

Region 8 Virtual Concert and Sight-reading Evaluations for Band, Choir and Orchestra

Emphasis:

To provide the MS and HS Region 8 music students the opportunity to receive the benefits of UIL Concert and Sight-reading Evaluation while maintaining a safe environment for the staff and students.

Premise:

All Region 8 UIL Band, Choir and Orchestra Concert and Sight-reading evaluations will be conducted virtually following the [Guidelines for UIL Asynchronous Virtual Music Events](#), set forth by the state UIL director of music, the UIL C&CR, and the guidelines in this document.

The Region 8 Executive Committee and Dr. Brad Kent, UIL State Director of Music, have approved these guidelines for the 2021 UIL Region 8 Concert and Sight-reading Evaluation.

Contest Entry:

Directors will enter respective concert and sight-reading ensembles in their normally scheduled events as listed in the Region 8 calendar of events. Entries will be made through TexasMusicForms.com or Charms. If you have questions about entries, contact Tony Clines for assistance EARLY in the process.

Dates and Deadlines:

- The deadline for entries and the date for the evaluation in TexasMusicForms/Charms will not change.
- Directors will mail three original copies of scores for your three concert selections with measures numbered to: Tony Clines, PO Box 23509, Waco, TX 76702. THIS MAILING MUST HAVE A MAILING POSTMARK DATE OF NO MORE THAN SEVEN DAYS PAST THE ENTRY DEADLINE DATE (21 days before contest). The campus is responsible for mailing costs to Tony. Plan for this expense with your business administration. This is the only shipping you are responsible for paying.
- On the day of the evaluation recording, directors will email a signed Form 1 listing all students performing with each ensemble. Although “no-pass, no-play” no longer applies to UIL C&SR, you still must submit a Form 1 with the name of each performing student.
- Due to the nature of the event, there can be NO program changes after 21 days before the contest date. This is also score post-mark date. Once the scores are sent, there are no further changes in program.

Recording of Performances:

- Refer to the C&SR recording procedures at the end of this document for submission instructions and recording tips.
- Concert and sight-reading will be video recorded in the same session but separately on two files. Concert video recording will be one continuous video with brief pauses between selections. (Just as if you were at UIL in person) Sight-reading will be recorded as one process with all rules and timings in effect. (Just as if you were at UIL in person)

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Recording of Performances (cont):

- You may recording in the location of your choice (stage, rehearsal hall, gym etc.) based on your district's COVID-19 policies.
- Because UIL requires that everyone who performs on stage must attend sight-reading, the concert and sight-reading performances should take place back-to-back with a short break in between. (again – just like at UIL)
- The director will upload the recordings into an assigned google folder. The director of the ensemble and UIL staff will be the only ones with access to that folder.
- Video recordings of both concert and sight-reading will be copied and placed in a different folder that the judges will have access to evaluate your ensemble.
- The ensemble will be evaluated based on the performance quality of the ensemble not the quality of the recording equipment.
- Each director and sight-reading administrator will need to fill out and sign the “ethics form” for the event to be officially rated.
- Videos will not be made public – please do not share any google links.
- Videos in the possession of UIL will be deleted after a verification period at the end of the event.

Judging procedures:

- Once Tony Clines has received the numbered scores for the judges, he will put together each judge's packet containing the ensemble's music scores and a judge's evaluation form. Concert and sight-reading packets will be shipped to each judge.
- In most classifications, there will be separate panels for concert and sight-reading. Should the number of ensembles in a specific classification financially require the use of a single panel, Tony will apply for the variance with UIL and set up the single panel. Should this be the case for your ensemble, you will be notified well in advance.
- Once the videos of the ensembles have been-uploaded and verified, Darrell Umhoefer will distribute them to the judges via google drive access. In the event of a video not properly working for an evaluator, the director of the ensemble will be contacted immediately and personally to help resolve the situation.
- Judges will evaluate each ensemble entered in the evaluation, as they would have in person, then will email their ratings for the entire contest to Tony Clines. Clines will then email the ratings to each director. Judges will mail all contest materials and evaluation forms back to Clines who will verify the results and mail/deliver each school's materials along with trophies earned to the schools. Evaluation forms will not be scanned and emailed, they will be returned with your scores.
- Evaluation rules will be followed and irregularities will be addressed by the evaluators and UIL as if it were an “in person” event.

