

KANSAS MUSIC EDUCATORS ASSOCIATION

SOUTH CENTRAL DISTRICT

ENSEMBLES

HANDBOOK

REVISED

JUNE 14, 2025

KMEA South Central District District Ensembles Handbook

1. Ensembles Offered

1. Elementary Treble Choir (3, 4, 5)
2. Middle School Band (7, 8)
3. Middle School Choir (6, 7, 8)
4. High School 1234A Jazz Band
5. High School 56A Jazz Band
6. High School 1234A Concert Band
7. High School 56A Concert Band
8. High School Full Orchestra
9. High School Mixed Choir
10. High School Treble Choir

2. School Responsibilities

Each School:

1. will be a member of the KSHSAA and be in good standing with the organization in order to participate in a SCKMEA ensemble.
2. will not allow students to audition for both district choir and district band or orchestra.
3. will be responsible for the supervision, conduct, and behavior of its students during all SCKMEA events.
4. will provide a school representative to be in attendance at all SCKMEA events.
5. Pay all student audition and/or participation fees.

3. Director Responsibilities

Each Director:

1. will be a member of KMEA & NAFME.
2. will submit students who are planning to audition for SCKMEA district events before the published deadline. They may submit students after that date for an additional fee if allowed by the individual ensemble.
3. will turn in audition invoices for payment before the date of the events.
4. will prepare students for auditions and performances.
5. will arrange student transportation to and from all SCKMEA events.
6. will participate in the judging process at all SCKMEA district auditions. A \$100 fine will be assessed to the home school if the director fails to attend or find a suitable replacement. The absentee teacher must communicate his/her absence to the event chair prior to the absence.
7. will turn in participation invoices for payment before the date of the events.

4. Student Responsibilities

Each student:

1. will be in good standing according to the rules and guidelines for participation established by the KSHSAA and the resident school.
2. must be in grades 9, 10, 11, or 12 to be a member of a high school district ensemble or All-State ensemble.
3. must be in grades 6, 7 or 8 to be a member of the district middle school honor choir.
4. must be in grades, 7 or 8 to be a member of the district middle school honor band.
5. must be in grades 3, 4, or 5 to be a member of the district elementary honor choir.
6. vocalists must be enrolled in a choral/instrumental performance area, if one exists in the school, at the time of auditions and performance for SCKMEA district ensembles.
7. instrumentalists must be enrolled in a choral/instrumental performance area, if one exists in the school, at the time of auditions and performance for SCKMEA district ensembles.
8. orchestra instrumentalists must be a participant in a community performance ensemble if a performance class is not available to the student at their base school.
9. will participate in all rehearsals and the concert for the District Mini-Convention to insure eligibility for All-State ensembles.

5. Registration Process

1. Directors must register their students for all SCKMEA events on the SCKMEA website.
2. Deadlines for registrations are listed on the website.
3. Payment for auditions/performance is due to the SCKMEA Executive Director on or before the date of the event.
4. Directors must communicate within the school to insure that HS students only audition for band/orchestra or choir. They may not audition for both.
5. High school students who audition in October for a SCKMEA jazz band may also complete one SCKMEA audition in November (See #4 above.). Subsequently, any student who performs as a member of an SCKMEA Jazz Ensemble in November and auditions for an SCKMEA Choir Ensemble shall lose any All-State Instrumental Ensemble eligibility. *Rationale: District choir auditions in November also serve as the "All-State" audition for choral ensembles and occur prior to the January live audition for All-State Instrumental Ensembles.*

6. Audition and Participation Fees

Audition Fees:

1. A \$10 audition fee is charged for all HS honor groups (Jazz Band, Band, Choir, Orchestra).
2. There is a penalty for late registrations. All deadlines and late dates are indicated on the website. All late fees are in addition to the standard registration fee. The first late date will include a \$25 late fee per registration. The second late date will include a \$50 late fee per registration. All registrations made the day of the event will be charged \$100.
3. Fees are due by the date of the event. All fees unpaid by the event will be doubled. If fees are not paid by April 15, that organization will not be allowed to participate in SCKMEA District events the following year.
4. There are no audition fees for elementary or middle school ensembles.
5. Audition fees are charged the moment a student is registered and must be paid before the event, regardless of whether the student auditions or not. Audition fees will not be refunded by SCKMEA for any reason.

Participation Fees:

1. Elementary Honor Choir participants will be assessed a \$10 fee for participation.
2. All middle school and high school ensemble participants will be assessed a \$15 fee for participation.
3. Fees are due by the date of the event. All fees unpaid by the event will be doubled. If fees are not paid by April 15, that organization will not be allowed to participate in SCKMEA District events the following year. Special circumstances will be left to the decision of the SCKMEA Executive Committee.
4. If a student is sick or drops out of the event, the fee must still be paid.

