



# 2024-25 Organization Music Contest Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2024-2025 IHSA Music Organization Tournament Series.

November 1, 2024. The 2024-25 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

## I. SCHOOL CLASSIFICATION

### A) Classes:

Classification in the IHSA Music Organization Contest will be determined according to the IHSA Policy 17 (Classification System). The classification for the 2024-25 school year will be as follows:

Class AA	1233.51 and over
Class A	520.01 to 1233.50
Class B	319.01 to 520.00
Class C	181.51 to 319.00
Class D	up to 181.50

### B) Participation:

All entries representing member schools shall participate in the contest only in their respective school's classification, except the school may participate in a higher (not lower) classification with the permission of the Executive Director of the IHSA. The request to participate in a higher classification is available online at IHSA.org and is due back to the IHSA office by Sept. 1.

## II. DATE AND SITES

**A) Date:** State Organization Contests will be held on the Friday and Saturday of Week 41 of the Standardized Calendar. Adjustments will be made for Easter. The contest will be held on April 11-12, 2025. Individual sites can make adjustments due to spring break conflicts.

**B) Sites:** Contest sites will be posted on the IHSA website. Organization hosts are expected to offer their services on Friday and Saturday. It is a requirement for a Music Organization manager to use the online *Musicwire* program to manage their site.

## III. ON-LINE ENTRIES, LATE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AND ENTRY INFORMATION

The Policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2024-2025 Policies and Procedures.

### A) On-line Entries

All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is

### B) Late Entries

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

### C) Breach of Contract By-law 6.041 (Withdrawal Procedure)

To withdraw without penalty, the Principal/Official Representative must notify the IHSA Office, in writing, of the school's withdrawal, on or before **February 1, 2025**.

If a school withdraws after February 1, 2025 but prior to payment of event fees to the contest manager, it will incur a \$100 penalty.

Schools that withdraw after Entry deadline of March 7, 2025 will be charged a \$500 late withdraw penalty. Failure to send any entry information to the contest manager and or non-participation on contest day after the school submits the original entry to IHSA (and does not withdraw through official procedures) is viewed the same as withdrawal from the Organization contest and the school will be responsible for all penalty fees due to breach of contract. (Late withdrawal fee off \$500.00 and all original event entry fees per organizational group entered of \$75.00/\$50.00)

### D) Eligibility

#### 1) School Eligibility

All member schools in good standing may enter soloists and/or ensembles in Music Organization under the provisions of IHSA By-law 4.071. The principal is the official representative of his/her school in all interscholastic activities, and the responsibility for seeing that all students from his/her school entered in Music Contests are eligible under the rules shall rest with the principal. All correspondence with the IHSA Office must be conducted through the principal. Entry into the contests may be denied to any school which, since last year's contests, has participated in an unsanctioned interscholastic music activity.

#### 2) High School Students Eligible:

To represent a school in the statewide Music Contests, students must conform to the Activities By-laws of the Association found in the Official Handbook. Students shall be entered based on enrollment in a music course and/or the recommendation of the music director.

**NOTE:** Be sure to apply the provisions of By-law 4.022, relative to academic standing.

#### 3) Grade and Junior High School Students Eligible:

Any student of a grade school or a junior high school in the State of Illinois shall be eligible to participate with the instrumental and vocal organizations representing a Class B, C or D member school or in the string section of the orchestra



from a school in any class if he/she is a regular member of the orchestra, provided, however, that the principal of the competing member school shall be responsible for the good conduct of such grade and junior high school students during a contest, and provided further, that the principal of said member school shall certify that, at the time of registration for said participation, said student:

a. Is a bona fide student of a grade school or a junior high school located in the district of the member school.

b. Has a passing grade in at least three fourths (3/4) of his/her academic subjects.

**NOTE:** No grade school or junior high school student may compete as a soloist. Instrumental and vocal ensembles composed in part of grade or junior high school students may compete, if these students are members of their respective high school organizations.

