

TMEA Region 15  
Orchestra Division Handbook  
2016-2017



## INTRODUCTION

This handbook was prepared as a guide of the duties for the Region Orchestra Chairperson and the Region membership. The original is on file with the current Region Chairperson and is available for further updates and corrections. This is the latest version, submitted on August 14, 2016.

### TMEA Events

- TMEA All-Region Orchestra Auditions
- TMEA All-Region High School Full Orchestra and Middle School String Orchestra Clinic/Concert
- TMEA Honor Orchestra

TMEA events are open to any student who is enrolled as a full time student (as defined by TEA) in a Texas school during the semester in which the activity takes place. If an audition takes place in one semester and the resultant concert or clinic takes place in another, the student must be enrolled as a full time student during both semesters.

**Article 2 Membership in Parent Organization.** A student must be certified by his TMEA Active Member director as a participating member of the school's parent musical organization during the semester in which the TMEA activity is held. If there is no parent musical group in the school, the student must be certified by a TMEA member sponsor.

The sponsor must:

- Hold and active membership in TMEA.
- Have been designated as a sponsor by the chief administrator of the school the student attends. Sponsor must contact the chief administrator (head principal) to request an official document (on school letterhead) designating that director as official student sponsor.
- Fulfill all sponsor duties as described later in this document.

### UIL Events

- High School Solo and Ensemble Contest
- High School and Middle School Concert and Sight-Reading Contest

UIL events are open to UIL member schools that have a current Music Acceptance Card on file in the State UIL office.

### Eligibility Requirements

Requirements of eligibility are stated in the TMEA Region Orchestra Chair's Handbook and at <http://www.tmea.org/programs/all-state/eligibility>. Refer to it for a complete listing of TMEA rules.

For academic eligibility rules, refer to the TEA/UIL Side by Side document.

## **Elected Positions**

### **General Powers**

The affairs of the Region shall be managed by its officers.

### **Number and Tenure**

There shall be three officers of the Region 15 Orchestra Division: Chairperson, Vice-Chairperson, and Secretary/Treasurer. The officers shall serve a tenure of two years, as prescribed by TMEA, starting and ending at the May region meeting in even numbered years. The Vice-Chairperson shall become the Chairperson upon completing their term as Vice-Chairperson. An officer shall be able to serve unlimited successive terms.

### **Qualifications**

An officer shall be a member in good standing of the Orchestra Division of TMEA.

### **Vacancies**

Any vacancy occurring in the Vice-Chairperson or Secretary/Treasurer offices shall be filled by appointment by the Chairperson until such a time as a vote can be held by the general membership. The appointed officer will act in the position until such a vote takes place. A vacancy occurring in the office of Chairperson shall be filled by the Vice-Chairperson.

### **Compensation**

Officers shall not receive any stated salary or compensation for their activities. Officers may receive reimbursement for TMEA expenses.

### **Resignation**

An officer may resign by giving written notice to the Chairperson.

### **Removal**

An officer may be removed by vote of two-thirds majority of the membership of the Region 15 Orchestra Division.

### **Election**

Officers will be nominated and elected at the May region meeting in even numbered years.

### **Officers**

There shall be three officers of the TMEA Region 15 Orchestra: a Chairperson, a Vice-Chairperson and a Secretary/Treasurer.

#### *Chairperson*

The Chairperson shall be the principal executive officer of the TMEA Region 15 Orchestra Division and shall, in general, supervise and control all of the business and affairs of the region. He or she shall preside at all meetings of the region. He or she may sign, with the Secretary/Treasurer, any deeds, mortgages, bonds, contracts or other instruments. He or she shall appoint committees, and shall be an ex-officio member of these committees.

#### *Vice-Chairperson*

In absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers and be subjected to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as assigned to him or her by the Chairperson.

#### *Secretary/Treasurer*

The Secretary/Treasurer shall: keep the minutes of the meeting; be custodian of records; conduct the official correspondence; have charge and custody of and be responsible for all funds and securities of the region; receive and give receipts for monies due and payable to the region, and deposit all such monies in the name of the region in such banks, trust companies, or other depositories as shall be selected by the region; shall keep proper books of account and other books showing at all times the amount of funds and other property belonging to the region, all of which shall be open to inspection by the Chairperson and Vice-Chairperson; submit a report of accounts and financial condition of the region at each region meeting; and, in general, perform such other duties as assigned to him or her by the Chairperson.

No Elected Official will receive a stipend.

## **DUTIES OF THE REGION ORCHESTRA CHAIRPERSON FOR ALL-REGION AUDITION**

### *Before the Audition*

1. Chair the music selection meeting. Directors will bring music suggestions and Chairperson will provide supplies for choosing and preparing excerpts and etude sheets for each instrument at the meeting. The Chairperson will collect and file a copy of each excerpt/etude audition music sheet for each instrument at each level to insure everyone has access to it.
2. Assign judging panels with 5 judges per panel; designate one as panel chairperson; assign a qualified monitor to administer the audition in each audition room to assist the students and judges.
3. Make High School and Middle School judging packets, which include copies of the audition music and all necessary tabulation forms (found in the TMEA Region Chair's Handbook). Provide pencils for all judges.
4. Email region membership the current system for student entry and provide entry procedures.