7. Audition Process

Elementary Choir:

1. The SCKMEA Elementary Choir is a teacher-nominated ensemble, no audition is required.
2. Nominations will be entered online through the KMEA Members portal.
3. Participation is open to students in 3rd, 4th, and 5th grades.
4. Participating schools should send five students prepared to sing Part I, and five students prepared to sing Part II.
5. Schools are limited to a total of 10 students per school.

MS Band:

1. The SCKMEA MS Band is a teacher-nominated ensemble, no live audition is required.
2. Nominations will be entered online through the KMEA Members portal.
3. Each director may recommend up to eight students.
4. Only students who are in 7th or 8th Grade will be accepted.
5. Recommendations are submitted online
6. Please include specific comments regarding each submission. (These comments will aid in the selection of students.)
7. All entries are to be submitted digitally no later than the posted date.
8. Percussion recordings should be postmarked no later than the posted date.
9. *****LATE ENTRIES WILL NOT BE ACCEPTED!*****
10. The band size is limited to approximately 120 students, so not every student submitted will be selected. We must strive to have a balanced instrumentation in this band. The final instrumentation and music will be sent out no later than one month prior to the performance date. Percussionists must provide a recorded audition using a process determined by the Middle School Band chair. The audition material will be available for download and print from the district website. Percussionists must audition on two of the three percussion instruments (snare, timpani, and mallets)

MS Choir:

1. The SCKMEA MS Choir is a teacher-nominated ensemble, no live audition is required.
2. Nominations will be entered online through the KMEA Members portal.
3. Directors may submit up to two (2) balanced quartets.
4. If you are interested in sending singers but do not have a quality balanced quartet, please email the Middle School Choir Chair and an attempt will be made to complete your quartet with students from other schools. Please make sure "extra" singers know that if quartets cannot be balanced, they may not be chosen.
5. INCOMPLETE QUARTETS completed on the online registration form will NOT be accepted unless first approved by SCKMEA. Every attempt will be made to allow as many of your students to attend as possible.

(Audition Process, Cont.)

HS Band:

1. Auditions must be registered online through the KMEA Members portal.
2. Auditions will happen in two sessions: a morning session and an afternoon session. Rather than being assigned a specific time, students will be assigned a session. Students will be required to check-in for their assigned session during a specific registration time, then proceed to their audition room. Students that do not check in during the registration time for their session will be considered a cancellation. After registration, audition rooms will be a "first-come, first-serve" for auditions.
3. To the extent the schedule allows, accommodations can be made for students who need special consideration for their scheduled audition time. Directors must note all such requests when entering students online. Personal preferences for directors or students cannot be accommodated and should not be entered.
4. Directors are responsible for relaying audition time and location information to their students. Directors must arrive no later than (8:00 AM) the day of the auditions. A judge meeting will be held at 8:15 AM to discuss the audition process, any further reductions being made to the audition materials and to ensure the auditions start on time. Directors with students participating in the Middle Level Honor Band will be able to drop their students off prior to the judge meeting. *Note - Directors with students participating in the Middle School Honor Band and/or HS Jazz Band as well as HS Honor Ensemble auditions are NOT excused from participating in judging.*
5. Any school that registers students for a HS Wind/Percussion audition is required to provide 1 judge/adult helper per 15 student registrations. Any school that registers more than 15 band entries is required to send at least one (1) qualified judge and one (1) additional adult to assist with audition day (to serve as a monitor or runner) for every 15 entries. All judges/helpers must be present for the entire day of the event if they registered students. Directors agree to participate in judging when they register students, regardless if their student cancels after they have been registered into the KMEA system. SCKMEA will excuse directors from judging without penalty only if they are directly involved in the operations of SCKMEA events (Board members, area chairs and assistants) on the day of auditions. Directors that do not secure a replacement judge or adult helper and refuse to participate in judging will be assessed a \$100 non-participation penalty fee per judge/helper to be paid with their entry fees.
6. Music Requirements for the Live Audition are indicated on the SCKMEA website.

(Audition Process, Cont.)

HS Choir:

Audition Registration is managed by the KMEA state organization for District-State High School choral auditions.

1. Auditions must be registered online through the KMEA Members portal.
2. Entries must be completed by entry deadline. Late entries will be allowed to audition for district choir only, with fees determined by the Fee Policy. However, to be eligible for State Honor Choir, you must have entries submitted by entry deadline.
3. Practice files will be made available in the KMEA Members portal for directors to download.
4. The All-State audition repertoire list is on the KMEA website. For auditions students must use original copies.
5. Students will sing a short excerpt from each of the songs. Students will sing along with a recorded track that comes from the practice files, and there is a teacher in the room to conduct.
6. Students should not speak as they enter or exit the audition room.
7. Audition cuts will be available during the final week before the November auditions. These cuts will be posted on the SCKMEA website and emailed to all teachers who have registered students to audition.
8. All directors who have students auditioning are required to assist with the audition process as assigned by the Choir Chair. Directors that do not secure a qualified replacement and refuse to participate in judging will be assessed a \$100 non-participation fee to be paid with their entry fees. *Note – Directors with students participating in the Middle School Honor Choir as well as HS Choir auditions are NOT excused from participating in judging.*
9. To the extent the schedule allows, accommodations can be made for students who need special consideration for their scheduled audition time. Please email requests directly to the Choir Chair.
10. Music Requirements for the Live Audition are indicated on the SCKMEA website.