#### 4) Non-Student Participants:

Non-students may only be used as accompanists. (See Art. VIII-J-2).

### E. Entry Information (List of Participants):

**A) Online Entry System (List of Participants):** Schools are required to complete the Music Organization List of Participants on-line (This is in place of downloading the Music program). Go to [www.ihsa.org](http://www.ihsa.org) – Click on “Schools & Officials Center login” – Enter your “User ID” (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. All of this information was emailed to you by your school. Coaches must have a valid email on file in the School’s Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH.** Click on “Music Organization” List of Participants (This will then take you to the MusicWire program) – Type in requested information and save your page(s) as you proceed. The deadline for entering the “List of Participants: for Music Organization is March 7, 2025.

After completing the “List of Participants” online, print out a copy of the completed entry form for your records. It is no longer necessary to e-mail your information to your site manager. The information will be placed in a database and sent to the manager. **Your event fees should be made payable to the host school and mailed to the manager of the contest to which the school has been assigned no later than March 7, 2025.** If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Carol Carr.

#### B) Limitations on Entries

A student may participate in no more than one (1) organization in an event on the same instrument, regardless of school classification.

#### C) Changes in Entries

Changes in entries may only be accepted at the discretion of the contest manager.

#### D) Violations and Penalties (See Art. VIII-L).

## IV. HOST FINANCIAL ARRANGEMENTS

### A) Contest Event Fees:

Contest fees for the Organization Contest shall be \$75.00 each for the first band, choir, and orchestral group. Additional groups (i.e. second band or choir) will be \$50.00. For example, Morton High School enters two concert bands, one jazz band, one mixed choir, one treble choir, and a string orchestra. The fees would be \$225.00 for the “first” groups and \$150.00 for the

three additional groups. **Contest Event Fees shall be made payable to the host school and mailed to the manager of the contest to which the school has been assigned no later than March 7, 2025.**

### B) Penalty Fees:

Contest Event Fees shall be made payable to the host school and mailed to the manager of the contest to which the school has been assigned no later than March 7, 2025. Information that is not complete may not be accepted (discretion of the manager). Following the March 7th deadline, changes in entries may be made only in accordance with Article III-E-3.

1) Late Entry \$100.00

2) Withdraw after Feb. 1 but prior to March 7 - \$100.00

2) Withdrawal after March 7 entry deadline \$500.00

a. The penalty fees for late contest entries shall be paid directly to the host school and mailed to the host school manager. Any individual organizational group withdrawal(s) after the event fees have been paid to the contest manager (March 7, 2025) will result in forfeiture of all fees paid.

b. To withdraw all organizational groups without penalty, the principal (official IHSA school representative) must notify the IHSA office, in writing, on or before February 1, 2025.

c. To withdraw organizational groups from contest after February 1, 2025 and prior to payment of event fees to the contest manager’s school, the principal (official IHSA school representative) must notify the IHSA office in writing and the withdrawing school will be assessed the \$100.00 late withdrawal fee.

d. Schools that withdraw after Entry deadline of March 7, 2025 will be charged a \$500 late withdraw penalty. Failure to send any entry information to the contest manager and/or non-participation on contest day after the school submits the original entry to IHSA (and does not withdraw through official procedures) is viewed the same as withdrawal from the Organization contest and the school will be responsible for all penalty fees due to breach of contract. (Late withdrawal fee off \$500.00 and all original event entry fees per organizational group entered of \$75.00/\$50.00)

e. Any school not paying fees should be reported to the IHSA.

### C) Judges’ Fees:

Judges for the Organization contest shall be compensated at a rate of \$35 per hour plus IHSA mileage. Any judge who drives more than 70 miles round trip to the site of a State Final Music Contest shall be reimbursed a travel allowance of \$.45 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges’ submission of a travel report form to be provided by the IHSA through the contest managers.