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Adherence to ethical standards:

Each director will be required to follow all UIL and Region 8 guidelines, and fill out, sign and submit a statement of compliance before the ensemble will be evaluated and to receive a rating. The compliance form will be available in January.

Performance Procedures:

As stated in the [Guidelines for UIL Asynchronous Virtual Music Events](#), directors must follow the UIL approved guidance at the following link to ensure copyright compliance:

<https://www.nfhs.org/articles/virtual-state-adjudication-permissions/>

“The list of publishers at the link above is maintained and updated by the National Federation of State High School Associations as publishers agree to allow their music to be utilized in an asynchronous virtual video format. Any music a school desires to perform in an asynchronous virtual format at a UIL event that is not on the approved list of publishers may NOT be utilized unless the school secures written permission from the publisher and shares that permission with the music region executive secretary or designee prior to adjudication.”

*As of this printing, Lucks Music is NOT on the NFHS list so you will need to work with them directly for written permissions.

In addition to the above stated guideline regarding copyright information please pay close attention to section 5) of the [Guidelines for UIL Asynchronous Virtual Music Events](#) that also accompanies this document. That section states the requirements for the submitting your video performance:

- All entries must be in a video format, created by a single stationary video device.
- All uploaded selections must be from one uninterrupted performance. Region 8 considers Concert and Sight-reading as two separate performances. The concert performance video and the sight-reading performance video must each be from one continuous take. Do not cut, splice and edit selections into a single video. All movements and pieces should be performed and recorded without stopping the recording. (as if you were on stage at UIL)
- If your concert program is lengthy, consider recording afterschool or in the evening to allow for one continuous recording.
- Digital or electronic altering of recordings is prohibited. (No editing of any sort.)
- Per C&CR Section 1111(a)(1) each organization that performs in concert evaluation is required to perform in sight-reading evaluation.
- All sight-reading performance submissions must be compliant with C&CR Section 1111 and must be created under the supervision of a UIL official, a UIL-approved school district administrator, or UIL-approved designee. (Please check with Tony Clines to receive approval of your person who will oversee your sight-reading performance.)

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Performance Procedures (Cont):

- You are encouraged to utilize your fellow directors of other disciplines on your campus as UIL SR administrator. (Theatre help Choir, Choir help Band etc...) This is a great opportunity to see how your fellow arts teachers work. Plus, theatre teachers definitely know how to run a stopwatch.
- Sight-reading music may not be perused or studied in advance of the event by any participating director or student. Exception: directors serving as a sight-reading adjudicator at a UIL event or attending a UIL sight-reading performance.
- Each school will purchase the appropriate sight-reading music for its ensembles. The cost of the sight-reading music will be covered in your entry fee and the music will be ordered by Tony and shipped to you from JW Pepper.
- Your level of music and instruction times will be verified when you enter the contest. There are special rules for 2021 that are still being adjusted by the UIL State Music Office https://www.uiltexas.org/files/policy/PML_and_SR_Level_Adjustment_Proposal_20-21.pdf
- Each director is responsible for keeping up with any UIL rules changes. We will send periodic updates via email and verify all details before ordering.
- You may keep the sight-reading music when finished but MAY NOT SHARE IT WITH ANYONE WHO HAS YET TO GO TO CONTEST. We must maintain the integrity of the UIL process.
- Refer to the C&SR recording procedures document for submission instructions and recording tips.

CRITICAL REMINDERS:

Be certain to follow the guidelines regarding publishers presented in the [Guidelines for UIL Asynchronous Virtual Music Events](#). Selections not from approved publishers or that you do not have received written permission for use will result in disqualification.

