

# Central Oklahoma Choral Directors' Association

## Rules and Regulations

*Revised July 2018*

### 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 a member of COFDA. Annual membership dues are \$50.00. 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 COFDA member must certify that all applicants are eligible.
4. The COFDA member must accompany their student(s) to the audition site and all rehearsals. Students cannot participate without their sponsoring COFDA member being present.
5. All COFDA members with participating students must be available to work as needed at both the audition and festival sites.
6. Members must check in at the registration table for the auditions and provide a list of no-shows. Members must provide a list of students who will not be attending and a list of three year members at the rehearsal weekend.

### 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 the first Tuesday in September. The late entry deadline is the second Tuesday in September, and will be charged a double entry fee (\$20 per student). The doubled portion will not exceed \$100. All entry changes

submitted after the second Tuesday in September are considered emergency entries, and will require a \$40 entry fee per student.

3. The deadline for changing an audition time is the Wednesday before the audition at 5:00pm. No audition time changes will be made after this date. Emergency time changes will be considered by the Executive Board.
4. Voice part changes made after second Tuesday in September will be assessed a \$40 fee per change.

## **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 member 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 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 top 25 scores in each of the treble parts who are selected for the honor choirs will be placed in the Mixed Choir, and the next 30 high scores will be 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 member 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 festival will always take place on the Tuesday after first round all state auditions, unless that day is Halloween.
2. Students who are selected for the choirs will pay a \$25.00 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 the students. The school is also responsible for the students' preparation on 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 members 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 COCDA member 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 COCDA member must provide this information BEFORE the festival begins.

## **Audition Day Procedures**

1. Schools should plan to arrive 90 minutes 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 must have their audition ticket to enter the listening room and to audition.
3. Members must check in at the registration table and provide a list of no-shows and cancellations. Once you sign in at the registration table, you will receive the additional tracks for the upcoming COCDA Honor Choir members.
4. Students must go to the listening room to hear the cuts before they audition.
5. There will be no limit to the number of times a student may listen to the cut, but a student will not be permitted to enter the listening room more than 90 minutes prior to their audition time.
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**