

# Central Oklahoma Choral Directors' Association

## Rules and Regulations

*Revised January 2025*

### General Information

1. The Central Oklahoma Choral Directors' Association (COFDA) sponsors an annual honor choir day for students in grades 7-12. There are three choirs, a 7<sup>th</sup> – 9<sup>th</sup> grade mixed choir, a 7<sup>th</sup> – 9<sup>th</sup> grade treble choir, and a 10<sup>th</sup>-12<sup>th</sup> grade mixed choir.
2. Students who participate must be sponsored by their school choir teacher(s). There is no school membership fee. Due to OSSAA regulations, all students must be associated with a school. Private students and home schooled students may not participate.
3. Each student participating in COFDA must be academically eligible according to the rules of the Oklahoma Secondary School Activities Association. Academic eligibility applies at the time of audition, as well as the rehearsals and concert. Both the school principal and the sponsoring teacher(s) must certify that all applicants are eligible.
4. The sponsoring teacher(s) must accompany their student(s) to the audition site and all rehearsals. Students cannot participate in either the auditions or the festival without their sponsoring teacher(s) being present.
5. All teachers with participating students must be available to work as needed at both the audition and festival sites. For any school that has two or more directors - all directors from each school will be assigned an audition job.
6. Teachers must check in at the registration table when they arrive at the audition and mark off any no-shows they may have from the lists of students at registration.

### Entry Procedures for Junior High and High School

1. The entry fee for each student audition is \$10.00. Schools are expected to pay for all students entered, whether or not an individual student completes the audition process.
2. The entry deadline for auditions is generally the second Thursday in September and the exact date will be posted on the website before school districts return for the fall

semester each year. The late entry deadline is one week after the first deadline, and will be charged a double entry fee (\$20.00 per student). The doubled portion will not exceed \$100.00 total for all entries. All entry changes submitted after the late entry deadline are considered emergency entries, and will require a \$40.00 entry fee per student.

3. The deadline for requesting an audition time change is the Wednesday before the audition at 5:00pm. No audition time changes will be made after this date. This is also the deadline for voice part changes - i.e. changing an entry from alto to tenor. Emergency time changes will be considered by the Executive Board.

## **Audition Information for Junior High**

1. The auditions will take place on the last Saturday in September.
2. The audition site is Edmond Memorial High School.
3. The audition cuts will be taken directly from OCDA All-State rehearsal/audition tracks.
4. The COCDA Audition Coordinator will randomly schedule students and the schedules for each school will be mailed to the directors at least one week before the audition. Special scheduling requests will be honored whenever possible, but requests made after the initial entry deadline may not be accommodated.
5. There will be no list by school or by student name except at the registration area and tallying office. Throughout the audition process, the students are identified only by number, which will be assigned at the audition site.
6. Judging and working assignments: **Every participating teacher is required to work on the day of the auditions, as a judge, tabulator, registration table worker, or other duties as assigned.**
7. Students will be required to learn two audition pieces that are selected in advance by the COCDA officers. They will be the same as the All-OCDA Honor Choir audition pieces.
8. Students will sing selected cuts from the two audition pieces. Cuts will be sent to teachers at 6:30am on the Friday morning before the auditions, and there will be no listening room.
9. Students will sing with the rehearsal accompaniment in their auditions, or parts if a song is a cappella, as played on the rehearsal tracks.

10. The top score in each of the treble parts will be placed into the Mixed Choir, the next highest score will be placed into the Treble Choir, and each following high scorer will be placed in one of the two choirs in alternating fashion (mixed-treble-mixed-treble) until 25 of each treble part have been placed in the Mixed Choir, and 30 of each treble part have been placed in the Treble Choir.
11. The following voicings will be auditioned: SI, SII, AI, AII, TI, TII, BI, BII.
12. Boys may audition for treble parts if they wish. They must sing the same part on all audition pieces.
13. Students must have a minimum total score of 120 to be selected for a choir.