## V. TOURNAMENT ASSIGNMENTS

Assignments for Music Organization can be found on-line at [www.ihsa.org](http://www.ihsa.org) in November. Assignments will be made on the basis of location and equality in the number of entries.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

### A) Responsibility of the Local Manager:

1) The principal is the local manager: In all cases in which a member school is selected as a contest site, the



principal of the high school shall automatically assume entire responsibility for the details of the contest under the general directions of the Board of Directors and the Executive Director of the Association. The principal may delegate the authority to manage the contest to another staff member. In case the site is not located at a member school, then the IHSA Board of Directors shall appoint a local manager with like responsibilities.

2) Unusual situations: The local manager shall have authority to take proper action in the case of any unusual situations arising during the contests. However, no part of these Terms and Conditions may be set aside.

3) Programs: The local manager shall prepare and duplicate a program and time schedule for his/her contest. Insofar as is possible, the manager will maintain this schedule. However, if because of cancellations, conflicts, or for other reasons the program runs ahead of itself, he/she may permit or request available contestants or groups to appear in advance of their program time. He/she shall not require them to appear earlier.

4) Manager's Information: The IHSA Office will post any pertinent instructions and management information on the Music menu page at [www.ihsa.org](http://www.ihsa.org).

**B) Responsibility of Individual School.** The principal is the official representative of his/her school in all interscholastic activities and the responsibility for seeing that all students from his/her school entered in the Music Contests are eligible under the rules shall rest with him/her. All correspondence with the IHSA Office should be conducted through the principal.

In each contest in which his/her school is represented, the principal shall have present an adult, preferably a member of the faculty, who shall supervise and be responsible for the conduct of the participants and other persons from the school. Failure to comply with this provision shall result in disqualification of its contestants.

## VII. ADVANCEMENT OF WINNERS

There is no advancement of winners in the Music Organization Contest.

### Ratings:

Organizations in the respective events, including Show Choir, Jazz Choir, Jazz Band and Jazz Combos shall be rated in five (5) divisions as follows:

- Division I
- Division II
- Division III
- Division IV
- Division V

Judges may elect to use tenths of points in their ratings. Scores will not be rounded.

## VIII. MUSIC ORGANIZATION CONTEST RULES

### A) Number of Participants:

A member school may enter two (2) organizations in each of the following events: Band, Orchestra, Mixed Chorus, Bass Chorus, Treble Chorus, Show Choir, Jazz Choir, Jazz Band and Jazz Combo in the Organization contest.

No individual student may participate in more than one (1) organization in an instrumental event on the same instrument. Students may perform in any vocal event of which they are actively enrolled. Organizations shall be limited to the following enrollment of participants:

1. Band: No minimum or maximum
2. Orchestra: No minimum or maximum
3. Treble Choir: 10 minimum; no maximum
4. Bass Choir: 10 minimum; no maximum
5. Mixed Choir: 10 minimum; no maximum
6. Show Choir: 10 minimum; 32 maximum
7. Jazz Band: 12 minimum; 25 maximum
8. Jazz Choir: 8 minimum; 32 maximum
9. Jazz Combo: 3 minimum; 11 maximum

If Class D schools have only one entry in an event, minimums do not apply. However, if a Class D school brings more than one entry in an event, then all entries in that event must have the minimum number of students as stated above.

**NOTE:** The number of students present and performing in a group at the contest site shall be the number used to determine compliance with these limitations. Groups that fall below the minimum or above the maximum numbers may still perform and receive comments only. They may not be eligible for sweepstakes points.

### B) Program:

1) Band: Each band shall perform at least twelve (12) minutes and no more than twenty (20) minutes from the first note of their first selection to the last note of their last selection with the time clock running continuously. The order of the selections in the concert portion is left to the director's discretion. See section E for more specific information related to performance time limitations.

a. Scores are required.

2) Orchestra: Each orchestra shall perform at least twelve (12) minutes and no more than twenty (20) minutes of music. The selection(s) in the concert portion will be left to the director's discretion. Piano is not permitted as an instrument in the orchestra unless it is an integral part of the composition played.

a. Scores are required.