Order your judges copies of scores EARLY. If you are not certain of the selections you will be performing then order scores for everything you might be considering. They MUST be mailed no later than seven days after your contest entry deadline. Feel free to send them earlier! Like always, if you can show proof of scores being ordered you may send photocopies along with the written permission from the publisher. Permission MUST be from the publisher, NOT your music dealer.

You will submit two videos – once for concert and one for sight-reading.

You must line up someone to oversee your sightreading performance that is not directly involved in preparing your ensembles for contest. An administrator, librarian, counselor, director from different division, etc.

You must adhere to your district and local guidelines for COVID19 Mitigation. e.g. If you are required to be spaced or masked when recording, then you will need to be spaced or masked according to YOUR district guidelines.

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CRITICAL REMINDERS (cont):

UIL Covid Policy page - <https://www.uiltexas.org/policy/covid-19/uil-music-2020-2021>

Refer to the UIL Music site for C&SR regulations <https://www.uiltexas.org/music/concert-sight-reading>

Refer to the UIL Music pages for changes in sight-reading adjustments in performance requirements [https://www.uiltexas.org/files/policy/PML and SR Level Adjustment Proposal 20-21.pdf](https://www.uiltexas.org/files/policy/PML_and_SR_Level_Adjustment_Proposal_20-21.pdf)

You are not competing against other schools; you are being evaluated against the established UIL rubric.

UIL does not require groups to attend UIL and there is no UIL penalty if you do not participate. However, if you “attend” concert, you must “attend” sight-reading. This is a decision for you and your administration.

UIL does not require specific attire for UIL and it is not a part of your evaluation. However, you are still encouraged to “dress the part” for the event as it will help the students maintain the integrity of the proceedings.

Region 8 Concert and Sight-Reading Recording Procedures 2021

- You may use any single video recording device. Phone, iPad, Laptop, video camera, etc.
- There is only one camera allowed. Place it in a location that will cover the majority, if not all, of your ensemble and still pick up the director announcement and instructions (in the case of sight-reading).
- You are responsible for adhering to your campus/district “permissions to record” regulations for your students. You may have to get special permission for UIL video recording for those students OR get creative to make sure certain students who cannot be photographed are not in the shot.
- You may use the microphone on the device or external microphones.
- If you were planning to use the UIL performance as an honor recording, then you may want to consider hiring a professional recording engineer like Scott Probst. Make sure you are following TMEA guidelines for honor recordings.
- You may not:
 - Edit the audio or the video submission.
 - Record in a recording studio or under studio conditions (i.e. use of microphones for individuals or small groups).
 - Use multiple shots and splice together multiple recordings or splice within a single composition.
 - Engineer, edit, or tamper in any way with the recording after the performance. After the initial recording, compression of the recording in any fashion is not allowed. Note: The only allowable technical alteration to a recording is adjustment of master volume.
- You are not being evaluated on the quality of the video equipment, but you can control the placement of the camera and microphone when recording, e.g. don't put the camera mic by your worst trombone player or in a corner where the sound from the ensemble is distorted.

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- Purposeful distortion of the video recording could result in disqualification. e.g. putting the camera/microphone by a window unit air conditioner so that the choir cannot be heard.
- You may:
 - Record in your rehearsal room or on stage (if you have one).
 - Record during class, after school or at a set concert time (with or without audience, as your district allows)
 - Record in advance of the submission date.
 - Record as many times as you feel are in the best interest of your ensemble. Please keep the students in mind and do not “wear them out” with multiple recording sessions.
- You must have all paperwork and entries submitted before the deadline. There is NO grace-period for entries.

In Advance of the recording:

Preparing for Sight-Reading

- Recruit an official UIL administrator for the event. (director of another program, campus administrator, teacher, librarian etc.)
 - Do not use a parent of a student in the ensemble as the events are closed to the public due to COVID-19.
- The Sight-reading Administrator will need to do the following on camera. If they are camera shy, you will need to find another volunteer.
 - Pass out the music (with help from students)
 - Time the perusal period and call time for perusal period to stop.
 - Monitor and record the instruction times for the classification and group entered.
 - Question the group the following two questions EXACTLY as they appear below.
 - “This organization will be reading (title of selection) which has been chosen for conference (varsity or non-varsity groups). Is this the correct conference for your organization?”
 - If the answer is “NO”, double check your entry and see if you can solve the problem, then call Tony if there is a mistake.
 - “Has this organization or any of its student members heard, read, rehearsed or performed this selection (indicating the music) at any time prior to this evaluation?”
 - If the answer is “yes”, then stop the process and call Tony IMMEDIATELY.
 - Follow, instruct and adhere to the guidelines for sight-reading for each division entered <https://www.uiltexas.org/policy/constitution/music/sight-reading>
 - https://www.uiltexas.org/files/policy/PML_and_SR_Level_Adjustment_Proposal_20-21.pdf
 - Fill out and sign the compliance form of ethics for Region 8 Sight-reading.

The Recording Session:

Concert Portion of the Evaluation

- Prepare and warm-up, tune etc. as you see fit and as time allows.
- Treat the performance “just like in-person UIL”
- Start the recording.

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- Announce the ensemble, classification, director name and pieces to be performed. The director may announce from the podium, or you can have someone do this for you. It doesn't matter as long as the information is correct and at the beginning of your recording.
- Perform your concert in its entirety (just like you would on stage at UIL)
- You may pause between songs, tunes and movements, (just like on stage) but you MUST leave the camera running and record those pauses.
- After the ensemble has performed, please wait a few seconds then stop the recording.
- Prepare the video file from your device and transfer it to a computer to be uploaded to a specifically assigned google drive. Each participating ensemble will have their own folder and it will be assigned via email from Umhoefer.
- It is imperative that you upload to the correct folder or your entry will be disqualified. Many schools have multiple bands, choirs and orchestras. Each entry will have a specific folder that will correlate to your TexasMusicForms entry.
- Submit the video by uploading into the google drive AND email Umhoefer that you completed the upload. Large files will take some time.
- You will receive a response from Umhoefer that your upload was received and verified.
- The entry will be copied and made available to the judges that have already been hired for the event.
- Your group will be evaluated and then results returned to Tony at the end of the contest.
- Your evaluation form and award will be sent or delivered to you.
- The contest process will take several days so that judges can evaluate and get the information to Tony. We are asking the judges to evaluate the entries "after hours" so that they can work their school day.
- Tony will be spending lots of time at Fed-Ex, UPS and USPS, please be patient!

Sight-Reading

- Short break between concert and sight-reading. No warm-up, tuning, rehearsing etc. (Just like in-person UIL)
- Start the recording.
- Announce the ensemble, classification, director name and "SIGHT-READING". The director may announce from the podium, or you can have someone do this for you. It doesn't matter as long as the information is correct and at the beginning of your recording.
- Go through the UIL Sight-reading process just as you would at UIL evaluation using your chosen sight-reading administrator.
 - Each division has their own set of rules for sight-reading.
<https://www.uiltexas.org/policy/constitution/music/sight-reading>
 - Each division/classification has different times and warm-up regulations.
 - Be sure to use your perusal time as allowed.
 - Use the warm-up allowed in the sight-reading rules for each division.
- Do not stop the recording during the entire sight-reading process – let it run from beginning to end
- After the ensemble has performed and the music is collected – stop the recording.

After the Recording:

- As soon as possible, Prepare the video file from your device and transfer it to a computer to be uploaded to a specifically assigned google drive. Each participating ensemble will have their own folder and it will be assigned via email from Umhoefer.

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We are here to help you and your students have a meaningful and beneficial UIL experience! We are sure that there will be some updates and tweaks to this new process as we move through the logistics. Please be patient with us and be willing to share your questions.

Refer to the UIL website often for changes in C&SR policies that have not yet been determined. There are still proposals in the works at the state level.

IF YOU HAVE ANY QUESTIONS AT ALL, PLEASE REACH OUT TO TONY CLINES OR DARRELL UMHOEFER FOR ASSISTANCE!

Tony Clines – tcreg8@gmail.com 254-644-5128 (cell)

Darrell Umhoefer - darrell.umhoefer@midwayisd.org 254-315-0046 (cell)