### *Day of the Audition*

1. Chair a director's meeting at the beginning of the audition. Take roll of the judges and other directors with assignments. Explain the audition procedures and forms and provide the actual judging sheets for explanation. As they become available, sign and post the results according to TMEA rules. Meet with the monitors and other assigned persons to explain procedures. After the auditions, distribute the folders to the students accepted into the Region Orchestra. Remind students and directors of expected behaviors.
2. Check with Secretary/Treasurer to insure the audition host is reimbursed for expenses (with receipts) and that entry fee receipts are provided to schools that entered students.
3. Collect All-State entry fees by the day of State Recording.

### **Duties of the Region Orchestra Chairperson for All-Region Clinic/Concert**

1. Hire clinicians, send contracts and rehearsal schedules, inform them of reimbursements and fees, and assist them with lodging, meal information, and flight information. Clinicians should arrive before lunch on Friday and depart Sunday morning.
2. Assign a director to serve as a driver for the clinicians while in the Valley. Inform clinicians we will escort them around town. It is customary to take clinicians out to dinner at Region expense after the concert.
3. Arrange for a company to video tape the concert, with Region approval
4. Arrange for a T-Shirt and Plaque company to take orders
5. Take attendance of students and enforce all attendance policies
6. Assign teachers to assist each clinician with the tuning and monitoring of students
7. Contact clinicians for biographical information for program. Give audition roster and clinician bios to program appointee who will design and have them professionally printed. Secure a sponsor for the printing costs of the program.
8. Write and give an acknowledgement speech with introduces the clinicians, recognizes the All-State/Area students and the certified wind and percussion students.
9. Check with host for complete arrangements
10. Buy a DVD of the concert to send to the clinicians, usually courtesy of the recording company
11. Collect the scores and parts for return to sources
12. Collect receipts from the clinicians for airfare. Have checks for their fees and hotel bills ready at the end of the concert (see Secretary/Treasurer)
13. Distribute the All-Region patches to the directors.
14. Distribute directions to the clinic/concert site that include parking instructions.
15. Contact Band Division president to appoint wind/percussion specialists to run possible sectionals.

## DIRECTOR/ACTIVE MEMBER SPONSOR RESPONSIBILITIES

### Duties of the Directors/Active Member Sponsors

- Maintain active membership in TMEA.
- Attend all meetings.
- Make sure all contact information is up to date with the Region Orchestra Chair.
- Discuss student expectations/behavior prior to each event.
- For all Region 15 events that include students, the director/active member sponsor must wait with their student until their parent/guardian picks them up. Do not rely on the host(s) to wait with students.
- Failure to adhere to the policies stated in this handbook subjects the Sponsor to the **TMEA Penalties for Rules and Policies Infractions** process.

### *Before the Audition*

1. Enter students in entry software (see Appendix B for more instructions). Directors will abide by the following entry procedures:
  - a. Use the current system provided by the chairperson via email to enter students. Double-check all entries for accuracy.
  - b. Make checks payable to: TMEA Region 15 Orchestra Division. Send checks to the Region Chairperson at address provided on the region orchestra calendar.
  - c. The postmark deadline date will be selected and announced by the Chairperson at the Fall Region meeting and will be printed on the Region Calendar. The deadline will be two weeks prior to the audition date. All entries must be entered online by the deadline.
  - d. All eligible students (see TMEA and TEA/UIL side by side rules for eligibility) may audition for All-Region Orchestra. All students who wish to qualify for Area and/or record for All-State must compete in All-Region Orchestra auditions.
2. Directors with students auditioning must attend and assist with auditions. Directors who do not have students auditioning may also be given assignments by the Chairperson to assist with the auditions. Any director with a student auditioning or who has been given an assignment must be present at the audition. A proxy may substitute for a director; however, the proxy must be qualified to teach orchestra in the public schools and the proxy must assume all duties assigned to the director they are substituting for. Notice of execution of a proxy must be given to the Chairperson at least 24 hours prior to the start of the event. The Chairperson will file a grievance for any director who is not present at the audition site.

