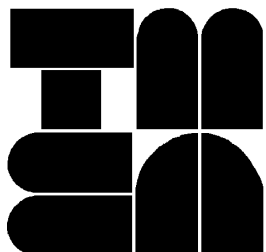

Texas Music Educators Association
Region XXV Band Division



Band Division
High School/Middle School/Jazz

REGION 25 BAND HANDBOOK

Region Band Chairman
Glenn Lambert
Office # 972-429-3026
Cell # 972-816-5176

*Directors must become familiar with this handbook.
It is a detailed guide to the procedures governing the operations of the
Region Band Division's activities.*

Table of Contents

Section I.

All-Region Audition Process (Region Band and Jazz Band)

Audition Process Personnel	3
Duties of the Region Band Chairman	3
Duties of the Site Hosts	4
Duties of the Participating Band Directors	5
Duties of the Judging Coordinators	5
Duties of the Computer Operator	5
Duties of the Band Organizers	5
Duties of the Percussion Organizers for Band.....	6
Eligibility Requirements for TMEA Activities.....	7
Entry and Audition Rules	
Entry Procedures and Rules	10
Entry deadlines	10
Audition Procedures and Rules	11
Region Band Judging Process	13
Instrumentation of All-Region Ensembles	16
Jazz Band Audition Process.....	18

Section II.

All-Region Band Clinics and Concerts

Duties of the Clinic and Concert Hosts	23
Duties of the Region Band Chairman	23
Duties of the Band Organizers	23
Duties of the Band Percussion Organizers	24
General Information	24

Section III.

Region Organization

Duties of the Region Band Chairman.....	25
Stipends.....	25
List of Meeting Agenda Items.....	26

Section IV.

Honor Band

Rules and Procedures	27
Selection of Judges	27
Region Playback Session	27

Section I.

ALL-REGION AUDITIONS – High School & Middle School (Region Bands, Orchestra Winds & Percussion, Jazz Band)

Audition Process Personnel

Personnel necessary for audition operations and the Region Band process are:

1. Region Band Chairman
2. Site Hosts
3. Participating Band Directors
4. Judges Chairman
5. Computer Operator(s)
6. Region Band Organizers
7. Band Percussion Organizers

Duties of the Region Band Chairman

1. At the fall region meeting, make the following arrangements.
 - a. Fill audition process personnel positions (as listed above)
 - b. Secure sites and hosts for auditions and clinic/concert
2. Place order for Region patches.
3. Pay for concert music as needed.
4. Receive and check entries and fees. Send entries to Computer Operator as soon as possible.
5. Work with the Computer Operator(s), and Judge Chairman to determine, based on entry numbers, the number of panels needed for each instrument. Contact the Site Hosts, Judging Coordinators, and Computer Operator with the number of panels per instrument. (This information is needed to determine the number of rooms required for the auditions.)
6. Enforce auditions process rules (state and region) and handle any infractions that might occur.
7. Provide each Band Organizer with a final results roster.
8. Provide Judging Coordinators with information regarding payment amounts for hired judges, as well as times to report for judge's meetings.
9. Chair the judges' meetings prior to the start of the auditions.
10. Make necessary payments for judges, catering, site host expenses.
11. Appoint a Standing Committee to review annually the audition and clinic/concert rules and procedures.

Duties of the Site Hosts

1. Consult with the Computer Operator(s) and Judge Chairman to send an information packet to all schools entering students.

Packet should include:

1. Times and locations for judge's meetings
2. Student check-in procedures and times
3. Percussion room information and a list of equipment to be provided
4. Student concession stand information
5. Director's Lounge location
6. General information for students (campus rules, audition procedure, etc.)
7. Directions to school

This packet is to be sent as quickly as possible in order to allow participating directors to make plans. (Two weeks prior, if possible, is recommended.) Provide a concession stand for Friday evening and all day Saturday.

