after a designated deadline may be subject to a late fee. Please send invoices and payments to the address listed on the invoice. Incomplete or illegible forms will be returned and a \$10.00 reprocessing fee will be charged per form.

## 5. Chaperones

The official school chaperone must be a teacher in the student's school or school district and a CMEA member in good standing. No school may transfer chaperone responsibility to another school or school district. **(All-State may have different school chaperone requirements - check current school-year information)**

- School chaperones are required to be on-site for the entire duration of the CMEA festival through the specified sign out time. Chaperones must follow sign in and sign out procedures according to the requirements of the specific festival.
- If health or behavioral issues occur during a CMEA activity, CMEA will dismiss the student from the festival and release him/her to the care of the school-appointed chaperone.
- In the event that the activity requires students to stay overnight, CMEA will provide on-site chaperones beginning at curfew until breakfast the following day.
- School chaperones who fail in their responsibility to abide by the aforementioned guidelines will have their students dismissed from the festival and remaining festivals for the school year.

## 6. Correspondence

All correspondence, written or verbal, pertaining to student activities must be from a CMEA member, addressed to the appropriate Festival Chair, with a copy to the respective Region Director. **Address, email, and phone/fax numbers of CMEA committee members are NOT to be given out to students or parents.**

## 7. Appeals

Resolution of any student problem that occurs during an audition or festival must be addressed through the appropriate Chair. If the problem is not resolved, the student's ensemble director may appeal to the Student Affairs Commission. Correspondence must be sent WITHIN 10 DAYS of the audition or festival to the Chair of the Student Affairs Commission as listed in the CMEA Handbook. An appeal must be in the form of a written letter/email from a CMEA Member with the CMEA member number, school address, student name, and all applicable supporting information. No correspondence from parents or students will be accepted.

## 8. Attendance

It is the responsibility of the music director to notify the Adjudication or Festival Chair of any absences from the High School/Middle School festival prior to or during the festival. The Region Director can grant appeals for absences due to illness and death in the immediate family. An appeal may be made in the form of a written letter or email from a CMEA member with the CMEA member number, school address, student name, and all applicable supporting information (i.e. doctor's note or school attendance list) and sent to the Student Affairs Commission Chair. All appeals will be discussed by the Student Affairs Commission. **STUDENTS FAILING TO FULFILL THEIR CONTRACTED OBLIGATION TO A CMEA FESTIVAL WILL FORFEIT PARTICIPATION IN ANY CMEA ACTIVITY FOR ONE CALENDAR YEAR.**

## 9. Student Policies

Students participating in any CMEA-sponsored event must abide by all local, state, and federal laws as well as CMEA rules and regulations. Please copy the Student Information and Policies page and distribute to participating students. CMEA reserves the right to deny audition for and/or performance in any CMEA sponsored regional or All-State Festival to any student convicted of a crime or involved in criminal litigation as a named defendant.

## 10. Property

CMEA is not responsible for the theft or damage of personal property at any festival.

# CMEA STUDENT FESTIVAL POLICIES

- A. All festival participation is contingent upon the school's payment of the school association fee, verification of the director's current CMEA/NAfME membership or receipt of a non-member surcharge fee, and receipt of festival registration fees and/or late fees.
- B. Any student who is a member of his/her school's performing group under the direction of a CMEA member in good standing is eligible to participate in these festivals. The student's audition category must correspond to his/her school performing ensemble – i.e. someone auditioning for a CMEA chorus must be in his/her *chorus*, not band or orchestra. A CMEA member in good standing is one who has paid membership dues, the school association fee, and the appropriate registration fee for the festival. Participation in the auditions is mandatory for students to be considered for the region and/or All-State ensembles.

C. Each student participating in a CMEA-sponsored concert festival must complete a Student Contract. The student's teacher must mail the school's Student Contracts to the CMEA office by the designated payment deadline as posted on the Region/All State pages on [cmea.org](http://cmea.org). Completing a Student Contract for participation in a Concert Festival mandates participation in that festival. Once the contract has been signed, students may withdraw from a festival only for personal illness or death in the immediate family. Missing any portion of a rehearsal will result in dismissal from the Festival, and students are required to be in attendance throughout the Festival. **STUDENTS FAILING TO FULFILL THEIR CONTRACTED OBLIGATION TO A CMEA FESTIVAL WILL FORFEIT PARTICIPATION IN ANY CMEA ACTIVITY FOR CALENDAR YEAR.**

D. Every student participating in a CMEA-sponsored concert festival must complete a Student Health Form as well as the Student Contract. Both Forms must be submitted to CMEA for each student on or before the payment deadline as posted on the Region/All State pages on [cmea.org](http://cmea.org). During each Festival, the Region Director or his/her designee shall have custody of all student forms for those students participating in that Festival. Upon completion of the Festival, all such Forms shall be returned to the CMEA office for immediate shredding.