### *Day of the Audition*

1. Directors/Sponsors must be at all events where their students are participating.
2. If a director is unable to be at the audition and has students entered in the process, the director must send a proxy that can judge in the contest. The director must also notify the Region Orchestra Chairperson of the proxy.
3. Directors/Sponsors should bring calculators to the auditions to avoid addition errors during judging. Errors can result in delays in posting the results and/or incorrect ranking of students. Tabulated audition results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period the results are subject to the TMEA Appeals Process.
4. The use of cellular phones and other electronic devices while on a judging panel (whether serving as a judge or monitor) will not be permitted.
5. Inform students about the cellular phone and other electronic device policy and it's implications. TMEA Policy: No electronic devices may be used or accessed by a student participant until the auditions for the student's section have been concluded. Failure to comply with this regulation may result in student disqualification. The list of non-allowable electronic devices includes, but is not limited to, phone, electronic games, computers, cameras (within an audition room), and playback systems. Inform the students there is a landline phone available to them at the contest site.
6. Directors/Sponsors should collect the music folders from the Chairperson for their students who earn a position and return the signed Area Acceptance form (if applicable) to the Chairperson before music is released.
7. Directors/Sponsors **must** remain present and available at the audition site until their panel's scores are entered and any discrepancies are corrected.

### **Region Clinic**

1. Be prepared to judge the reseating audition at the Friday clinic. If you will not be available to judge, inform the region orchestra chairperson a week in advance. Be prepared to judge any instrument.

2. Inform each student to bring \$1 to the Friday clinic to go towards the clinician's gift.
3. Carry out all assigned tasks.
4. Supervise all students and assist the clinicians with tuning.
5. Make sure your students are informed, prepared, and equipped.
6. Notify the Chairperson of missing students or attendance conflicts as soon as possible.
7. Take your students to lunch on Saturday.
8. Help tear down equipment after the concert.

#### **All-State Recording**

1. Complete the online entry process in a timely manner.
2. Advise students of proper conduct, dress, and special campus rules.
3. Review the TMEA Audition Process found on the TMEA website.
4. Notify your students of performance times and have them at the contest site 35 minutes before their performance time.
5. Pay the fees as set by the Executive Committee. Checks are payable to "Region 15 Orchestra."
6. Check out with the site office after all of your student's performances. Remain with students until they have been picked up by their parent/guardian.

#### **Region Meetings**

The orchestra division holds two major organizational meetings each school year, one in August and one in May. The actual date, meeting time, and location are set by the membership of TMEA Region 15 and are published in the August and May editions of the *Southwestern Musician* and available on the TMEA website.

The orchestra division may hold additional meetings at other times including at the TMEA Convention in February and in the spring semester for selecting Region Music. The Chairperson will announce any additional meetings to the membership.

TMEA Region 15 Orchestra members are responsible for attending the two major organizational meetings each school year and strongly encouraged to attend all additionally called meetings of the region.

## INSTRUMENTATION FOR EACH ENSEMBLE

### TMEA All-Region Orchestra Clinic/Concert

All-Region High School Full Orchestra Instrumentation*			
1 <sup>st</sup> Violin	20	*Violin Alternates	4
2 <sup>nd</sup> Violin	20		
Viola	16	*Viola Alternates	2
Cello	16	*Cello Alternates	2
Bass	12	*Bass Alternates	2
Piccolo	1	Flute	2
Oboe	2	Clarinet	2
Bassoon	2	French Horn	4
Trumpet	3	Tenor Trombone	2
Bass Trombone	1	Tuba	1
Percussion	5		

All-Region Middle School String Orchestra Instrumentation			
1 <sup>st</sup> Violin	20	*Violin Alternates	4
2 <sup>nd</sup> Violin	20		
Viola	16	*Viola Alternates	2
Cello	16	*Cello Alternates	2
Bass	12	*Bass Alternates	2

\*Additional wind/brass/percussion players may be added depending on repertoire. Discuss which students should be used with Region Band Chair. All performing students should receive a Region patch (order a few extra in case of this scenario).

### TMEA All-State Orchestra Audition Recordings

Numbers Allowed to Record from Region 15

Violin	24	Viola	16
Cello	16	Double Bass	12
Piano	1	Harp	4

All Students who wish to qualify for Area and/or record for All-State must compete in All-region Orchestra Auditions and participate and perform in the Clinic and Concert.

## THE AUDITION PROCEDURE

### Audition Personnel

1. Five member panels must be used for all auditions.
2. Judges, tabulators and monitors should all be members of TMEA unless there are not enough members of Region 15 Orchestra to assist with the audition.
3. Tabulators will use the software provided by TMEA.
4. As all directors and member sponsors will be used to judge or monitor it is recommended that each school bring one to two additional adults to supervise students in the warm up area(s). These adults may be needed to monitor hallways as well.
5. There are no stipends associated with auditions.

### Student Eligibility Requirements (excerpt from TMEA Audition Policies and Procedures document)

**Note:** Those students in grades 9-12 who are competing for places in one of the TMEA All-State Organizations must abide by the rules listed in all three sections of this document. Students competing in all other TMEA sanctioned activities need only be concerned with those regulations contained in Sections I and II.

#### Section I

**Article 1: Full-time student.** A student must be enrolled as a full-time student (as defined by rule of the State Board of Education) in a Texas school during the semester in which the TMEA activity takes place. If an audition takes place in one semester and the resultant concert takes place in another, then the student must be enrolled as a full-time student during both semesters.

