

ACDA HONOR CHOIR POLICIES

National, Division, and State Levels

ACDA HONOR CHOIRS MISSION STATEMENT

The purpose of ACDA honor choirs is to provide a positive, quality musical experience that transcends a singers' traditional level of expertise and to expose singers, chaperones and ACDA members to exceptional clinicians and accompanists and superior choral literature.*

***The term chaperone used throughout this document is defined as a parent, a parent representative, a legal guardian, or a legal guardian representative.**

HONOR CHOIR ACCESSIBILITY

- All students of ACDA members have the opportunity to audition for an honor choir at the discretion of the ACDA sponsoring member.
- Unless meal plans are required by a specific state, division or national honor choir, meal plans may be optional unless circumstances necessitate the use of hotel sponsored meals. Reasons that may necessitate a meal plan include the lack of accessibility of local restaurants and/or inclement weather.
- If there is a meal plan, attempts should be made to address the dietary needs of all students.
- When choosing to sponsor participants, ACDA members will publicize the honor choirs to their students.

Singers are required to learn the music once they are accepted into the choir.

HONOR CHOIR CHAPERONES

In order to insure consistent chaperone procedures from year to year the following are policies to be implemented by all ACDA honor choirs:

For every singer 6th grade and below: 1 chaperone per singer in every hotel room. One chaperone may serve for multiple family members.

Junior High/Middle School Honor Choirs: a minimum of 1 chaperone (over the age of 21) per every 3 singers, in every hotel room.

High School Honor Choirs: A ratio of at least 1:20 (chaperone to students) must be used for all high school honor choirs. Chaperone duties will include, but not be limited to, the following:

1. Stay in the same hotel with the students under the chaperone's care.
2. Model appropriate behavior and ethical conduct at all times.
3. Check in daily with students to ensure their understanding of expectations of Honor Choir members.
4. Encourage a positive attitude and respect for others, both in and out of rehearsals.
5. Encourage students to take safety precautions to avoid unnecessary problems.
6. Escort and supervise assigned students to and from rehearsals, meals, scheduled activities and medical facilities if necessary.

7. Serve as hall monitor on student floors between evening curfew and breakfast.
8. Enforce the curfew, being sure that students are safely in their assigned rooms every night.
9. Enter a student's room only with another adult. (*Note: Male chaperones can enter only male students' rooms and female chaperones may enter only female students' rooms. Chaperones must not enter a student's room alone. This is for your own protection.*)
10. Inform the Honor Choir chair or his designee of the need for any disciplinary action before taking such action.
11. Stay informed of assigned students' medical concerns.
12. Supervise student activities at the dress rehearsal and performance site. This may include managing student behavior while in the waiting area prior to the concert.
13. Provide current cell phone number so that chaperone can be reached during the convention.
14. Assist the Honor Choir Chair as needed with registration, room monitoring, or other matters.
15. Oversee the hotel check-in and check-out process for assigned students.

Honor choir coordinators, chairs and co-chairs **must** provide a well-defined outline for chaperones and organize event chaperones from each honor choir to assume responsibility for the honor choir he/she is involved with. These responsibilities may include, but are not limited to rehearsals, registration, meals, and moving to and from performing venues.

HOUSING POLICY

- Hotel reservations for all honor choir participants are the responsibility of the singer's chaperone.
- Honor choir chairs/committees **will not** reserve hotel rooms or collect any money for hotel reservations for honor choir participants.
- Honor choir chairs/committees will be responsible for collecting money for organized meal plans, registration, buses, t-shirts, etc.
- All students are **required** to stay in the designated honor choir hotel. The requirement **must be stated** in all audition and acceptance forms and enforced by checking the hotel rooming list.