2. Prepare judging packets to include the following.
 - a. Five copies of the audition music with judging expectations
 - b. Pencils for five judges (2 per judge is recommended)
 - c. Five copies of judging forms, 1 set of the panel chairman's forms.Each packet should be labeled with the room letter, classroom number, instrument, and the judge's names (if possible).
3. Provide the necessary number of rooms for auditions, a room to be designated as the office, an area for the judge's luncheon, a judge's meeting area and a student waiting area.
4. Secure audition room monitors. Band Parents are preferred, two per room are recommended. Conduct a monitor's meeting to explain the rules and process. Prepare a monitor's packet which will contain sign-in sheets for auditioning students. (Sign-in sheets will be provided by the Computer Operator.)
5. Provide sufficient Hall Monitors for security and to keep audition room halls quiet. Monitors should also be stationed in the warm-up room.
6. Contact Computer Operator to determine equipment needed for office.
7. Provide a concession stand, if possible.
8. Ensure that all areas of the building being used are ADA compliant.
9. There are to be three percussion rooms (one each for snare, keyboard, and timpani). Host is responsible for providing a set of timpani and a marimba. Percussion rooms should be large enough to accommodate several sets of percussion instruments.
10. Provide a copier in or near the office.
11. Set-up of each audition room is to include seating and table space for five judges with a screen to separate the students from the judges. (Be sure there are no reflective surfaces – i.e. TV screens, windows – which might allow judges to have a view of the students.) On the student's side of the screen there should be one chair and music stand in the performance location. Additionally, there should be sufficient seating for all the students in each round.
12. Prepare adequate directional signs for students. Designate locations for result postings.
13. Post room numbers for both phases in the student waiting area.
14. By phone, letter, or email, contact all judges to confirm date, location, and time of judge's meetings.

Duties of the Participating Band Directors

1. For any school entering students, all directors at that school plus their feeder campuses, regardless of the number of participating students for the audition, are to be available for all phases of each audition, on all days, or find a qualified replacement at their own expense.
2. Directors should screen their student's preparation on their etudes prior to the auditions.
3. Directors should make sure that their students thoroughly understand all aspects of the audition process and rules.
4. Remind students to check the waiting area for updated room assignments lists when they arrive at the audition site.
5. Directors must abide by entry procedures and guidelines, both state and region.
6. Be prompt in turning in all entries. Be aware of all deadlines.
7. **Be sure that TMEA membership is current at the start of the school year.**

Duties of the Judging Coordinator

1. Secure from the Computer Operator a list of all schools who have entered students.
2. Secure from the Region Chairman a list of judges. (This list comes from the Region 25 Band Director roster on the UIL website.) Use this list to begin filling panels.
2. Provide the Site Host with a list of judges, divided into panels, with an assigned chairman for each room.
3. Contact the Computer Operator to determine the number of rooms (panels) needed for each instrument.
4. Private lesson teachers may be used as needed, keeping in mind the expense to the region.
5. If a school is entering students, then ALL the directors from that school plus its feeder campuses are expected to be available for judging. If a director is unable to judge, then he/she is responsible for providing a qualified replacement, and for paying that person if necessary.
6. Each panel is to have five judges, as per TMEA State Office.

Duties of the Computer Operator(s)

1. Download entry data from TMEA and organize computer files for the audition.
2. Provide Site Host with the following items, prior to the audition.
 - a. Room sign-in sheets for monitor packets
 - b. Judging forms (one copy each) for each instrument and room lists (by school) to show student's name, instrument, room number, and audition day (There is a sample of this list in Section IV of this handbook.)
3. Supervise the input of scores and posting of results on the day(s) of the auditions.
4. Supply the Region Chairman with a composite list of results at the close of the auditions.
5. Forward Area qualifiers data to the TMEA office.

Duties of the Band Organizers

There will be one Band Organizer for each region band.