**Article 2: Membership in Parent Organization.** A student must be certified by his TMEA Active Member director as a participating member of the school's parent musical organization during the semester in which the TMEA activity is held. If there is no parent musical group in the school, the student must be certified by a TMEA member sponsor. This sponsor must hold an Active Membership in TMEA and must have been designated as a sponsor by the chief administrator of the school the student attends.

**Article 3: Locality and Classification.** A student shall compete in the Region in which he is currently receiving the majority of his educational instruction to meet graduation requirements. A private school student shall compete in the comparable UIL classification according to the enrollment of the school. A magnet school student shall compete in the UIL classification of the largest high school in the same school district. A charter school student shall compete in the UIL classification of the smallest high school in the same school district. (Home school, see Article 8.)

**Article 4: Extracurricular Activity.** All TMEA activities are extracurricular. In order to participate in TMEA activities, a student must be passing the number of courses required by state law and by rules of the State Board of Education.

**Article 5: Academic Standing Requirements.** In order to participate in TMEA activities, a student must have been in attendance and have passed the number of courses required by the University Interscholastic League for extracurricular participation. For the purpose of this rule, the year in which a student first enrolls in grade nine is the student's first year in high school.

Students are considered eligible to participate during the first six-weeks of the school year provided the following standards have been met:

- a. Students beginning grades nine and below must have been promoted from a lower grade prior to beginning of the current school year.
- b. Students beginning their second year of high school must have earned five credits which count toward high school graduation requirements.
- c. Students beginning their third year of high school either must have earned a total of 10 credits which count toward state high school graduation credits, or a total of five credits which count toward high school graduation requirements must have been earned during the 12 months preceding the first day of the current school year.
- d. Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits, or a total of five credits which count



toward high school graduation requirements must have been earned during the 12 months preceding the first day of the current school year.

**Article 6: Age Limits.** A student may not participate after the end of the eighth semester following his first enrollment in the ninth grade. The eight semester, four year rule may be waived under certain circumstances.

**Article 7: Change of School.** Changing schools within the state after acceptance at any level of the All-State selection process will not affect eligibility for further competition. A letter certifying eligibility from the student's former school administration, as well as from his new school, must be filed with the appropriate TMEA Division Chair. The student will continue the process through the Region/Area of the new school.

**Article 8: Home School Student.** A student representing a home school must enter the audition process in the same TMEA Region as the public school ISD in which the home school is located. Home school classification is considered to be the same as the public high school in which boundary the student resides. A home school student may not participate after the end of the fourth year following the first audition entry. The four year rule may be waived under certain circumstances.

## Section II

**Article 1: Sponsor.** Each student's TMEA Active member director or member sponsor must be in attendance at all TMEA auditions and any other TMEA activity as directed by their Region rules. Each Region shall define written guidelines determining the use of proxies.

**Article 2: Removal.** A student may be removed only by: (1) the audition process itself, (2) the TMEA Appeals Process, or (3) the student's TMEA Active member director or member sponsor.

**Article 3: Appeals Process.** TMEA Policies and Procedures specify an appeals process that shall be used in connection with protests arising from any TMEA selection procedure or failure to fulfill any rehearsal/performance obligation.

**Article 4: Penalties to be Imposed.** During any event sanctioned by TMEA, violation of any of the rules in Section I above shall jeopardize the student's ability to further participate in the tryout process. Said violation may result in forfeiture of a place in any TMEA organization. A student who does not complete the rehearsal/performance obligations (Region, All-State, etc.) will not be eligible for an official participation patch or other award and risk being removed through the Appeals Process from further participation in the All-State process.

## Section III

**Note:** These rules are to be followed IN ADDITION to all of the above rules by any student competing for placement in one of the All-State Organizations.

**Article 1: Certification to the Next Level.** A student advancing beyond the Region-level must be certified by the Region Divisional Chair. In a Region which sponsors a full orchestra as part of the Region audition process, the Region Orchestra Chair shall certify the Area orchestra candidates representing that Region.

**Article 2: Duplication of Area Certification.** A student may audition in band and/or choir and/or orchestra, but once notified of placement in either the All-State Jazz Ensemble or All-State Orchestra (strings) may not advance to Area for another All-State group. A student may be selected to advance to Area in both wind/percussion and choir but may only participate in one Area audition. The director must ensure that a student submits a completed Area Declaration Form by December 15.

These rules are not intended to preclude any student from participation in more than one group at the Region level.

### TMEA All-Region Orchestra Audition Entry Procedures

1. All entries are due fourteen days prior to the audition date. Entries may be postmarked or hand-delivered. All entry numbers will be held confidential by the region Chairperson or designee.
2. The late and final online entry deadline will be seven days prior to the day of the audition.

