



ASSOCIATION OF TEXAS SMALL SCHOOL BANDS
ATSSB OUTSTANDING PERFORMANCE SERIES
Duties of the Designated Region Coordinator

Designated Region Coordinators are to receive and catalogue all CDs and optional flash drive backups from their assigned band directors. All records should be kept for 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 low, high 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 Region 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 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. 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 Region 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 (throw out the high and the low), 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 and mail a copy to all schools entered in the competition with a copy to the OPS State Chair.

In any case where a tie occurs, all CDs which are tied shall be awarded a place before going on to another place using judges' preference:

LETTER	JUDGE #1	JUDGE #2	JUDGE #3	JUDGE #4	JUDGE #5	SUM
A	1	2	5	3	7	10
B	2	4	2	5	4	10

If you turn the judges' rankings into a preferential order, the resulting rankings will be:

LETTER	JUDGE #1	JUDGE #2	JUDGE #3	JUDGE #4	JUDGE #5	SUM
A	1	1	2	1	2	4
B	2	2	1	2	1	5

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The winner of the "judge's preference" (letter **A**) being placed above letter **B** at the point of the tie in the overall rankings.

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

LETTER	JUDGE #1	JUDGE #2	JUDGE #3	JUDGE #4	JUDGE #5	SUM
A	9	10	5	9	6	24
B	7	7	10	5	10	24
C	5	9	8	10	7	24

If you turn each judge's rankings into a 1-2-3 (or more) order, the resulting rankings will be:

LETTER	JUDGE #1	JUDGE #2	JUDGE #3	JUDGE #4	JUDGE #5
A	3	3	1	2	1
B	2	1	3	1	3
C	1	2	2	3	2

In this example, Letter C had the fewest first-place points, so would be placed third in this three-way tie and the other two chairs ranked by the remaining judges' preference (letter B winning over letter A). The three CDs tied in this instance would be ranked B-A-C.

Ship *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 the **Designated Area Coordinator** on or before June 9. The following day, ship *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 may be shipped on the same day if utilizing a different carrier. It is recommended that the **Designated Area Coordinator** be contacted several days after shipment to verify delivery.

The Designated Region Coordinators will send the advancing sets of CDs and optional Flash drive backups to the Designated Area Coordinators. **NOTE: all information to whom and where you will send advancing CDs will be found in the March Newsletter on the ATSSB website** (<http://www.atssb.org/execsec/MAR17.pdf>).

Send Page 14 (mail, email or fax) showing the final ranking of all CDs entered (not just those advancing) to the **Designated Area Coordinator**, the **OPS State Chair** and to each director who entered a CD.

Send the Designated Region Coordinator Report (Page 13), a copy of Page 14 showing all CDs entered and their final adjudicated rankings, **all accumulated entry checks**, 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 Region Coordinators are encouraged to use only one judging panel unless there is an exceptionally large number of entries.

2017



ATSSB Outstanding Performance Series
Designated Region Coordinator Report



Each Designated Region Coordinator shall be responsible for collecting all submitted CD entries and optional flash drive backups as of the deadline of May 23. They are to sort the entries by class and organize adjudication (if necessary), then send all related checks along with this form to:

Kenneth Griffin, ATSSB Executive Secretary
2117 Morse Street
Houston, Texas 77019

Be sure to include a copy of Page 14 unless you have already emailed, mailed or faxed it. The number of CDs listed on that letter should agree with the number reported below:

Total number of entries _____ X \$60.00 per entry = _____ (total of all accumulated checks)

Certified on May/June ____, by _____ to the State Office.
Designated Region Coordinator, Region _____