



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

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

An online OPS Tabulation File will be made available for download to each Area Coordinator by the OPS State Chair to utilize in the adjudication of the recordings. The OPS State Chair will have established within the file the alpha-numeric order of the recordings to be heard.

Depending on the quality of Wifi in the area where adjudication is to be held, Area Coordinators may find it best to download the .WAV files to a computer prior to adjudication to avoid any problems streaming audio from the OPS DropBox server.

If possible, Area Coordinators should secure a USB interface for the computer in order to provide a better transfer of the 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 Area Coordinator.

Area Coordinators are to secure a panel (or panels) of experienced judges to adjudicate the recordings on purely aesthetic standards (no scores or comment sheets shall be used). Only current ATSSB members may serve as judges; however, after exhausting all attempts to secure ATSSB members as judges, the Area Coordinator may use non-ATSSB members as judges provided those non-ATSSB members are active TMEA members. Area Coordinators are encouraged to use only one panel of judges unless there is an exceptionally large number of entries to be adjudicated. It is highly recommended that Region Coordinators seek judges who have demonstrated success in UIL or comparable evaluations, representing various school classifications, with preference to TMAA membership when possible.

All OPS judges may be given a \$100.00 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 Area Coordinators may be paid a \$125.00 honorarium for their OPS services plus \$2.50 for each recording adjudicated above 35. If two panels are necessary, a monitor may be used to oversee the second panel and may be paid the same as adjudicators. Site and janitorial fees may also be considered, but any expense beyond the payment of adjudicators and Area Coordinator honorarium must be preapproved by the OPS State Chair before the event in order to receive reimbursement.

At the Area Coordinator's discretion, based on length of the listening session(s), a lunch meal may be offered to those involved in Area OPS adjudication not to exceed \$10 per judge, coordinator, and/or additional monitor involved. The Area Coordinator will submit a reimbursement form and receipt for the meal to the Executive Secretary following the OPS adjudication.

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, email the Digital OPS Tabulation File to the OPS State Chair. Region and Area Coordinators will not be sending any announcements regarding advancing recordings. These shall only come from the OPS State Chair. In addition, send a copy of the OPS Reimbursement Form to the OPS State Chair (opsstatechair@atssb.org OR Collin Anderson; 608 E Walker; Groesbeck TX, 76642) and the ATSSB Executive Secretary (atssb@att.net OR Kenneth Griffin, ATSSB Executive Secretary; 2117 Morse Street; Houston, TX 77019).

In case tabulating manually is necessary, see page 9.