3. Correction to an existing student entry may be made between thirteen and seven days prior to the contest without penalty, but a student entry added less than fourteen but more than seven days prior to the contest will result in an additional 100% student late fee.
4. Entries begun less than fourteen, but more than seven days prior to the contest, will be assessed a 50% additional campus fee charge and 100% student fee charge.
5. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process
6. Directors will be allowed to add or change student entries the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed.
7. All fees (\$5/student plus \$20/school) must be paid or supported by a school purchase order prior to the start of auditions. \*If a student will be advancing to audition for All-State the additional fee of \$30 will be assessed for all students entered on the audition software and must be paid or supported but a school purchase order prior to recording. All students entered to record must be paid for if entered on the audition software.

#### **TMEA All-Region Orchestra Audition Procedures**

1. The Chairperson will distribute the music packet after the May music selection meeting, and remind directors of membership verification requirements and audition fees.
2. Audition music for High School strings will include an excerpt from one or both of the All-State etudes and selected excerpts from the All-Region Orchestra music. Audition music for winds and percussion will be determined by Region 15 Band Directors. Audition music for Middle School strings will include etudes and selected excerpts from the All-Region Middle School music.
3. Directors with students auditioning must attend and assist with auditions. Directors who do not have students auditioning may also be given assignments by the Chairperson to assist with the auditions. Any director with a student auditioning or who has been given an assignment must be present at the audition. A proxy may substitute for a director; however, the proxy must be qualified to teach orchestra in the public schools and the proxy must assume all duties assigned to the director they are substituting for. Notice of execution of a proxy must be given to the Chairperson at least 24 hours prior to the start of the event. The Chairperson will file a grievance for any director who is not present at the audition site.
4. Current Area Audition procedures will be followed with the following exceptions:
  - a. At Middle School Auditions, students will enter the room one at a time and complete the audition in one sitting or divide the selections into groupings.
  - b. When using 2 or more same-instrument panels, the students will change rooms while the judges remain in their assigned rooms.
5. Tabulated audition results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period the results are subject to the TMEA appeals process.
6. The Chairperson will distribute the folders to the students' directors at the conclusion of the audition. The folders will include: music, schedules for sectionals, clinic and concert, rules, and Area acceptance forms for winds and percussion.
7. All string students who wish to qualify for Area and/or record for All-State must compete in the All-Region Orchestra auditions.
8. All student orchestra members are required to attend the Friday and Saturday clinic and concert not including alternates unless they are called by the Region Orchestra Chairperson.
9. If an emergency arises (sickness, death in the family, or an act of God) and a student is absent from more than 1/3 of any rehearsal or from the evening concert, the student will forfeit his/her position and All-Region patch. The Chairperson may decide to award the patch after hearing the explanation by the student's director.
10. Students are expected to arrange their schedules to eliminate all conflicts and notify the Chairperson of any conflicts that can not be resolved.
11. The TMEA appeals process will be followed concerning any conflict. Any student, parent, director, school official, or concerned party may submit an appeal. Appeals must be submitted in writing to the Region Division Chair within 72 hours of the audition or infraction. Appeals concerning the All-State Orchestra String or All-State Jazz Auditions must be submitted within 72 hours following the conclusion of the audition or the infraction. Further information, including the order of hearing of the appeal, is listed in the TMEA Region Chairperson's handbook.
12. Students must be eligible at all stages of the All-Region process. This includes the audition, all rehearsals, clinic and concert.
13. The audition host of each TMEA event will purchase beverages and light snacks for the directors. The Region Secretary/Treasurer will reimburse them from receipts provided. Hosts are encouraged to keep catering costs moderate.
14. Only participating students and teachers are allowed in the audition area. Parents are allowed in warm-up areas only.
15. Students who audition for All-Region Orchestra must be a performing member of the school orchestra, if one exists, and must be verified by the orchestra director. Students must be in at least 6<sup>th</sup> grade to audition.
16. The region will provide a non-audible metronome for student use in each audition room.

17. Said metronome may be used prior to the performance by the auditioning student. The student may not use the metronome during the performance.
18. Metronome markings should be closely adhered to so as to maintain the intent of the music.
19. More consideration should be given to the student who conveys the musical intent of the recommended metronome markings. Judges should score a student who chooses to perform outside the recommended tempo based on the student's ability to preserve the musical integrity of the selection.
20. No electronic devices, including personal metronomes, may be used or accessed by a student participant at the audition site until the results for the student's section have been posted or announced. Failure to comply with this regulation may result in student disqualification.
21. The list of non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras and playback systems.

### **Student Elimination**

1. Once a student enters the TMEA audition process, he may be eliminated only by either:
  - a. Audition process itself
  - b. TMEA Appeals Process
  - c. Student's TMEA Director/Member Sponsor
2. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections and/or etudes prescribed by the State Vice-President. The judges must hear each student play a portion of each of the prescribed selections, etudes, or excerpts before auditions are complete.

