

# TMEA Region 25

## Orchestra Division

Region Handbook

Adopted Spring 2007

### I. Offices

#### 1. Region Chair:

- An elected office, the Region Chair will serve a 2-year term. The Region Chair will be elected at the Spring meeting every even numbered year (2006, 2008, etc.)
- Duties and responsibilities as outlined in the state region chair handbook.
- Oversee and handle all high school region activities and coordinate with middle school coordinator on all middle school activities.
- Handle all financial transactions for the orchestra division. Keep an accurate record of financial transactions, balance checkbook, and pay all bills for the orchestra division.
- Communicate and coordinate with the band division chair regarding dates for region clinic/concert and winds, brass, and percussion auditions.
- Assign judging duties as necessary.

#### 2. Middle School Coordinator:

- An elected office, the Region Chair will serve a 2-year term. The Middle School Coordinator will be elected at the Spring meeting every even numbered year (2006, 2008, etc.)
- Coordinate and run all middle school region activities.
- Keep in close communication with region chair.
- Must get approval from the region chair on all financial activities for middle school events prior to event.
- Assign judging duties as necessary.

### II. All-Region Orchestra (TMEA):

#### 1. Audition entry process:

- A. All directors will use the TMEA entry program and follow the TMEA-approved entry process. No deviations from this process will be allowed.
- B. It is the individual director's responsibility to make sure he/she follows the entry process and guidelines.
- C. Entries are to be done by computer Online via the TMEA website (or Charms) and hard copies made for submission by mail. Online computer entry will not allow for late entries.

#### 2. Audition material:

- A. Audition material will be selected by the orchestra directors present at the selection meeting.
- B. HS Audition material should include an excerpt from both All-State etudes.
- C. Audition material will include 2-3 excerpts to be selected from the All-Region Orchestra music. As best as possible, these excerpts will be representative of all orchestras.

#### 3. Region orchestra repertoire selection:

- A. The meeting to select audition material is open to any orchestra director in the region.
- B. The date for this meeting will be set at the Spring region meeting.
- C. Directors wishing to submit ideas for region orchestra pieces should bring a score for the piece and are encouraged to bring a recording of the selection if possible.

#### 4. Audition packet:

- A. Audition material will be available at the fall region meeting, via the Region Website, or any other means as determined by the Region Chair.
- B. Audition material will have a director's cover letter listing the following info:

- Site and date for Auditions
- Site and date for Clinic/Concert
- Site and date for All-State Taping (HS)
- Entry deadline for electronic and for hardcopies
- Entry fee is presently set at \$8.00 per middle school student and \$10 per high school student, and will be re-evaluated by the Orchestra Division each year.

The following requirements:

1. All directors must be a current member of TMEA and hold a valid membership card.
2. All directors entering students must be present and willing to participate in the auditions and activities of ANY and ALL TMEA Region 25 events in which their students are present.
3. Do not enter a student who expects conflicts of any kind or length of time during the scheduled rehearsal times. Students will not be excused for doctor's appointments, soccer games, family reasons, etc.
4. Please remind your students that the State Eligibility Rules apply to their participation in the All-Region Orchestra. Students must be eligible in accordance with UIL rules.

The following must be included with the entries:

1. The checklist from the entry program. Please have each student verify and initial that their name is included on the list and is spelled correctly.
2. The printed entry with Director's Statement of Responsibility.
3. Summary Sheet. This will be used to help verify to both the director and region chair that the correct amount of money is included for the entries.
4. Attach only one school/booster club check or money order for the fees. (No personal checks.)

Hard copies must be postmarked by the specified date in the Fall Meeting Minutes and mailed to the Middle School Coordinator for MS Auditions and the Region Chair for HS Auditions

C. Audition material will have a summary sheet for the director.

D. Audition material will have a student information sheet set up so the individual directors can take the student information sheet and audition material and easily make copies for their students. Audition material will also be made available on the Region website whenever possible.