LIABILITY POLICY FOR HONOR CHOIR PARTICIPANTS

- ACDA **will not** assume any financial or medical liability for honor choir singers.
- Honor choirs will use hotel nurses and hotel security exclusively.
- Nursing agencies **will not** be hired for the duration of onsite honor choir activities.
- If a medical emergency arises, the chaperones and their insurance will assume all liability.
- Official Medical Permission Forms and a Liability Waiver are available in the Policies and Procedures Handbook, and **must** be used for all ACDA-sponsored honor choirs in addition to any other required school or district forms where applicable.
- All medical permission forms and liability waivers **must** be signed by the chaperone and notarized by a notary public or the singer will not be allowed to participate.

- Singers, who are 18 years of age and *participating in a high school honor choir*, **must** abide by all honor choir rules and are required to submit notarized chaperone permission forms, liability waivers and adhere to the chaperone policy established by ACDA.
- *All choral singers 18 years of age, and *participating in honor choirs OTHER THAN a high school or children's honor choir (choirs containing multi-age adult singers, i.e. all male choirs, multicultural choirs, etc.)*, **are not** required to have chaperone permission forms, liability waivers, or adhere to the chaperone policy established by ACDA.

MEDICAL PERMISSION FORM

(Dates)

(Place of convention)

Please print or type:

Participant's name _____
(Last) (First) (Middle Initial)

Participants Health Insurance Co. _____
(Name and Policy number)

I am currently taking the following prescription medication(s):

Prescription Name _____ Frequency _____
Prescription Dosage _____ Medical reason _____

List any other medications you might be taking below:

Known allergies _____

My physician's name _____
(Last) (First) (Middle Initial)

Address of physician _____
(Street) (City) (State) (Zip)

Physician's office phone () _____ Physicians home phone () _____

If the participant, listed above, should require medical attention while participating in the ACDA _____ Honor Choir in _____, (date) _____, 2006. The designated _____ Honor Choir Chair, _____ Honor Choir Chair Assistant, and/or _____, Honor Choir Coordinator, and the designated chaperone (if other than parent), has my permission to treat onsite or take said child (listed above) to a doctor, hospital, or any other medical facility for necessary medical treatment.

Parent/Guardian Signature _____

Signed in my presence this _____ day of (date & year) _____.

Witness my hand and seal this _____ day of (date & year) _____

*Notary Public: _____

My Commission expires: _____

Notary Seal:

****This is not a legal document without the signature and seal of a Notary Public!!!!***

LIABILITY WAIVER

I hereby release, indemnify and hold harmless the American Choral Directors Association ("ACDA"), its trustees, employees, volunteer workers, students, agents and assigns from any and all liability, damage, claim of any nature whatsoever arising out of or in any way related to my/my child's participating in the ACDA

_____ **Honor Choir** at the ACDA
_____ Convention in _____
(date) _____, (year) _____

Participating in any activity is an acceptance of some risk of injury. I agree that my/my child's safety is primarily dependent upon him/her taking proper care of self. Despite precautions, accidents and injuries may occur and injury and/or loss or damage to personal property may occur as a result of participation in the

ACDA _____ **Honor Choir**; therefore, I assume all risks related to participation in the ACDA _____ **Honor Choir**. I also hereby acknowledge that the American Choral Directors Association, its trustees, employees, volunteer workers, students, agents and assigns assume no liability whatsoever for personal injuries or property damage that may arise out of my/my child's participation in the ACDA _____

_____ **Honor Choir** at the
ACDA _____
_____ Convention in _____,
(date) _____, (year) _____.

My signature on this form indicates that I have read, understood and freely signed this agreement. I expressly agree that this agreement shall be construed and enforced in accordance with laws of the state of Oklahoma, with Oklahoma County being the court of exclusive jurisdiction, and I consent to the jurisdiction of the state of Oklahoma and of the courts of Oklahoma County. I agree that this waiver and release is intended to be as broad and inclusive as permitted under the laws of the state of Oklahoma so that if any portion hereof is held invalid, the balance shall continue in full legal force and effect.

(Name of Singer)

(Signature of Parent or Legal Guardian)

Signed in my presence this _____ day of (month & year) _____.

Witness my hand and seal this _____ day of (month & year) _____

*Notary Public: _____

My Commission expires: _____

Notary Seal:

This is not a legal document without the signature and seal of a Notary Public!!!