### **Audition Music**

1. The orchestra directors of Region 15 will choose the audition music at the music selection meeting in May.
2. The orchestra directors will also choose the music to be performed on the clinic and concert at the May meeting.
3. Audition music for High School strings will include an excerpt from of both All-State etudes and selected excerpt(s) from the All-Region Orchestra music.
4. Audition music for winds and percussion will be determined by the Region 15 Band Directors.
5. Audition music for Middle School strings will include etudes and selected excerpts from the All-Region Middle School music.
6. Cuts to the music may be announced at the beginning of the audition.
- \* Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections and/or etudes prescribed by the State Vice-President. The judges must hear each student play a portion of each of the prescribed selections, etudes, or excerpts before auditions are complete.

### **Use of Alternates**

1. In the event a student becomes ineligible or unable to play in the All-Region Orchestra, the Chairperson may move an alternate into the section.
2. An alternate may be substituted by the Chairperson up to the first hour of the Friday All-Region Orchestra Clinic/Concert. After the first hour of the Clinic/Concert no more alternates may be used.
3. Alternates do not attend the Friday and Saturday All-Region Orchestra Clinic/Concert unless they have been contacted by the Chairperson to fill a vacancy. Teachers should not bring alternates to the Friday All-Region Orchestra Clinic unless directed by the Chairperson.
4. Alternates not moved into vacancies in the orchestra should be on stand-by in the event a vacancy occurs. If called by the Chairperson to fill a vacancy, the student must arrive within the first hour of the Friday All-Region Orchestra Clinic.
5. If vacancies occur in any section greater than the number of designated alternates, the Chairperson may move additional students into the orchestra in the order in which they finished in the audition.

## **CERTIFICATION PROCEDURES (HS ONLY)**

Region 15 certifies 24 violins, 16 violas, 16 cellos, 12 basses, 1 piano and 4 harps to advance to Area (recorded audition).

Selection to Area is determined by rank from the Region results.

### **Clinic and Concert**

#### **Stipends/Honorariums Associated with the Clinic/Concert**

- Clinician(s) will be given an honorarium of \$595.00 for their work with the region orchestra. The region will also reimburse the clinician(s) for travel expenses.
- No Stipend or Honorarium will be given to the host or to the host school. Reimbursement of cost incurred while hosting the clinic and concert will be disbursed.

#### **Student and TMEA Director/Active Member Sponsor Attendance Requirements**

**TMEA Director/Active Member Sponsor (herein called "director"):** If a TMEA member sponsor has a student(s) from their campus who was awarded a place in the region orchestra, that director is responsible for their student throughout the clinic and concert. The director may send a proxy if they are unable to attend. The proxy takes all responsibilities of the TMEA member sponsor.

- The director must make sure that the student has a ride to and from the host site.
- The director must make sure the student has all their materials for the clinic, i.e. music, pencil, clinician gift contribution.

**Student:** will abide by the following attendance requirements.

- Student will attend all rehearsals associated with the clinic and concert.
- If an emergency arises (sickness, death in the family or act of God) and the student is absent from more than one third of the total rehearsal time on each individual rehearsal, or the afternoon concert, the student will forfeit his/her position and/or region patch. The Region Orchestra Chair may decide to award the patch after hearing the explanation by the student's director. Any sickness must be certifiable by a written physicians excuse.
- Student will make the necessary arrangements to schedule all conflicts (college entrance exams, UIL activities, athletics, etc.) at a time other than the region clinic and concert.

#### **Student Elimination**

1. Once a student enters the TMEA audition process, he may be eliminated only by either:
  - a. Audition process itself
  - b. TMEA Appeals Process
  - c. Student's TMEA Director/Member Sponsor
2. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections and/or etudes prescribed by the State Vice-President. The judges must hear each student play a portion of each of the prescribed selections, etudes, or excerpts before auditions are complete.
3. Students who do not participate in the clinic and concert forfeit their region patch.
4. Students who do not participate in the clinic and concert and are on the All-State track are subject to appeals for removal from the All-State audition process. This elimination may be waived under certain circumstances with the TMEA Region 15 Orchestra Division Chair and the student's TMEA Director/Active Member Sponsor.

## **HOSTING DUTIES (short)**

### **Duties of the All-Region Audition Host**

1. Provide a classroom for each judging panel; tables and chairs for 5 judges; chairs and music stands behind the judges for all students auditioning.
2. Provide an office, necessary personnel and materials, including access to a copy machine and paper.
3. Provide a warm-up/waiting area for students
4. Arrange for refreshments (save receipts for reimbursement) and prepare a hospitality room for directors.
5. Prepare and place signs showing where auditions will be held, where warm-up space is available, where results will be posted, restricted areas, and any other signs that will clarify the audition process.
6. Provide a place for the posting of results, for teacher review of results, and for the distribution of folders. Parents and student may not enter the teacher review room, nor may raw scores be removed from this room by anyone other than the Chairperson
7. The host school may provide a concession stand at the site.
8. Provide a phone for students
9. Provide a screen between the judges and auditioners in each audition room.
10. "How to host" is available from the region orchestra chairperson.