E. The Student information sheet will include the following information:

- Audition date and site.
- Clinic/Concert dates, times, and sites.
- Entry fee info.
- The following Rules and Procedures:
  1. If chosen to participate, each student will attend all scheduled rehearsals and the performance. Any student taping for All-State (HS) must be available for all Region rehearsals and performances as asked, or his/her tape will be disqualified.
  2. All TMEA functions are considered extra-curricular activities and are subject to Texas No Pass-No Play rules.
  3. All students participating are required to be on time to each scheduled Region event (audition, rehearsal, and performance). Students arriving late are subject to loss of chair or removal from Region Orchestra at the sole discretion of the Region Chair. Additionally, any HS student arriving late may lose All-State privileges by removal via the Audition Process Form at the Region Chair's discretion.

- A list of all of the audition material with exact measure numbers and tempos.
  - Clear and clean copies of each of the audition excerpts with the sections clearly marked as to where to start and stop and metronome marking clearly marked.
5. Auditions:
- A. String auditions will follow the All State String Audition Procedures. All rooms must follow this same procedure. (See All State Chair Audition Procedures)
  - B. Students selected will be posted for the public with a statement very clearly written that all results become final one hour after posting. The time of posting will also be posted.
  - C. All students in rank order will be posted for directors only. (including DNA).
  - D. Directors are required to stay until the results have been posted to pick up the folders for their students who were selected. No folders will be mailed.
6. Region Orchestras:
- A. For High School All-Region: two full orchestras with the winds, brass, & percussion coming from All-Region Band Auditions. For Middle School All-Region: two string orchestras.
  - B. The size of the HS string sections will not exceed 16/16/12/12/6 for each full orchestra; the size of the MS string sections will not exceed 20/20/14/14/8.
  - C. The size of the wind section (HS) will be decided prior to the winds audition by the orchestra organizers and the region chair.
  - D. Audition committees may decide, with the approval of the Region Chair, to limit the number of students selected based on observed proficiency in the auditions.
7. Region orchestra organizers:
- A. At least one per orchestra, the Region Orchestra organizers will be assigned at the Spring Region meeting.
  - B. After the region chair has hired the clinician for each orchestra, the organizers will contact their respective clinicians and arrange the following:
    - Transportation from and to airport and to and from each rehearsal and concert.
    - Bowings and tempos in the parts prior to passing out audition music whenever possible.
    - Orchestra set-up.
    - Arrange hotel lodging for clinicians. Coordinate finances with region chair.
    - Make set up chart for orchestra.
    - Make audition packets.
    - Make folders. (Folders will include music and letter of congratulations and important info for region weekend. ie. time, location, etc.)
    - Collect folders and hand out patches after concert.
    - Arrange for section leaders for each section of the orchestra in case clinician wants sectionals at any time during weekend.
    - One section leader for each string section, one for the wind section, and it is recommended to try to have one for percussion section to help with instrumentation, etc. The organizer will do his/her best to ask high school directors to be section leaders.
    - Help Clinic/Concert Host in securing sufficient music stands.
8. Clinician fees:
- Honorarium - \$500 for conductors
  - \$.445 per mile for travel or reimburse for airline ticket. Clinician makes their own arrangements and pays for airline ticket.
  - Meal reimbursement
9. Clinic/Concert host:

- Work with organizers to secure rehearsal space with correct numbers of chairs and stands. Stands will be secured from other schools if necessary. Truck rental to transport stands may be paid for by Region 25 if school or personal vehicles are not available.
- Arrange percussion needs for all performing groups.
- Must be present at clinic/concert at all times.
- Arrange for microphone on stage for concert.

10. All-Region Music:

- The region will do its best to borrow music from schools in the region for the clinic/concert.
- Photocopies will be used in the folders and the originals (enough for one per stand) will be on hand at all times.
- All photocopies will be destroyed after they are turned in.
- All music purchased for a region concert will be housed in a central Region 25 Library and kept on a database.

11. Other honorariums:

- Auditions host - \$150
- Clinic/Concert host - \$150

12. Programs for clinic/concert:

- Region chair will arrange to have programs typed and printed.

III. All-State auditions and taping:

- All procedures and policies set forth by TMEA will be followed.
- There may be two or more taping rooms running simultaneously dependant on the number of entries.
- A professional recording technician will be hired for each room to record the auditions.
- Each audition will be duplicated electronically.
- All-State taping fee is set each year by TMEA.