1. Contact clinicians regarding programming choices. Also get bios and a seating chart from the clinician and forward to Region Chairman.
2. Acquire music by borrowing or ordering through the region band chair.
3. Prepare folders for distribution upon completion of the auditions. (Folders may be

obtained free of charge from a local music merchant.)

4. Prepare a letter for the folders. (There is a sample letter in Section IV of this handbook.)

Duties of the Percussion Organizers for Band

There will be one Percussion Organizer for each region band. They will be responsible for all aspects of each ensemble's percussion sections.

1. Obtain percussion parts from the Band Organizers to make part assignments by chair and prepare music folders.
2. Prepare individual folders and have them ready for distribution at the end of the auditions.
3. Folders are to contain each student's assigned parts, as well as a letter informing the student of all instruments/equipment that he/she will be required to bring to every rehearsal and the concert.
4. Percussion Organizers are to be present at all sectionals, rehearsals, and the concert.
5. Contact clinic/concert hosts to confirm equipment arrangements.

ELIGIBILITY REQUIREMENTS FOR TMEA ACTIVITIES

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 1

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 or clinic 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:

1. Students beginning grades nine and below must have been promoted from a lower grade prior to beginning of the current school year.
2. Students beginning their second year of high school must have earned five credits which count toward high school graduation requirements.

3. 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.
4. 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 2

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 3

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.

REGION/AREA ALIGNMENT AND SCHOOL CLASSIFICATIONS

TMEA consists of 33 Regions and 8 Areas (See [TMEA/UII Music Region Alignment](#)).

1. Students in public schools must enter the audition process in the Region in which their public school is assigned.
2. Students in private, schools must enter the audition process in the same Region as the public school ISD in which the private school is located. A private school student shall compete in the comparable UII classification according to the enrollment of the school.
3. Students representing home schools must enter the audition process in the same 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 they reside. A home school student must minimally represent this classification.

Entry procedures and rules

1. Complete the "Auditions Process Entry Cover Sheet" and submit with entries. **This is required by the TMEA State Office.** (A copy of the director's current membership card will be attached to this form. This may be done on the TMEA web site at www.tmea.org)
2. Fees are to be included with the entry forms. Checks are to be made payable to TMEA Region 25 Band Division. (No cash or personal checks will be accepted.) The school name must be indicated on the check. (If the school's central office issues the check, be sure the school name is designated on the check.)
3. Entry fees will be reviewed and determined at the Fall meeting.
4. Students may only audition on one instrument in Region 25 All-Region Band. The 9th Grade audition will be a separate contest and will take place before the High School contest. 9th Grade students can audition for both the 9th Grade Region Band and the High School Region Band, but can only perform in one organization.
5. 9th Grade students who choose to audition at both the 9th Grade contest and High School contest will pay an entry fee for both contests.
6. **Declaration of Intent** form must be completed and mailed to the Region Band Chair for any "non-6A" student wishing to pursue the 6A Track. Form must be turned in **BEFORE** phase 1.
7. **Dual Certification:** When entering students you must indicate if they are auditioning for both Band and Choir. Area Declaration Forms must be submitted by December 15.

Entry deadlines

1. **Entries must be completed online 14 days prior to the day of the audition.**
Send payments and hardcopies of entries to the **Region Chairman**. ***Payment MUST be received before the student is allowed to audition. The Director is responsible for payment of all entries. DNAs cannot be subtracted from the total amount owed.***
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 13 and 7 days prior to the contest without penalty, but a student entry added less than 14 but more than 7 days prior to the contest will result in an additional 100% student late fee.
4. Entries begun less than 14, but more than 7 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 14 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. Any student entered in any level of the audition process, and who participates in an ensemble must meet all TEA and UIL academic eligibility requirements for every rehearsal and event. (Eligibility guidelines are detailed in the UIL/TEA publication "Side By Side". This can be obtained from the UIL state office, and can also be found on the UIL website.)
8. After the deadline for entry passes, the computer operator will establish a deadline for corrections to entries, which can include spelling or incorrect instrument selections. Directors using CHARMS software must closely monitor the student entry instrument to ensure it matches the intent of the student.