E. All schools registering for Region Festivals must participate in the region in which the school resides. A list of regions and towns can be found in this handbook. Registration is completed by a teacher online at [www.ctfest.net](http://www.ctfest.net). Invoices and fees should be sent to the address listed on the invoice.

F. Schools may not participate in another region's audition festival.

G. Students participating in any CMEA-sponsored event must abide by all local, state, and federal laws as well as CMEA guidelines and policies. If a student is dismissed from a Festival, the Festival Chair will notify the student's director. **Students dismissed from a festival for disciplinary reasons will be suspended or expelled from all CMEA activities for a period of time determined by the Student Affairs Commission.**

H. Students may audition in as many areas as they wish; there is a separate registration fee for each audition. Every effort will be made to honor student ensemble preferences although the final decision for ensemble placement rests solely with the festival committee.

I. **Students enrolled in a satellite school that is affiliated with a CMEA member school, or are home schooled, must have the permission of the CMEA member high school principal and CMEA member director before registration will be honored.** The signature of the CMEA member school's principal and CMEA member director certifies knowledge of the student's participation in said school's performing ensemble and recognizes the signature of the director as being the person assuming responsibility for the applicant. The student will be listed as a participant from the affiliated CMEA member school.

J. **Middle School Only:**

- Students from grades 6-8 are eligible to participate in the region middle school festival regardless of which grades are housed in the district's middle school(s).
- Students in grade 6 that are housed in an elementary or intermediate school are eligible to participate in the region middle school festival.

# CMEA STUDENT INFORMATION AND POLICIES

Directors: Please photocopy these TWO PAGES as needed for participating students.

1. Any student who is a member of his/her school's performing group under the direction of a CMEA member teacher in good standing is eligible to participate in CMEA auditions and festivals. The student's audition category must correspond to his/her school performing ensemble – i.e. someone auditioning for a CMEA chorus must be in his/her *chorus*, not band or orchestra.
2. **Students may not drive or be driven by another student to or from any CMEA activity.**
3. No alcohol, illegal substances, tobacco products (including e-cigarettes, vaping devices, etc.) or weapons may be present at a CMEA function. Use of cell phones is prohibited during rehearsals and performances.
4. Students are expected to act in a responsible manner at all times. CMEA has the right to remove any student from any activity at any time due to improper behavior.
5. **CMEA Copyright Policy** CMEA expects all students participating in the audition process to abide by all copyright laws. Students must have an original piece of music, a digitally purchased copy w/receipt, a public domain copy, or perform from memory. With the exception of students performing from memory, students auditioning without an acceptable copy of music may be disqualified from festival participation.
6. CMEA is not responsible for the theft or damage of personal property at any festival.
7. Students enrolled in a satellite school that is affiliated with a CMEA member school, or are home schooled, must have the permission of the CMEA member school's principal and CMEA member director before registration will be honored. The signature of the CMEA member school principal and CMEA member director certifies knowledge of the student's participation in said school's performing ensemble and recognizes the signature of the director as being the person assuming responsibility for the applicant.
8. Every student participating in a CMEA-sponsored concert festival must complete a Student Contract and Student Health Form. The student's teacher must mail the school's Student Contracts and Health Forms to the CMEA office by the designated payment deadline as posted on the Region/All State pages on [cmea.org](http://cmea.org). Completing a Student Contract for participation in a Concert Festival mandates participation in that festival. Once the contract has been signed, students may withdraw from a festival only for personal illness or death in the family. Missing any portion of a rehearsal is grounds for dismissal, and students are required to be in attendance throughout the Festival. **STUDENTS FAILING TO FULFILL THEIR CONTRACTED OBLIGATION TO A CMEA FESTIVAL WILL FORFEIT PARTICIPATION IN ANY CMEA ACTIVITY FOR ONE CALENDAR YEAR.**
9. Students participating in any CMEA Festival must abide by all guidelines and policies. Students failing to follow the published guidelines and policies are subject to dismissal from the festival by the Festival Chair or Region Director. If a student is dismissed from a festival, the Festival Chairperson or Region Director will notify the director. Students dismissed from the festival will be suspended or expelled from future CMEA activities for a period of time determined by the Student Affairs Commission.
10. All correspondence, written or verbal, pertaining to your student activities must be from your school music teacher. **CMEA COMMITTEE MEMBERS WILL RESPOND ONLY TO CORRESPONDENCE FROM THE SCHOOL MUSIC TEACHER.** Addresses including e-mail, phone/fax numbers of CMEA committee members are NOT to be given out to students or parents.