### **Duties of the TMEA All-State Orchestra Recording Site Host**

1. Provide an acoustically suitable room for taping the auditions with a table and seat for the recording technician, access to electricity, and a stand and chair for the auditioners.
2. Provide a warm-up/waiting area for students.
3. Make and place signs to direct the students.
4. The host school may provide a concession stand at the site
5. Provide a phone for students.

### **Duties of the All-Region Orchestra Wind and Percussion Audition Site Host**

This is usually handled by the band division. The Orchestra Chairperson should attend to distribute receipts to the school that need them, distribute folders, collect the results for the program, and collect signed Area Acceptance forms.

1. Provide a classroom for each instrument section trying out, with tables and seats for 5 judges, all students trying out, and a stand and chair behind the judges for the auditioners.
2. Provide an office, necessary personnel and materials, including access to a copy machine and paper.
3. Provide a warm-up/waiting area for students
4. Purchase snacks (save receipts for reimbursement) and prepare a hospitality room for directors.
5. Prepare and place signs showing where auditions will be held, where warm-up space is available, where results will be posted, restricted areas, and any other signs that will clarify the audition process.
6. Provide a place for the posting of results, for teacher review of results, and for the distribution of folders.
7. The host school may provide a concession stand at the site.
8. Provide a phone for students.

### **Duties of All-Region Orchestra Clinic/Concert Site Host**

1. Provide a classroom for each instrument sectionals (wind/percussion) and provide those classrooms with adequate music stands and chairs.
2. Provide rehearsal halls for both orchestras to rehearse in.
3. Buy snacks (save receipts for reimbursement) and set up hospitality room for directors.
4. Make and place signs
5. May provide a concession stand at the site
6. Provide a phone for Chairperson's and students' use.
7. Buy soft drinks, order pizza, and buy napkins for students from a local vendor at Region expense. 1 can of soda and 3 slices of pizza each for 160 students plus clinicians and directors. (Helpful to ask vendor to cut the large pizzas into 12 slices)
8. Check with the percussion coordinator for use of borrowed percussion equipment.
9. Arrange a set-up and tear-down crew.
10. Provide a seating area for students while in the audience. (Cases are kept in an alternate location)
11. Arrange at their campus for use of auditorium and rehearsal facilities. Provide chairs, podium, microphone for clinician, stands, sound shell, risers, access to lighting, stand lights (if necessary) and air conditioning.
12. Arrange for facilities for the Friday meal break for students.

### Suggested Schedule for All-Region Clinic/Concert

Friday	
1:00 pm	Refreshments for clinicians and directors in hospitality room
1:00 pm	Tuning Begins <ul style="list-style-type: none"> <li>• HS on stage</li> <li>• MS in rehearsal hall</li> </ul>
1:15 pm	HS Rehearsal begins
1:15 pm	MS Re-seating audition
2:30 pm	HS Re-seating audition
5:00 pm	Pizza dinner in cafeteria
5:45 pm	Rehearsals resume (same rehearsal spaces as before)
7:00 pm	Collect \$1 gift money from students for clinician's gift Rehearsal ends
Saturday	
8:00 am	Refreshments for clinicians and directors in director lounge
8:30 am	Tuning begins
9:00 am	Rehearsals begin <ul style="list-style-type: none"> <li>• MS in rehearsal hall</li> <li>• HS on stage</li> </ul>
10:00 am	Optional: teacher meeting to discuss any problems or concerns of audition and clinic process
11:55 am	Instructions and lunch break (Cafeteria will be open for directors to supervise their students who want to stay).
1:30 pm	Rehearsals resume <ul style="list-style-type: none"> <li>• HS in rehearsal hall</li> <li>• MS on stage</li> </ul>
3:00 pm	Rehearsals end (may end sooner at the clinician's discretion.) Give call time, dress, seating, and case storage to students before dismissal
3:15 pm	Students change into concert attire Tune and leave cases in designated area
3:45 pm	Students in places: MS on stage, HS in reserved seating
4:00 pm	Concert begins Directors help clear the stage at the conclusion of the concert