9. During the correction period, additional entries will be allowed provided the school has already entered the majority of their students. Each additional entry made during the correction period will be charged a late fee in addition to the normal entry fee.

Audition procedures and rules

The following rules are the official Audition Rules of TMEA. *Those printed in italics are specific regulations of the Region 25 Band Division.*

Facilities

1. It is the responsibility of the Region Band Chair to ensure that sites chosen for auditions are ADA compliant.
2. Each auditions site should have a large room in which to hold a judges' meeting prior to the auditions, a room that will serve as the office, and a tabulation room that is off limits to the general public. There should also be a central area to post results for student viewing, as well as a warm-up room that will not disturb those students who are auditioning.
3. It is the responsibility of the site host to identify those rooms being used for auditions. It is strongly advised to provide a master room list in the warm-up area.

General Information

1. One set of TMEA forms will be provided to each Region Band Chair. These are available on the TMEA Website (www.tmea.org). Judging Form 1, Form 2, and Area Certification Form 9, as well as Dual Certification Division Chair Report are available in the tabulation software.
2. Every judging panel shall adhere to TMEA eligibility requirements (5-member panels)
3. Any audition that is involved in the selection (or elimination) of students for the All-State Band must include excerpts from each of the state-prescribed etudes.
4. Any student entered in any level of the audition process must meet all eligibility requirements. **See Section I of the TMEA Eligibility Requirements.**
5. The Region Band Chair shall submit to the State Band Chair a Form 13 (recommended list of judges for the State Auditions) no later than September 1st.
6. The Region Chair may exclude visitors and spectators from the halls adjacent to the audition rooms to maintain privacy and control the noise level.
7. Region 25 will hold two phases of auditions to select members of the High School All-Region Bands. Students advancing to the Area round will be determined in the Phase II auditions.
8. The number of students advancing from each Phase I room will be determined by the Computer Operator. The number of students advancing to Phase II from all rooms combined will be equal to the number needed to fill the Region Bands plus alternates. (see Region Band Instrumentation chart) Minor variations to the number of students advancing from each Phase 1 room may be necessary based on the number of rooms needed for that instrument.
9. All students advancing to Phase II will be named to an All-Region Band or as an alternate.
10. Students from 5A schools who choose 5A track will not be eligible for positions in one of the 6A bands. Students from 6A schools will not be eligible for positions in the 5A band.

11. Ninth-grade students who earn a position in both the Ninth-grade Band and one of the High School Bands will perform with the High School Band.
12. Wind and Percussion Orchestra members will be chosen through the All-Region Band auditions. Orchestra members will be chosen from students in the 6A track.

Audition Procedure

1. Anonymity is vital. No judge shall have visual contact with the students during the audition. At breaks, judges must not mingle with students.
2. All students will play from one location in the room as long as it is practical to do so. A chair and music stand will be provided at this one location for the performing contestant. The student may stand or sit as long as he/she performs from that location in the room. If a percussionist chooses to use his/her own instruments, he/she is waiving the right to play from the "one" location in the room.
3. The judges must hear each student play a portion of each of the official TMEA auditions etudes before the auditions are completed. The etudes are those that have been published in the *Southwester Musician* and on the TMEA website. There will be three rounds with one (1) excerpt performed during each round. (Exception: This may not be possible if there is not enough room to seat all the students at the same time). In each round, the student must play at the one (1) to one and one-half (1 ½ minutes(s) of an etude. This timing should be based upon the prescribed metronome marking. This will obviously be approximate. If the complete etude is less than one minute in length, it should be played in its entirety. At the end of the audition, each student should have performed 3 excerpts.
4. The contestants will be seated in the room alphabetically by audition letter and must perform in the following order:
 - Round 1: Top to bottom
 - Round 2: 1/3 down to bottom, top to 1/3 down
 - Round 3: 2/3 down to bottom, top to 2/3 down(Exception: This may not be possible if there is not enough room to seat all the students at the same time.)
5. Once the auditions begin, students will not be allowed to enter or leave the audition room until the process has been completed by their entire group.
6. Students are reminded to behave appropriately during the audition process and follow all instructions from the monitor. Students who refuse to follow instructions, or continually disrupt the audition process, may be disqualified at the discretion of the Region Band Chair.
7. Percussionists will play in three rooms. In one room they will perform their keyboard etudes. Another room will hear the snare etude and the third room will hear the timpani etude. Tuning skills will be considered in the timpani scoring. Judges will move from room to room with the students so that the same panel will hear all of the etudes for that group.
8. Prior to each excerpt, if a student so desires, a brief warm-up of no more than 5 seconds is appropriate. A student may only play the starting note of the excerpt. Mallet percussion may only play a roll on the starting note. Snare drum and timpani may only play a roll on the drum. **Timpani students will be allowed up to 30 seconds for tuning before warm-up timing begins.** After each fifth person plays, all students shall warm-up simultaneously for 20-30 seconds. There will be no restrictions on what

