



ASSOCIATION OF TEXAS SMALL SCHOOL BANDS

ATSSB OUTSTANDING PERFORMANCE SERIES

Duties of the Designated Area Coordinator

Designated Area Coordinators are to receive and catalogue all CDs and optional Flash drive backups from their assigned Designated Region Coordinators. The Area Coordinator will not begin auditions until communication has taken place between the Area Coordinator and the Region Coordinators that should be advancing CDs to Area. Accurate records are to be kept until one year after the entire selection process at the State level is completed.

Secure the services of a good quality CD player with speakers capable of playing high, low and midrange voices. Have available a computer capable of playing the .WAV file on the optional flash drive backups with a connection to the playback system.

Judges must **not** have access to the names of the schools entered until the results have been verified by the Designated Area Coordinator.

Secure a panel (or panels) of judges to adjudicate the CDs on purely aesthetic standards (no scores or comment sheets shall be used). **NOTE: Only current ATSSB members may serve as judges.** Exception: After an Area Coordinator has exhausted all attempts to secure ATSSB members as judges, that Area Coordinator may use non-ATSSB members as judges provided those non-ATSSB members are active TMEA members. All OPS judges may be given a \$75.00 honorarium, which includes all expenses. If more than 35 CDs are adjudicated, each judge may be paid an additional \$2.50 per CD adjudicated. All Area Coordinators may be paid a \$100 honorarium for their OPS services plus \$2.50 for each CD adjudicated above 35.

Using a FIVE member panel (or panels) and the Olympic scoring system, the judges will rank all of the *marches* and all of the *concert* selections in each class (Class 1C, Class 2C, Class 1A/2A, Class 3A, and Class 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 completion of the selection process, complete Page 14 which shows the TWO highest ranked *marches* and the THREE highest ranked *concert* selections in each class along with the final adjudicated order of all entered CDs.

Ship **Page 14 and Forms 1A, 1B, and 1C** and **one set** of CDs by **USPS Priority Mail, UPS Second Day Service, FedEx Second Day Service or other shipment companies with comparable service with no signature required** to Collin Anderson, **OPS State Chair**, 608 E. Walker, Groesbeck, TX 76642 on or before June 23. The following day, ship **a copy of Page 14 and copies of Forms 1A, 1B, and 1C** and the **backup set** of CDs and optional flash drive backups by **USPS Priority Mail, UPS Second Day Service, FedEx Second Day Service or other shipment companies with comparable service with no signature required**. Both sets of CDs and optional flash drive backups may be shipped on the same day if utilizing different carriers. It is recommended that the **OPS State Chair** be contacted several days after shipment to verify delivery.

Send a completed copy of Page 14 (mail, email or fax) to the each director who entered a CD.

Send a **copy of Page 14** (unless you have already emailed, mailed or faxed it), any reimbursement request you might have for judges' honoraria, postage and shipping to **Kenneth L. Griffin, Executive Secretary; ATSSB; 2117 Morse Street; Houston, TX 77019**. Designated Area Coordinators are encouraged to use only one or two judging panels unless there are an exceptionally large number of entries.