3) Chorus: Each chorus shall perform selections with a minimum time of seven (7) minutes and a maximum time of twelve (12) minutes. No director or accompanist may sing with the chorus in the concert portion of the performance. All Class B, C, or D choruses (bass, treble and mixed), regardless of classification, must perform at least three-part music. All Class A or AA treble or bass choruses must perform at least three-part music, while Class A or AA mixed choruses must perform at least four-part music.

a. Scores are required.

4) Show Choirs/Jazz Choirs: Special rules governing this event are:

a. Accompaniment may be provided by as many instrumentalists as indicated by the score.

b. Jazz choirs must meet a minimum performance time of seven (7) minutes and a maximum performance time of twelve (12) minutes. Jazz Choirs must include one "swing-style" (unequal division of the beat) selection in their program.

c. Show Choirs/Jazz Choirs may perform any number of parts in their selections.

d. Jazz/Show choir may be conducted by their directors.

e. Risers, a microphone for solos, a 4 plug AC box, and a piano shall be provided by the host school. All other equipment must be provided by the performing group.

f. A total of fifteen (15) minutes will be allotted each group for assembly, set-up, tuning and performance.

g. Show Choirs will be judged primarily on musical performance. Choreography and showmanship will also be



categories for evaluation. All Show Choirs will be evaluated by the scale, which includes choreography. Any Show Choir, which does not use choreography, shall receive zero (0) points in the choreography category on the judge's ballot.

**h. Jazz Choirs will not be evaluated on choreography. Judges are to use the rating scale without choreography on the adjudication form. Jazz Choirs will be judged primarily on the musical performance of the group.**

- i. Groups may wear special costumes.
- j. The points earned toward a sweepstakes award (Art. X-C) shall be the same as for any Organization event.

**k. Scores are required for Jazz Bands, Jazz Combos, Jazz Choirs and Show Choirs. Original scores are required for all of these groups.**

5) Jazz Bands/Jazz Combos: Jazz Bands shall be composed of a group of not less than twelve (12) nor more than twenty-five (25) performers. Jazz Combos shall be composed of a group of not less than three (3) nor more than eleven (11) performers. Other special rules governing this event are:

a. The following will be provided on stage by the host school: Risers, chairs and stands; an acoustic piano; a 4-plug AC box; a bass amplifier; three (3) stage microphones. All other equipment must be provided by the performing group.

b. Jazz Bands and Jazz Combos may include any instruments in their performing group.

c. A total of thirty (30) minutes will be allotted in the contest program for each Jazz Band/Jazz Combo. Assemble, set-up, tuning, performance and take-down must occur within this total time limit. Performance time shall be limited to twenty (20) minutes of this total time limit.

d. One "swing-style" (unequal division of the beat) number must be included in each Jazz Band's performance. Jazz Combos must include at least one "swing-style" selection in their program. It is recommended that two (2) selections of varying styles be performed. There is no other limitation or requirement in respect to the selections to be performed.

e. Jazz Bands and Jazz Combos will be judged primarily on the musical performance of the group. Improvisation, or Creativity/Musicianship of soloists, will also be a category for evaluation.

**f. Scores are required for Jazz Bands, Jazz Combos, Jazz Choirs and Show Choirs. Original scores are required for all of these groups.**

g. Groups may wear special costumes.

6) All numbers performed by any participating organization will be judged.

**C) Repetition:**

Music shall not be repeated that was performed in the last three (3) years.

**D) Sight Reading:**

Sight reading has been removed from the IHSAA Music Organization Contest.

**E) Memorization:**

Memorization requirements have been removed from the IHSAA Music Organization Contest.

**F) Performing Time:**

1) Each organization will be allowed a one (1) minute "warm-up" or "run-through" prior to the beginning of their first selection.

2) Band and Orchestra: Organizations shall consume at least twelve (12) minutes and no more than twenty (20)

minutes from the first note of their first selection to the last note of their last selection with the time clock running continuously.