the students can play during the group warm-up. However, disruptive activity could be subject to disciplinary action.

9. Students are permitted to use a non-audible metronome that is a only a single purpose device.
10. Said metronome may be used prior to the performance by the auditioning student. The student may not use the metronome during the performance.
11. Metronome marking should be closely adhered to so as to maintain the intent of the music.
12. With the exception of a metronome, absolutely 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.
13. The list of non-allowable electronic devices includes, but is not limited to phones, electronic games, computers, cameras, and playback systems
14. Audition cuts will be posted outside the audition rooms prior to the start of the auditions. Panel chairmen should also announce the cuts prior to the performance of that etude round.

Judging Process

1. Judges will not have electronic devices (phones/pads/etc) out while judging. Texting or social media is not allowed in the audition room.
2. The judging panels should use the forms provided by the State Band Chair for tabulating results. Every care should be taken to avoid mathematical errors. The monitor and panel chair have the primary responsibility for ensuring accuracy on the judges' form.
3. Each judge must break his/her ties before sending paperwork to the office.
4. The judges must not face or look at the students at any time during the duration of the audition. During breaks, no judge should converse with any of the students.
5. All conversation in the audition room must be conducted quietly through the monitor. The judges should not have any conversation with the contestant during the audition.
6. Interpretations and discrepancies in the music often occur and judges should be open-minded and sensible about possible printing and editing errors.
7. **THE OFFICIAL NOTICE OF ERRATA OR SPECIAL PERFORMANCE PROBLEMS WITH THE MUSIC IS THE TMEA WEBSITE.**
8. When using the computer program, Forms and 2 should complete the judging process. The computer will drop the high/low scores and complete the rankings.
9. The Audition Chair shall have the tabulation area off limits to everyone except the staff and the panel chairs whose scores are being checked. Their job shall be to double check math and clerical accuracy of the results. They shall then prepare results for posting.
10. Results shall be posted with the following statement on each page: 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.
11. Posted results should list all students who audition according to rank order.

Ranking the Contestants

1. At the close of the contest, the judges shall rank all contestants by numbers: 1, 2, 3, etc. Ranks are to be awarded through all contestants.
2. *Each judge must break their own ties before sending forms to contest office.*
3. The "Olympic" scoring system will be used. Each contestant's high and low ranks will be dropped. The contestant, the sum of whose remaining rank points is the lowest, will be awarded first place, All other rankings will proceed accordingly (2nd lowest, 2nd place; 3rd lowest, 3rd place; etc.)
4. In any case where there is a tie, all contestants who are tied shall be awarded a place before going on to another contestant or place.
5. *The TMEA audition software breaks ties according to TMEA rules. An explanation of the tie-breaking rules is printed in the Region Band Chair notebook.*

Variance in Audition Procedures

Any variance to the above lies within the domain of the Region provided that:

1. Any variance is submitted by the Region Band Chair prior to **August 1st**. All requests will be reviewed by the Executive Board of TMEA at the June meeting. This form can be found in this handbook. Each Region Band Chair will be notified of acceptance or denial no later than **August 15th**.
2. Variances must be re-submitted annually for continued approval.
3. Each Region Band Chair must have a copy of the MS and HS Audition Policies and Procedures in their personal files and must email a copy kvanlandingham@tmea.org at the TMEA Headquarters by **July 31** each year.

