

Appendix A

Florida Orchestra Association, Inc.

FMEA All State Clinic/Conference

Information Section

1. **Hotel/Motel Reservations**

Each director should make hotel/motel reservations for himself or herself and his/her students and chaperones, well in advance of the Clinic/Conference. Instructions for making reservations are given each year in the *Florida Music Director* and should be followed to ensure obtaining the special FMEA Convention rates.

2. **Chaperones**

FMEA rules state that all participating students must be chaperoned. At least one chaperone, other than the director is required for every 10 students or fraction thereof. Directors should arrange to have enough chaperones so that the directors will be free to attend the various events of the clinic.

3. **Concert Dress for All Orchestras**

Girls: Floor length black skirts, long sleeved white blouse, black hose and black shoes. No jewelry or large hair ornaments. No perfume.

Boys: Black dress pants, long sleeved white dress shirt, black socks, black shoes, black belt and long black tie. No cologne. No tennis shoes.

4. **Pre-Registration**

It is to the director's advantage to pre-register with the FMEA Executive Director in advance of the Clinic/Conference/All-State. The deadline for pre-registration is given each year in the *Florida Music Director*. Follow the form given in the *Music Director* or register on line at: www.flmusiced.org. The name, home address and clinic address, if known, must be given for each student, chaperone and the director. In addition, the director should indicate in which All-State group the students are participating. Pre-registration must be accompanied by the registration fee. Those directors who have pre-registered before the deadline will find their complete registration packet awaiting them when they check in at the FMEA registration desk at the Clinic/Conference/All-State.

5. **Equipment List for Students**

Each student must bring to the Clinic/Conference a folding music stand, his/her instrument(s) and accessories, orchestra music and proper attire for the concert.

6. **Clinic/Conference Regulations and FMEA Rules of Conduct**

A. **General Regulations**

- i. Directors must accompany their students to the Clinic/Conference and are responsible for the students' registration, transportation, preparation of the orchestra music and, most important, monitoring student conduct while at the Clinic/Conference.

- ii. The FMEA yearly Clinic/Conference is an activity approved by FSMA. Directors may obtain professional leave for their absence from school and should make request to their Principal, well in advance of the Clinic/Conference, for release during the Clinic/Conference dates.
 - iii. The proper behavior of students is of utmost importance. If one student breaks a rule of conduct, the entire school may be disqualified from FMEA Clinic/Conference the following year. Each director should make certain that each of the students knows, understands and abides by the FMEA Rules of Conduct. Any violations should be reported to the FMEA Board.
- B. FMEA Rules of Conduct
- i. Students must maintain reasonable quiet at all times in hotel rooms, both night and day. People in neighboring rooms, not associated with the Clinic/Conference, may be trying to sleep. TV sets and radios must be played with volume at low level.
 - ii. Students must wear their Clinic/Conference badges and school clothes at all times when outside their rooms.
 - iii. Room doors should be locked at all times.
 - iv. Boys are not allowed to visit girls' rooms and vice versa.
 - v. Curfew for students on Thursday and Friday nights is 11:00 PM and 12:00 AM on Saturday night. Curfew means that students must be in their rooms and must not leave them after the hour of curfew.
 - vi. No alcoholic beverages or illegal drugs are allowed in students' rooms at any time.
 - vii. Students are not permitted to smoke.
 - viii. Students are not permitted to visit students in other motels/hotels. Nuisance phone calls are prohibited.
 - ix. Students are not allowed to ride in cars unless with chaperones.
 - x. Students are reminded that extreme caution should be exercised near windows.
 - xi. Nothing should ever be thrown from hotel windows.
 - xii. Good common sense and consideration of others should be exercised at times.

7. Check-List for Directors

- A. Well in advance (possibly before the summer break), director begins preparing any students who wish to audition.
- B. Before the posted deadline, director submits applications and auditioning fees to the District Chairperson and prepares students for the taping session at the designated date, site and time as scheduled by the District Chairperson.
- C. Director selects chaperones and makes hotel/motel reservations for self, students and chaperones.
- D. Students unable to attend All-State
 - 1. Notify the Executive Director by the published date, **IN WRITING** (Only fax, e-mail, FedEx, UPS or US Postal Service or equivalent), of any student not able to attend All-State. This date may be found on the FOA Web site, Parental Agreement Form, and calendar. Please note: Notification via the FOA All-State Message Boards is not acceptable.
 - 2. Immediately return music to the Executive Director

- E. After the students receive their music from the Orchestra Chair, director rehearses students on their parts.
- F. Director pre-registers self, students and chaperones by completing the registration form in the **Florida Music Director** and sending it to the FMEA Executive Director OR by registering on line at: www.flmusiced.org.
- G. The director arranges for transportation of students, instruments and any other equipment.
- H. Several days before Clinic/Conference/All-State, the director should:
 - 1. Prepare copies of the FMEA Rules of Conduct to give to each student and chaperone.
 - 2. Prepare typewritten list of students, chaperones and self, with boys and girls listed separately, for the hotel manager.
 - 3. Remind students:
 - a. To bring to Clinic/Conference/All-State their instrument, music and folding music stand for rehearsals.
 - b. To bring proper All State concert dress.
 - c. To obey FMEA rules of conduct.

8. Only for directors who did not pre-register

Prepare typewritten list of names, home addresses and Clinic/Conference/All-State addresses for each student, chaperone and self (also indicating in which All-State organization each student is participating) for FMEA registration at Clinic/Conference/All-State. The director should also collect the registration fee from each student.

- A. First day of Clinic, upon arrival:
 - 1. Director gives students and chaperones copies of Rules of Conduct.
 - 2. Director instructs students
 - 3. "Lights out" time.
 - 4. Clinic/Conference/All-State transportation system (if available).
 - 5. Encourages students to visit exhibits.
 - 6. Reminds students to be prompt at rehearsals.
 - 7. Reminds students that no one may be excused from rehearsals without permission from the FOA President or Executive Director.
 - 8. Informs students of all scheduled rehearsal times and places.
 - 9. Suggests a good restaurant and reminds students to eat 3 times a day.
 - 10. Warns students to avoid "questionable" areas during their free time.
 - 11. Warns students to guard their instruments and luggage at all times.
- B. The director checks with chaperones to be sure they are properly briefed and will know how to handle any situation.
- C. The director gives hotel/motel manager a typewritten list of names of students and chaperones and self.
- D. The director checks in at the FMEA registration desk. NO ONE else may do this for the director.
- E. On the last day of Clinic/Conference/All-State, before checking out, the director should check each hotel room for forgotten articles and for any damage by students. This check is for the director's protection.