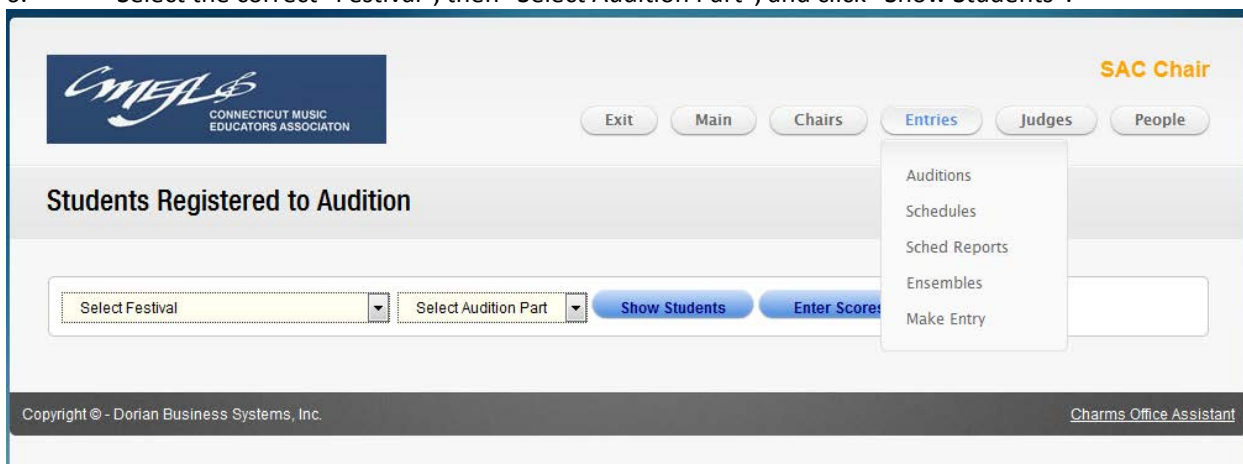
# STUDENT CODE OF CONDUCT

## **Behavior and appearance should positively reflect you, your school, and CMEA.**

- Students participating in CMEA Festivals are not permitted to purchase, possess, consume, or be under the influence of alcohol or drugs (except for authorized prescription drugs) at any time. Violators will be subject to stringent disciplinary action and they will be released from the festival to the school director or appointed chaperone and sent home.
- Conduct is the responsibility of each individual. Use common sense and good judgment when leaving, entering, or using a facility.
- The use of cell phones and other electronic devices is prohibited during rehearsals and concerts, whether you are performing yourself or are part of the audience.
- The use of pictures of CMEA officials in non-CMEA sanctioned social media is expressly prohibited, unless consent is provided by CMEA. Violators will be dismissed from the festival and are subject to CMEA and/or school disciplinary action.
- If a student is found responsible for stealing or vandalism, the student and/or the student's parents will be expected to pay all damages, and the student will face appropriate disciplinary action.
- Smoking is not allowed at any time (including e-cigarettes, vaping devices, etc.) during the festival. Failure to comply will result in dismissal.
- Any accidents, injuries or illnesses must be reported to the ensemble chair, chaperone and/or school director immediately.
- Adherence to all curfew times and sleeping assignments is mandatory. Students are not permitted to be in the room of a person of the opposite sex under any circumstances.
- All school and CMEA rules apply.

# ASSIGNING A STUDENT TO AN ENSEMBLE

1. Go to [www.ctfest.net](http://www.ctfest.net)
2. In the **UPPER RIGHT-HAND CORNER**, click on “Administrators”
3. Log in using your Ensemble Chair information:
4. This username and password will be provided by your Region Director
5. Hover on “Entries”, and then click on “Auditions”.
6. Select the correct “Festival”, then “Select Audition Part”, and click “Show Students”.