(Audition Process, Cont.)

HS Orchestra:

1. Auditions must be registered online through the KMEA Members portal.
2. Students will be assigned an audition time. Directors are responsible for relaying audition time and location information to their students.
3. Each student will check in with the door monitor at his or her assigned room approximately 10 minutes prior to the assigned audition time.
4. Audition numbers will be assigned at the door. Audition numbers must not be traded.
5. The judges will wait an appropriate amount of time for "no shows" at each room.
6. All auditions will be blind.
7. Audition materials are available on the SCKMEA website and are an abbreviated version of the KMEA All-State Audition Materials.
8. To the extent the schedule allows, students who need special consideration for their scheduled audition time can be scheduled at the beginning or end of the auditions. Directors must note all such requests when entering students online. This should be used extremely sparingly. Personal preferences for directors or students cannot be accommodated and should not be entered.
9. Directors must arrive no later than 7:30 AM the day of the auditions. This will allow time to discuss any further cuts being made to the audition materials and ensure the auditions start on time.
10. All directors who have students auditioning are required to help in the audition process as needed (judging, tabulating, preparing music packets, etc.).
11. *Any school that registers students for an orchestra audition is required to provide 1 judge/adult helper per 15 student registrations. Any school that registers more than 15 orchestra entries is required to send at least one (1) qualified judge and one (1) additional adult to assist with audition day (to serve as a monitor or runner) for every 15 entries. All judges/helpers must be present for the entire day of the event if they registered students. Directors agree to participate in judging when they register students, regardless if their student cancels after they have been registered into the KMEA system. SCKMEA will excuse directors from judging without penalty only if they are directly involved in the operations of SCKMEA events (Board members, area chairs and assistants) on the day of auditions. Directors that do not secure a replacement judge or adult helper and refuse to participate in judging will be assessed a \$100 non-participation penalty fee per judge/helper to be paid with their entry fees. (Approved by SCKMEA Board on June 14, 2025)*
12. Music Requirements for the Live Audition are indicated on the SCKMEA website.

(Audition Process, Cont.)

HS Jazz:

1. Auditions must be registered online through the KMEA Members portal.
2. Students will be required to check-in during a specific registration time, then proceed to their audition room. Students that do not check in during the registration time for their session will be considered a cancellation. After registration, audition rooms will be a "first-come, first-serve" for auditions.
3. Directors are responsible for relaying audition time and location information to their students. A judge meeting will be held to discuss the audition process, any further reductions being made to the audition materials and to ensure the auditions start on time.
4. Any school that registers students for a HS Wind/Percussion entry to provide 1 judge per 15 student **registrations**. Any school that registers more than 15 jazz entries is required to send at least one (1) qualified judge and one (1) additional adult to assist with audition day (to serve as a monitor or runner) for every 15 entries. All judges/helpers must be present for the entire day of the event if they registered students. Directors agree to participate in judging when they register students, regardless if their student cancels after they have been registered into the KMEA system. SCKMEA will excuse directors from judging without penalty only if they are directly involved in the operations of SCKMEA events (Board members, area chairs and assistants) on the day of auditions. Directors that do not secure a replacement judge or adult helper and refuse to participate in judging will be assessed a \$100 non-participation penalty fee per judge/helper to be paid with their entry fees.
5. Music Requirements for the Live Audition are indicated on the SCKMEA website.

8. Audition Materials for All Groups

All audition materials are listed on the website and will be the same as those published for the KMEA All-State Honor Groups.

9. Awards and Scholarships

Awards:

SCKMEA will present a plaque to:

- Outstanding Elementary School Music Educator
- Outstanding Middle School Music Educator
- Outstanding High School Music Educator
- Outstanding Administrator

Nominations for these awards may be sent to the SCKMEA President at any time during the year using the address below:

<https://forms.gle/w8rZkZneeDjuUUWj7>

Scholarships:

SCKMEA will present a \$300 scholarship to:

- 1 wind/ percussion student
- 1 choir student
- 1 orchestra student.

The application for the scholarship is on the SCKMEA can be found in the Policy Manual and can be accessed at the address below:

<https://forms.gle/iR5GrUivtV7rsutJ7>