## TIMELINE FOR REGION CHAIR FOR TMEA AND UIL EVENTS

August	<ol style="list-style-type: none"> <li>1. Region 15 meeting: check minutes of last meeting, create agenda, select clinicians for the next year, and distribute assignments (sectional coaches, other volunteers) to the membership</li> <li>2. Ask the Band Division Chairperson to run the wind/percussion auditions and contact the preferred site host</li> <li>3. Submit current Region 15 Handbook and/or rule changes to the TMEA office</li> <li>4. Contact a company for audio taping audition for All-State and for videotaping All-Region Clinic/Concerts</li> </ol>
September	<ol style="list-style-type: none"> <li>1. Purchase CDs and white sleeve envelopes for All-State Recording</li> <li>2. Attend Region Chairperson Training in Austin (every other year)</li> </ol>
October	<ol style="list-style-type: none"> <li>1. All-Region and All-State string online entries and fees are due 2 weeks before auditions</li> <li>2. All-Region and All-State wind and percussion online entries and fees as well as signed agreement forms are due 2 weeks before wind and percussion auditions.</li> <li>3. Collect labels for state taping from Region Auditions. Collect taping master lists for State taping from online entries.</li> <li>4. Confirm logistics with taping company</li> </ol>
November	<ol style="list-style-type: none"> <li>1. All Region wind and percussion auditions and All-State string recordings set of applications to State TMEA Office. Check mailing deadline</li> <li>2. All-Region String Rehearsal held, usually the Saturday before the Clinic/Concert</li> <li>3. All-Region Clinic/Concert (Friday and Saturday). Take clinicians to the airport on Sunday</li> <li>4. Results of All-State Orchestra auditions e-mailed to directors and posted online (Note the date that membership fees are due.)</li> </ol>
January	<ol style="list-style-type: none"> <li>1. UIL Solo &amp; Ensemble contest – High School</li> <li>2. Region Financial Report due</li> </ol>
February	<ol style="list-style-type: none"> <li>1. TMEA Convention/All-State Clinics and Concerts</li> <li>2. High School and Middle School UIL Concert and Sight-reading Contest</li> </ol>
April	<ol style="list-style-type: none"> <li>1. Music selection meeting held to pick next year's All-Region MS and HS Orchestra music. Tempos are taken from score and packets are made.</li> </ol>
May	<ol style="list-style-type: none"> <li>1. Region 15 Meeting, check minutes of last meeting, create agenda, pick sites for next year's auditions, clinic/concerts</li> <li>2. Hosts make necessary arrangements to reserve sites for Region events</li> <li>3. HS UIL TSSEC in Austin</li> <li>4. Order Patches online: HS All-Region, 120; MS All-Region, 90; Area, TBD based on previous year's #'s (string patches only, winds through Region Band Chair)</li> </ol>
July	<ol style="list-style-type: none"> <li>1. Region financial report due</li> </ol>

## **Appendices**



## APPENDIX A – REGION AUDITION HOST INSTRUCTIONS

Step 1: check with your campus to make sure there is nothing else going on and that you can use most of the building. Get a custodian to work the day.

Step 2: make sure someone is going to bring food and drinks for the directors, if not get snacks and drinks.

Step 3: contact teachers whose rooms you will be using 1 or 2 weeks in advance. Also, make sure there will be Air Conditioning the day of the audition.

Violins will need three rooms for three panels (this can change depending on entries)

Violas will need one room for one panel (this can change depending on entries)

Cellos will need two rooms for two panels (this can change depending on entries)

Basses will need one room for one panel (this can change depending on entries)

Cafeteria for warm-up area with a microphone for announcements

Teacher lounge or directors lounge

Tabulation room – usually conference room in the main office area works

\*Check with Region Orchestra Chair to see if he/she will need more or less rooms.

Step 4: do a walk through of your school the way the students will go the day of the auditions so you will know how many signs of each sign to copy. If there is an area that you do not want kids going into, move cafeteria tables to block off the hallway you don't want them going into and add posters to tell the kids the area is off limits (I like to use phrases from movies to make it a bit more fun for the kids; they need a little levity on this stressful day for them.)

Step 5: be happy you probably will not have to judge!

Step 6: the day before the audition take your student volunteers around to the rooms you will be using and draw diagrams of the set up of the rooms so that you can put the furniture back where you found it so the teachers will let you use the room again in the future!

Step 7: after school is over send your students to each room to clear a large area in the middle of the room for the judges. You will need five desks or a table that can hold 5 judges at it. It is best to get chairs rather than have the judges sit in the desks (we are bigger than the kids and need a little more room!) Five or six stands per room to create a screen to block the judges from the kids. One stand per room for the auditioner. A chair in the cello rooms for the auditioner. You can use butcher paper for the screens or contact Morris MS for the bed sheets and binder clips that work well.

Step 8: tape signs to show students, teachers and parents where to go.

Step 9: have a printer available for tabulations.

Step 10: go home and relax!

Step 11: get to school at least an hour before to check rooms to make sure everything is still set up. Get ice for coolers for the drinks. Bring a stand rack or two to the warm-up area for kids to use.

Step 12: be on stand by for anything that needs doing.

Step 13: walk around site to make sure everything is running smoothly.

Step 14: post results as they come out.

Step 15: as rooms start to finish be there to start to put the rooms back together.

Step 16: once everyone is done make sure everything is put away and put back to where it was before.

CONGRATULATIONS!!! You have hosted region auditions! Consider hosting again in the future!

Submitted by Jennifer Miller

**APPENDIX B – ONLINE ENTRY PROCEDURES**

Information to come...

## **APPENDIX C – HOW TO...**

### **Be a Runner**

Information to come...

### **Be a Monitor**

Information to come...

### **Be a Judge**

Information to come...

## **APPENDIX D – STUDENT EXPECTATIONS AND BEHAVIOR FOR ALL REGION EVENTS**

Information to come...