7. Under the “Ensemble” column, click on “None” to open a drop down menu. Select the appropriate ensemble.

Student	Gr	Part	Room	Teacher	P1	P2	P3	P4	Score	Ensemble
Abigail Schmitt	12	Flute	2	Stephen St. Georges	O	B			206	None
Charles Uthgenannt	9	Flute	0	Scott Porter	O	B	C		DNA	None
Erin Prendergast	12	Flute	0	Laura Hilton	O	B			DNA	None
Hannah L'Etoile	11	Flute	2	Kristen Motola	B				179	None

## Tips:

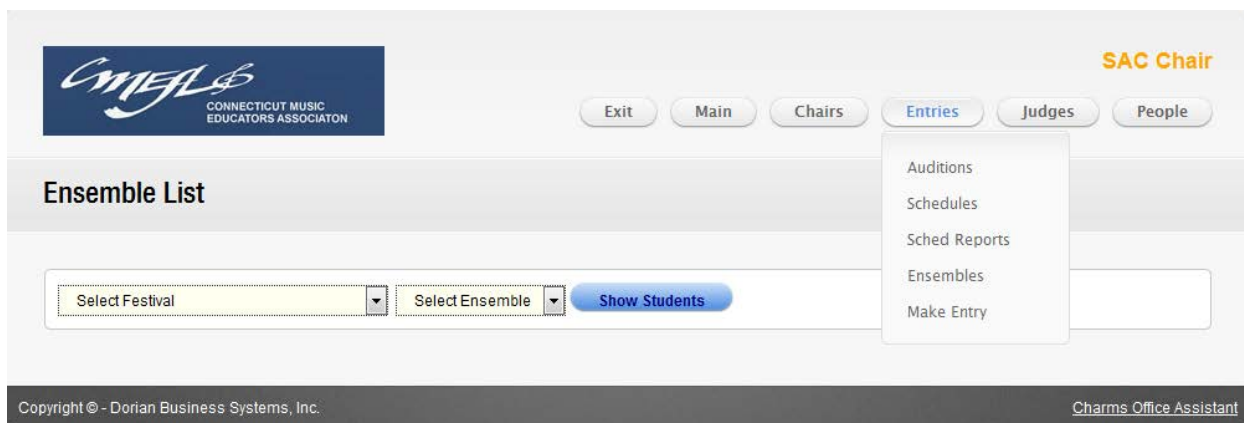
- To show a wider or narrower range of scores, click on the dropdown box that says “SHOW ENTRIES”
- When sorting, click on “Score” a few times to make sure you are finding the correct end of the list. DNA stands for “Did Not Audition”.
- For a student who auditioned on multiple instruments, only select ensemble placement for the corresponding audition. For example, do not select “Jazz Band” for a “Trombone” audition. In this scenario, “Jazz Band” would be selected under the “Jazz Trombone” audition results list.

For a student who auditioned on multiple instruments and made it on more than one, the tab must be set to “duplicate” for the instrument in the ensemble that is not chosen.

