



A Primer for State Qualifying Event Contest Directors

Large group festivals or contests such as OSAA League or Special District Contests, OMEA District Contests, and Invitational Contests provide an opportunity for school performing groups to be evaluated against a standard of excellence. They also provide an opportunity to qualify for the Choir, Band, and Orchestra State Championships.

WEBSITE RESOURCES

The OSAA website has a lot of online resources including links to handbooks, lists of teams and leagues/special districts, lists of certified adjudicators, an online large ensemble report form.

Band/Orchestra	http://www.osaa.org/band
Choir	http://www.osaa.org/choir

TYPES OF STATE QUALIFYING EVENTS

There are three types of state qualifying events: OSAA League/Special District Contest, OMEA District Contest, and Invitational Event. An OMEA District Contest DOES NOT count as an OSAA League or Special District Contest for the purpose of automatic qualification. However, if there is no OSAA League or Special District Contest, the OSAA League or Special District members may, by vote, designate an OMEA District Contest or another League or Invitational Contest to serve as the OSAA League or Special District Contest for the purpose of determining an automatically qualifying OSAA League or Special District winner.

RESPONSIBILITIES

- 1. Communicate the Contest Date, Location and Entry Fees to Schools.** The date must be set to allow ample time for state qualifying groups to submit registration forms and supplemental materials to the OSAA. The deadlines for schools to register for state are as follows:
 - a. Online Registration Form Deadline: Saturday, April 14, 2018 @ 11:59pm
 - b. Supplemental Material Deadline: Wednesday, April 18, 2018 @ 4pm

 *Do you know what schools are in OSAA Leagues or Special Districts?*

The OSAA website contains a list of schools and league or special district placements.

- 2. Arrange for Certified Adjudicators.** To maximize opportunity for State qualification, three performance adjudicators should be provided at State Qualifying Events. Only scores from certified adjudicators may be used for qualification. A list of certified adjudicators is available on the OSAA website.
 - a. For your event to be a state qualifying event:

Band	Two (2) certified band adjudicators are required
Orchestra	Two (2) certified orchestra adjudicators are required
Choir	Three (3) certified choir adjudicators are required

- 3. Arrange for the Required Adjudication Forms.** Forms are available for download from the OSAA website.



Oregon School Activities Association

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4. **Confirm that each Group Seeking to Qualify for State Has Performed At Least One Selection from the Required Literature List.** Each group shall perform one selection from the appropriate level current required state music lists. Higher-level music may also be used. Orchestra groups are exempt from this requirement; there is no required music list for orchestra. A substitute selection to a required music list piece may be used if written permission is obtained from the State Championships Director two weeks before the state qualifying event. A group, which does not perform a selection from the Required Literature List or a selection approved by the State Championship Director, shall be ineligible to participate in the state championship.
5. **Arrange for Performance Timing.** Multiple timekeepers are recommended. A complete description of time limits and what to do with groups over the time limits can be found in section 4.6 of the OSAA Band/Orchestra Handbook or section 4.6 OSAA Choir Handbook.
- a. Minimum and maximum time limits:
- | | | |
|--------------------|-------------------|-------------------|
| Band (6A, 5A, 4A) | Minimum – 18 min. | Maximum – 30 min. |
| Band (3A, 2A/1A) | Minimum – 15 min. | Maximum – 25 min. |
| Orchestra (full) | Minimum – 15 min. | Maximum – 30 min. |
| Orchestra (string) | Minimum – 15 min. | Maximum – 25 min. |
| Choir | Minimum – 12 min. | Maximum – 20 min. |
6. **Arrange for Performance Recordings.** In order to allow groups to submit recordings to satisfy state championships tape-pool qualifying procedures, YOU AS THE EVENT ORGANIZER MUST PROVIDE RECORDING SERVICES. Tape-pool qualifying schools will not be able to submit to the OSAA a physical media (CD/DVD) of their group’s recording. The OSAA will only accept recordings in a digital format that the school is responsible for uploading online to an OSAA Dropbox. Schools receive specific instructions on uploading their group's recording (audio file for band/orchestra or video file for choir) while completing their online state registration form. It is up to the event organizer to determine the best means of giving each group a copy of their recording (i.e. provide bands/orchestras CDs which the school can rip to a digital format, or provide a flash drive with a choir video recording that the school can transfer easily, an electronic download that the school can access online and copy to their computer, etc.)
- a. All groups must receive a recording of their performance.
- | | | |
|----------------|-----------------|--------------------------------------|
| Band/Orchestra | Audio Recording | (.mp3, .wav, .wma, .m4a, etc.) |
| Choir | Video Recording | (.mpg, .mp4, .avi, .mov, .wmv, etc.) |
7. **Confirm OSAA League/Special District SOP (Standard Operating Procedures) to Break Possible Ties for OSAA League/Special District Championship.** Only one automatic qualifier may be designated from each OSAA League/Special District. OSAA Leagues/Special Districts must be prepared to either break ties in the case of a tie for the OSAA League/Special District Championship, or forfeit the automatic qualifying position and have both groups placed in the tape-pool.



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8. **Immediately Following the Contest, Submit a Copy of the Large Ensemble Report to the OSAA.** Forms are available on the OSAA website, look for a link to the “Large Ensemble Contest Report”. Instructions are on that form. You do not need a website login in order to create a large ensemble report. A direct link to the report form is below with a screen-shot of what the first page of the form looks like.

i *Do you have multiple OSAA Leagues or Special Districts competing at one single event?*
You'll need to know which school is in which OSAA League/Special District and submit a separate large ensemble report online, one for each OSAA League/Special District that attends your event. (For example, if two different OSAA Special Districts choose to use your one event as their OSAA League Contest, you will need to create two separate large ensemble reports, one for each Special District, and include on the respective form the groups' scores within that same Special District.)

<http://www.osaa.org/forms/music/large-ensemble>

OSAA Music Large Ensemble Contest Report

? Help

↶ Reset/Clear Form

Create a New Report Form

* Required fields are indicated with a red asterisk.

Step 1: Start a New Form

To create a new OSAA Music Large Ensemble Contest Report Form, begin by providing your information as the **Event Organizer**. If you are not an event organizer, but a school looking to register to state, please [click here](#).

Your Name *

Email Address

Phone Number

School / Org.

i You will be listed as the Event Organizer. If there are any questions about the form you submit, the OSAA office may contact you via the information you provide. Only the OSAA staff will have access to your contact information.

i It is helpful to know from which school or organization you are associated. This field will show you some suggested options as you type.

Next ➔

i This form is to be completed immediately following the event by the **Event Organizer**. This is not the state registration form. Entries on this form indicate music groups that have participated in a state qualifying event.

If you are a music group looking to register for state, please [click here](#).

For questions, click the Help button for full details and instructions.
If you need assistance, contact OSAA Support at (503) 682-6722 x228 or email support@osaa.org.