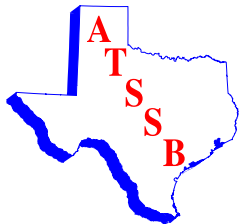


2018



ASSOCIATION OF TEXAS SMALL SCHOOL BANDS ATSSB OUTSTANDING PERFORMANCE SERIES

Duties of the Designated Region Coordinator

Region Coordinators are to plan for and carry out the effective adjudication of recordings from the designated region as assigned by the OPS State Chair. All records from region adjudication should be kept for one year after the state level of adjudication has been completed.

A **Digital OPS Tabulation File** (Excel file) will be made available by the OPS State Chair for each Region Coordinator to utilize in the adjudication of the recordings. The OPS State Chair will have established the alpha-numeric order of the recordings to be heard.

A DropBox link to folders containing the entered audio files will be made available as well. Depending on the quality of Wi-Fi in the area where adjudication is to be held, Region Coordinators may find it best to download the .WAV file recordings to a computer prior to adjudication to avoid any problems streaming audio from the OPS DropBox server.

If possible, Region Coordinators should secure a USB interface for the computer in order to provide a better transfer of audio source to a good quality stereo system for the playback of OPS recordings.

Judges **MUST NOT** have access to the names of schools being adjudicated until the results have been verified by the Designated Region Coordinator

Region Coordinators are to secure a panel (or panels) of experienced judges to adjudicate the recording on purely aesthetic standards (no scores or comment sheets shall be used). **Only current ATSSB members may serve as judges.** *Exception: After a Region Coordinator has exhausted all attempts to secure ATSSB members as judges, that Region Coordinator may use non-ATSSB members as judges provided those non-ATSSB members are active TMEA members.* Region Coordinators are encouraged to use only one panel of judges unless there is an exceptionally large number of entries to be adjudicated.

All OPS judges may be given a \$75.00 honorarium, which includes all expenses. If more than 35 recordings are entered, each judge may be paid an additional \$2.50 per recording adjudicated. All Region Coordinators may be paid a \$100.00 honorarium for their OPS services plus \$2.50 for each recording adjudicated above 35.

Using a **FIVE** member panel (or panels) and the Olympic scoring system (omit the highest and lowest scores), the judges will rank all of the **MARCHES** and all of the **CONCERT SELECTIONS** in each classification (1C, 2C/3C, 1A/2A, 3A, and 4A). Judges' Forms **2A**, **3A**, and **4A** must be used for **MARCHES**. Judges' Forms **2B**, **3B**, and **4B** must be used for **CONCERT SELECTIONS**.

After the adjudication, EITHER email a .PDF of the **Results** page of the **Digital OPS Tabulation File** or complete the **Certification of Advancement Form** (former Page 14) indicating the final rankings and send a copy (email, mail, or FAX) to all schools/directors participating in the competition, the OPS State Chair, and the ATSSB Executive Secretary. In addition, send a copy of the OPS Reimbursement Form to the OPS State Chair and the ATSSB Executive Secretary (opsstatechair@gmail.com / atssb@att.net OR Collin Anderson; 608 E Walker; Groesbeck TX, 76642 and Kenneth L. Griffin, Executive Secretary; ATSSB; 2117 Morse Street; Houston, TX 77019).

In the case tabulating manually is a necessity...

Should a tie occur, all recordings within the tie must be ranked before going on to the next highest score using the judges' preference system:

| LETTER | Judge1 | Judge2 | Judge 3 | Judge 4 | Judge 5 | SUM |
|--------|--------|--------|---------|---------|---------|-----|
| A | 4 | 2 | 5 | 3 | 7 | 10 |
| B | 2 | 4 | 2 | 5 | 4 | 10 |

Turning the judges' rankings into a preferential order, the resulting rankings will be:

| LETTER | Judge1 | Judge2 | Judge 3 | Judge 4 | Judge 5 | |
|--------|--------|--------|---------|---------|---------|-----------------------------|
| A | 1 | 1 | 2 | 1 | 2 | Three 1 st place |
| B | 2 | 2 | 1 | 2 | 1 | Two 1 st place |

The winner is, therefore, LETTER A, having three 1st place wins over LETTER B.

In the event of a multiple ties (three or more with the same total points), use the judges' preference of all five judges to determine which student should be either first or last of the three, then break two-way tie in the previously described manner:

| LETTER | Judge1 | Judge2 | Judge 3 | Judge 4 | Judge 5 | SUM |
|--------|--------|--------|---------|---------|---------|-----|
| A | 10 | 9 | 9 | 6 | 5 | 24 |
| B | 7 | 7 | 10 | 5 | 10 | 24 |
| C | 9 | 8 | 5 | 10 | 7 | 24 |

Turning the judges' rankings into a preferential order, the resulting rankings will be:

| LETTER | Judge1 | Judge2 | Judge 3 | Judge 4 | Judge | |
|--------|--------|--------|---------|---------|-------|----------------------------|
| A | 3 | 3 | 2 | 2 | 1 | One 1 st place |
| B | 1 | 2 | 3 | 1 | 3 | Two 1 st places |
| C | 2 | 1 | 1 | 3 | 2 | Two 1 st places |

LETTER A, will be 3rd place of the three recordings.

Then, turning the remaining two entries into 1st and 2nd place ratings, the results would be:

| LETTER | Judge1 | Judge2 | Judge 3 | Judge 4 | Judge | |
|--------|--------|--------|---------|---------|-------|------------------------------|
| B | 1 | 2 | 2 | 1 | 2 | Two 1 st places |
| C | 2 | 1 | 1 | 2 | 1 | Three 1 st places |

Digital OPS Step-By-Step Guide for Region Coordinators

1. Download the **Digital OPS Tabulation File** sent through email from the OPS State Chair to a computer.
 - Instructions for operating the tabulation file are on the front page of the file itself.
There is also a link to a PDF of these instructions on the ATSSB OPS webpage.
 - Each contest has a separate tab at the bottom of the Excel file window:
1C March, 1C Concert, 2C/3C March, etc.
2. Access the OPS DropBox account; this link will also be provided through email.
 - Open the designated folder that contains the audio files to be heard.
 - Download those files to a computer and place into a media player (iTunes, RealPlayer, etc.).
3. Check to make sure the recordings to be heard are in alpha-numeric order in the media player.
 - Confirm that the recordings are in the same order of the recordings as listed in the tabulation file.
4. Once the judging panel has been assembled, provide each judge with the appropriate forms 2A/3A and/or 2B/3B (found on the ATSSB OPS webpage) to use in adjudication, then play the recordings through a high quality sound system.
 - If possible, use a USB interface for the computer in order to provide a better transfer of audio to the sound system.
5. Once the judging is complete, transfer the final results from Chairman's Form 4A or Form 4B to the appropriate page in the tabulation form.
 - Follow the Digital Tabulation File Instructions to tabulate the results.
6. When all contests have been tabulated, go to the RESULTS tab of the Excel file.
 - Confirm that the information on the results page is correct.
 - Print the RESULTS page into a PDF file. This will serve as the **Certification of Advancement Form** to be sent to each participating director, as well as the OPS State Chair and Executive Secretary. Otherwise, you may choose to use the Certification of Advancement Form link on the ATSSB OPS webpage and type the results information into the PDF the link brings up, then print it to PDF.
 - Email the PDF file to the respective recipients as stated above.