### **Audition Information for High School**

1. The auditions will take place on the last Saturday in September.
2. The audition site is Edmond Memorial High School.
3. The audition cuts will be taken directly from the OkMEA All-State rehearsal/audition tracks.
4. The COCDA Audition Coordinator will randomly schedule students and the schedules for each school will be mailed to the directors at least one week before the audition. Special scheduling requests will be honored whenever possible, but requests made after the initial entry deadline may not be accommodated.
5. There will be no list by school or by student name except at the registration area and tallying office. Throughout the audition process, the students are identified only by number, which will be assigned at the audition site.
6. Judging and working assignments: **Every participating teacher is required to work on the day of the auditions, as a judge, tabulator, registration table worker, or other duties as assigned.**
7. Students will be required to learn two audition pieces that are selected in advance by the COCDA officers. They will be the same as the All-OkMEA Honor Choir audition pieces.
8. Students will sing selected cuts from the two audition pieces Cuts are made available to

students when they enter the listening room prior to their auditions.

9. Students will sing with the rehearsal accompaniment in their auditions, or parts if a song is a cappella, as played on the rehearsal tracks.
10. The following voicings will be auditioned: SI, SII, AI, AII, TI, TII, BI, BII.
11. Boys may audition for treble parts if they wish. They must sing the same part on all audition pieces.
12. For the High School Mixed Choir, the top 25 scores of each voice part will be selected
13. Students must have a minimum score of 120 to be selected for a choir.

## **Festival Information and Procedures for Junior High and High School**

1. The executive board will decide on a festival date each year before the end of the prior school year.
2. Students who are selected for the choirs will pay a \$20.00 participation fee, which includes a t-shirt and lunch on the day of the festival. The school is responsible for providing the music packets for their students. The school is also responsible for the students' preparation of the festival music.
3. Students who are selected will be expected to attend all rehearsals. Exceptions must be cleared with the President prior to the festival day.
4. Music selections will be limited to four pieces per group, not to exceed 30 minutes of performance time.
5. Participating teachers are required to be in attendance during the concert day, or the students will be sent home.
6. Three year members must participate all three years in order to receive a 3-year medal. If a student moves in from another region or state and wishes to qualify as a 3-year member, the student must provide written verification of their participation in a similar

regional choir. (Example: a program from the concert with the student's name listed for each year he or she was a member) Their sponsoring teacher must provide this information BEFORE the festival begins.

7. Six year high school members must participate all three years in one of the two junior high choirs, and all three years in the high school choir, in order to receive a 6-year medal. If a student moves in from another region or state and wishes to qualify as a 6-year member, the student must provide written verification of their participation in a similar regional choir. (Example: a program from the concert with the student's name listed for each year he or she was a member) Their sponsoring teacher must provide this information BEFORE the festival begins.

## **Audition Day Procedures**

1. Schools should plan to arrive well ahead of their first scheduled audition time.
2. Upon arrival, students will report to the registration table to sign the registration book of the voice part for which they will be auditioning. After signing the book, students will receive a registration ticket with their audition number. Students should take care to not lose their audition ticket, as it is required to enter their audition room.
3. Members must check in at the registration table and provide a list of no-shows and cancellations.
6. Students should proceed to the waiting area at least fifteen minutes prior to their scheduled audition time.
7. Students need to have their music in order when they enter the audition room. No student may use photocopies.
8. Students will give the room monitor their audition ticket, and the room monitor will announce the audition number to the judges behind the screen.
9. Students are NOT to look behind the screen for any reason. Non-compliance will result in disqualification.
10. No re-starts will be allowed.
11. Every student audition has a possible 400 points. Each of the two judges gives a maximum of 100 points per song utilizing this scale:

**20 points – Voice Quality**  
**20 points – Note Accuracy**  
**20 points – Rhythmic Accuracy**  
**10 points – Diction**  
**15 points – Intonation**  
**10 points – Dynamics**  
**5 points – Phrasing**