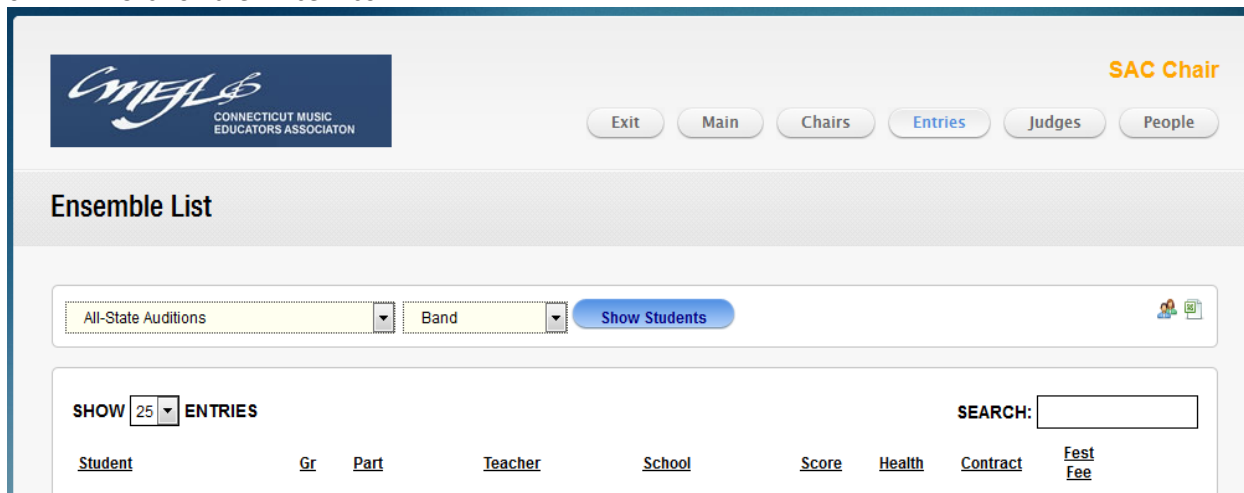


# DOWNLOADING AN ENSEMBLE LIST

1. Go to [www.ctfest.net](http://www.ctfest.net)
2. In the **UPPER RIGHT HAND CORNER**, click on “Administrators”
3. Log in using your Ensemble Chair information:
  - a. This username and password will be provided by your Region Director
4. Hover on “Entries”, and then click on “Auditions”.
5. Select the correct “Festival”, then “Select Audition Part”, and click “Show Students”



6. Click on the “Excel” icon.



## Tips:

- To show a wider or narrower range of scores, click on the drop down box that say “SHOW \_\_\_\_\_ ENTRIES”
- When sorting, click on “Score” a few times to make sure you are finding the correct end of the list. DNA stands for “Did Not Audition”.
- For a student who auditioned on multiple instruments, only select ensemble placement for the corresponding audition. For example, do not select “Jazz Band” for a “Trombone” audition. In this scenario, “Jazz Band” would be selected under the “Jazz Trombone” audition results list.

## CMEA REGIONS

### NORTHERN

Avon  
Barkhamsted  
Berlin  
Bethlehem  
Bloomfield  
Bridgewater  
Bristol  
Burlington  
Canaan  
Canton  
Colebrook  
Cornwall  
Cromwell  
East Granby  
Farmington  
Goshen  
Granby  
Hartford  
Hartland  
Harwinton  
Kent  
Litchfield  
Morris  
New Britain  
New Hartford  
Newington  
New Milford  
Norfolk  
North Canaan  
Plainville  
Plymouth  
Rocky Hill  
Roxbury  
Salisbury  
Sharon  
Sherman  
Simsbury  
Suffield  
Thomaston  
Torrington  
Warren  
Washington  
Watertown  
West Hartford  
Wethersfield  
Winchester  
Windsor  
Windsor Locks  
Woodbury

### SOUTHERN

Ansonia  
Beacon Falls  
Bethany  
Branford  
Cheshire  
Chester  
Clinton  
Deep River  
Derby  
Durham  
East Hampton  
East Haven  
Essex  
Guilford  
Haddam  
Hamden  
Killingworth  
Madison  
Meriden  
Middlebury  
Middlefield  
Middletown  
Milford  
Naugatuck  
New Haven  
North Branford  
North Haven  
Old Saybrook  
Orange  
Oxford  
Portland  
Prospect  
Seymour  
Southbury  
Southington  
Wallingford  
Waterbury  
Westbrook  
West Haven  
Wolcott  
Woodbridge

### EASTERN

Andover  
Ashford  
Bolton  
Bozrah  
Brooklyn  
Canterbury  
Chaplin  
Colchester  
Columbia  
Coventry  
Eastford  
East Haddam  
East Hartford  
East Lyme  
East Windsor  
Ellington  
Enfield  
Franklin  
Glastonbury  
Griswold  
Groton  
Hampton  
Hebron  
Killingly  
Lebanon  
Ledyard  
Lisbon  
Lyme  
Manchester  
Mansfield  
Marlborough  
Montville  
New London  
North Stonington  
Norwich  
Old Lyme  
Plainfield  
Pomfret  
Preston  
Putnam  
Salem  
Scotland  
Somers  
South Windsor  
Sprague  
Stafford  
Sterling  
Stonington  
Thompson  
Tolland  
Union  
Vernon  
Voluntown  
Waterford  
Willington  
Windham  
Woodstock

### WESTERN

Bethel  
Bridgeport  
Brookfield  
Danbury  
Darien  
Easton  
Fairfield  
Greenwich  
Monroe  
New Canaan  
New Fairfield  
Newtown  
Norwalk  
Redding  
Ridgefield  
Shelton  
Sherman  
Stamford  
Stratford  
Trumbull  
Weston  
Westport  
Wilton