3) Vocal: Choruses shall consume at least seven (7) minutes and no more than twelve (12) minutes from the first note of their first selection to the last note of their last selection with the time clock running continuously.

4) Show Choirs/Jazz Choirs shall consume no more than fifteen (15) minutes total for assembly, set-up, performance and exit.

5) Jazz Bands and Jazz Combos shall consume no more than thirty (30) minutes total for assembly, set-up, and a twenty (20) minute performance time and exit.

6) Directors should proceed promptly from one selection to the next without waiting for a signal from the adjudicators.

7) Local managers must provide timekeepers for each performance.

**G) Instrumentation:**

Band and Orchestra: No specific rating will be given by the judges for instrumentation. However, any wide deviation from standard instrumentation will affect the general rating to whatever extent it affects the balance and general effect of the performance.

**G) Scores:**

Directors shall supply to each judge one conductor's score of the organization's selections with measures numbered. Public domain is allowed provided the director lists the exact internet address for their score. A copy of the score is required and should be made available to the contest manager and judges. Photocopies of copyrighted music may be provided to judges only in an "emergency". "Emergency" shall be defined as cases in which:

- 1) music is out of print with no new score available;
- or
- 2) purchased music copies are backordered.

Written evidence, in the form of a school purchase order and/or a written statement from the supplier, shall be required to document the "emergency". The penalty for violation shall be reduction of rating by one (1) step. To determine the rating for each performance, contest judges shall utilize the adjudication forms distributed by the IHSAA Office to contest managers. Judges are definitely instructed not to permit performance to begin until they have been supplied with such scores. However, if original or unnumbered scores are not available, the organization may perform with the understanding that its rating will automatically be lowered by one step.

**H) Determination of Ratings:**

1) Organizations, Bands, Orchestras, Choruses:

To determine the final rating for each organization, the contest manager shall total the three individual judge ratings and compare the total to the following scale to determine the rating:

TOTAL OF: 3-4 = I    8-11 = III  
5-7 = II    12-Over = IV

2) Show Choirs, Jazz Choirs, Jazz Bands and Jazz Combos:

To determine the rating for each Show.

Choir, Jazz Choir, Jazz Band and Jazz Combo performance, contest judges total the individual judge ratings and compare the total to the following scale to determine the rating.

TOTAL OF: 3-4 = I    8-11 = III



5-7 = II 12-Over = IV

**I) Selections****1) Suitability of Selections:**

There will be no required numbers for bands, orchestras and choruses, or for Show Choirs/Jazz Choirs.

The choice of appropriate selections, suited to the performers' capabilities and in keeping with the classification of the schools they represent, is always an important factor in the awarding of ratings. In this context, music may be performed in a key other than that in which it is written, provided it is suitable to the contestant(s). Selections with vulgar and/or inappropriate language will be disqualified from the Music Contest.

If orchestras represent 25 percent or more of the performing ensembles, then one of the members of the instrumental music judging panel should have an orchestral background.

2) The IHSA assumes no responsibility for the payment of any royalties or other fees in connection with the performance of any music.

**J) ACCOMPANIMENT****1) Requirements:**

Organizations need not be accompanied unless the accompaniment is required by the score. Recorded accompaniment may not be used with the exception of Jazz and Show Choirs where recorded accompaniment is permitted.

**2) Accompanists:**

The pianist may be an adult. All other instrumentalists must be eligible students. Instrumentation must be called for in the score or implied by the genre. Show Choir or Jazz Choir accompaniment may be provided by up to seven instrumentalists.

**3) Conflicts:**

Contest managers are not required to resolve conflicts created by organizations using the same accompanist.

**K) Limitations**

A student may participate in no more than one (1) performing group in each event in the Organization contest, regardless of school classification, provided that they are playing a different instrument in each group.

**L) Violations and Penalties**

1) For violations of the following rules and regulations, the penalty shall be the lowering of the rating by one (1) step:

a. Failure to submit required score to adjudicators (Art. VIII-G).

b. Failure of an organization to present the required number of minutes (Art. VIII-B).

c. Entries exceeding the time limit up to one (1) minute (See Art. VIII-E).

d. Failure to supply all judges with a score for each selection with the measures numbered.

e. Failure to perform with accompaniment in the event accompaniment is required by the score.

f. Failure to perform the required number of parts in a vocal organization performance. (Art. VIII-B-3).

g. Failure to adhere to the posted time schedule in a reasonable manner.

2) For violation of the following rules and regulations, the penalty shall be disqualification:

a. Violation of rules of eligibility (Art. III-D): Discovery of the participation of an ineligible student with an ensemble or organization shall result in the disqualification of the group with which he/she participated. Any additional

penalty upon the school for violation of eligibility provisions shall be determined by the IHSA Board of Directors.

b. Violation of the rules limiting the number of events in which a student may participate (Art. III-E-2): If a student participates in too many events, the school shall be disqualified in those events in which the student involved was not officially entered. If, however, the student was actually entered in an excess number of events and this was not discovered by the local manager prior to the contest, the school shall be disqualified in the last programmed event or events in which he/she illegally participated.

c. Violation of rules governing repetition of selections (Art. VIII-C).

d. Violation of maximum or minimum personnel rules. (Art. VIII-A).

e. Entries exceeding the time limit by one (1) minute or more (See Art. VIII-E).

3) Violations frequently can and should be prevented by the local contest manager. Entries made in violation of any rule should be refused by the manager. However, if an illegal entry is not discovered and acted upon by the manager and is then discovered by the adjudicator before or during the performance, the student or group shall be penalized as provided in A and B above.

4) If a violation which involves disqualification is discovered and reported after the close of contest, any awards won as the result of ratings in the disqualified events shall be surrendered to the IHSA.

**IX. TOURNAMENT POLICIES****A) Damage to Property or Equipment:**

If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

**B) Tobacco/Liquid Nicotine Products:**

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

**C) Use of Inhalers:**

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self-administration in the Illinois school code.

**D) Alcoholic Beverages and IHSA State Series Events:**

The possession, distribution, sale and or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the



site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

#### E) Responsibility for theft or other losses:

The IHSA will not be responsible for loss or theft of any personal property during the course of a contest.

## X. RATINGS AND AWARDS

### A) Ratings:

Organizations in the respective events, including Show Choir, Jazz Choir, Jazz Band and Jazz Combos shall be rated in five (5) divisions as follows:

- Division I
- Division II
- Division III
- Division IV
- Division V

Judges may elect to use tenths of points in their ratings. Scores will not be rounded.

### B) Contest Awards:

1) Organization award plaques may be purchased or a Perpetual Plaque/Bar set up for each Division I rating received may be purchased. The Perpetual Plaque/Bar set takes up less wall space and the costs less. The Standard Large Group Plaque costs \$83.00 each. The Standard Bar Plaque is \$95.00 and the bars are \$24.00 each. After the one time purchase of the Standard Bar Plaque only the bars will need to be purchased each year. The order form can be found in the online entry program, on the IHSA website or in the Manual for Schools and Managers which can be found on the Music Menu page of the IHSA web site at [www.ihsa.org](http://www.ihsa.org). and must be sent directly to A & M Products with payment before the order can be processed. A & M Products can be reached at 815-875-2667.

To more quickly expedite the processing of a plaque order, please observe the following:

- a. Print or type all information requested on the order blank.
- b. Be sure the principal signs the order blank.
- c. Remit check or money order, in the amount of \$83.00 for each Standard Large Group Plaque ordered or \$95.00 for each Standard Bar Plaque ordered, plus \$24.00 for each bar (for Standard Bar Plaque) earned. Make check or money order payable to A & M Products and mail with the order blank directly to A & M Products. Payment must be received before your order can be processed.
- d. Make a copy of the order for your records.

**e. The deadline for ordering all awards is June 15, 2024.**

If the order form is properly completed and sent with the proper payment to A & M Products, you should receive your order within approximately two weeks of the date on which you place the order. Shipment will be by UPS.

### C) Sweepstakes Award:

1) Winner, runner-up and third place sweepstakes awards will be distributed to the three (3) schools in each class

throughout the state which earn the greatest number of points in solo, ensemble and organization competition. Medallions will be available for purchase by each qualifying school and shipped directly from the manufacturer to the schools.

### 2) Sweepstakes Scoring

a. Regardless of its total number of entries in the Organization contest a school may score Sweepstakes points with a maximum of two (2) instrumental and two (2) vocal organizations.

b. In the event a school enters two (2) organizations in an event, only the highest rated performance is eligible to be counted toward Sweepstakes points.

in Jazz Band or Jazz Combo may be eligible for sweepstakes. If an entry from one of those events is counted for sweepstakes by a school, no entries from the other event will be eligible for sweepstakes from that school.

d. Only one entry from each school in Show Choir or Jazz Choir may be eligible for sweepstakes. If an entry from one of those events is counted for sweepstakes by a school, no entries from the other event will be eligible for sweepstakes from that school.

e. Any Division I that is counted for sweepstakes will earn 75 points for their school. Any Division II that is counted for sweepstakes will earn 37.5 points for their school.

f. Thereby, no school may score more than 300 Sweepstakes points (75 x 2 instrumental plus 75 x 2 vocal = 300) in the Organization contest.

3) After the conclusion of the contests, managers will report the point totals of all schools to the IHSA Office. The points will then be tallied according to the classifications and awards will be presented to the three (3) schools in each class that received the highest scores. The awards will be shipped directly from the manufacturer to the schools. In case of ties, duplicate awards will be presented.

### D) Best of Day Award:

Each judge panel will have the opportunity to select an entry per event they have determined to be the "best performance" of the contest. **NO SWEEPSTAKES POINTS WILL BE ADDED FOR THIS DESIGNATION.** The contest manager will produce certificates, which should be signed by the judges and the contest manager and delivered to the director. Judges will be instructed by the contest manager of this award and should carefully consider its presentation.

## XI. JUDGING

### A) Selection of Judges:

All judges shall be required to complete the IHSA online registration and certification before adjudicating of contest(s). Local managers may select registered and certified judges for their contests from the list prepared and distributed by the IHSA Office. The local manager of each contest shall be responsible for the selection of suitable qualified judges. Judges shall be music educators experienced in the area(s) they are assigned to judge. Undergraduate students shall not be used as judges. Judges should be selected from as near the contest center as possible.

### B) Duties of Judges:

All events shall be rated on the official adjudication blanks furnished by the IHSA. Instructions to adjudicators, which are designed to express the philosophy or mission of the IHSA



Board of Directors and its music advisors toward the adjudication of IHSA Music Contests, can be found in the Manual for Schools and Managers. Judges are required to follow all instructions.

Judges shall base their adjudication upon the actual achievement of competitors as given in the instructions to adjudicators rather than upon any alleged desire to encourage a better effort or to express sympathy for an honorable attempt.

Contest adjudicators are not to consider their personal likes, dislikes or preferences of music literature in their evaluation of contest performances.

In the organization events in which three (3) judges are used, the judges shall not confer with each other in reaching decisions on the ratings to be awarded.

**C) Restrictions on Division I Ratings:**

Judges shall award Division I ratings to only those competitors manifesting the very highest level of achievement. Indiscriminate awarding of Division I ratings must be avoided.

**D) Number of Judges:**

All organization events, including Show Choir, Jazz Choir, Jazz Band and Jazz Combo, shall be rated by three (3) judges.

**E) Judges' Fees:**

Judges for the Organization contest shall be compensated at a rate of \$35 per hour plus IHSA mileage. Any judge who drives more than 70 miles round trip to the site of a State Final Music Contest shall be reimbursed a travel allowance of \$.45 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.