General Information

String Bass players will be selected through the All-Region Orchestra audition process. String Bass players will be placed in the All-Region Bands in chair order regardless of their school's classification.

Clinic/Concert Participation:

It is expected that all students who enter the All-Region Band auditions will plan on participating in the Clinic/Concert. Students and Directors should check their calendars carefully.

1. Students selected must attend all rehearsals of an All-Region band. Students who miss more than one hour of rehearsal time will not be allowed to participate in the concert and will not receive an All-Region patch.
2. Directors should notify the Band Chairman or his designate as soon as possible if a student selected to the All-Region Band will be unable to participate.
3. Students will be promoted in chair order and alternates added to the Band.
4. A student who was selected first chair in the Symphonic or Concert band at the audition may elect to remain first chair rather than be promoted. If a first chair student elects to refuse promotion, the second chair will be promoted and an alternate added to the Concert Band.

If a student who misses the Clinic/Concert is still involved in the All-State process, the Region Steering Committee may be convened and recommendation may be considered to remove that student from the All-State process. If the student feels that extenuating circumstances exist that would excuse him/her from the Clinic/Concert they should submit that reason in writing to the Region Steering Committee for consideration.

Instrumentation of Region Bands

High School	<u>Wind Ens.</u>	<u>Symphonic</u>	<u>Concert</u>	<u>Alt.</u>	<u>Ninth Grade</u>	<u>9th Alt.</u>
Piccolo	1	1	1	2	1	1
Flute	6	9	9	6	9	9
Oboe	2	3	4	4	4	2
English Horn	1	1	0	1	0	0
Bassoon	2	4	4	4	4	2
Eb Clarinet	1	1	1	2	0	0
Bb Clarinet	10	16	16	8	16	15
Alto Clarinet	1	0	0	1	0	0
Bass Clarinet	2	4	4	4	4	4
Contra Clarinet	1	1	1	2	0	0
Alto Saxophone	2	4	4	4	4	4
Tenor Saxophone	1	2	2	2	2	2
Bari Saxophone	1	1	1	2	1	1
Trumpet	7	9	9	7	9	9
Horn	6	8	8	6	8	8
Tenor Trombone	4	6	6	4	6	6
Bass Trombone	1	2	2	2	2	2
Euphonium	2	4	4	4	4	4
Tuba	3	6	6	4	6	6
String Bass	1	1	1	NA	0	NA
Percussion	7	7	7	6	7	6
TOTAL MEMBERS	62	90	90		87	

Instrumentation of Middle School Region Bands	Wind Symphony	Wind Ensemble	Symphonic Band	Total
Flute	10	10	10	30
Oboe	3	3	3	9
Bassoon	3	3	3	9
Bb Clarinet	12	12	12	36
Bass Clarinet	3	3	3	9
Alto Sax	6	6	6	18
Tenor Sax	2	2	2	6
Bari Sax	1	1	1	3
Trumpet	10	10	10	30
French horn	8	8	8	24
Trombone	8	8	8	24
Euphonium	6	6	6	18
Tuba	6	6	6	18
Percussion	8	8	8	24
	86	86	86	258

TMEA REGION and ALL-STATE JAZZ ENSEMBLE AUDITION TRYOUT PROCEDURES and GUIDELINES

TMEA and TJEA cooperatively organize manage and operate the TMEA Region and All-State Jazz Ensemble programs. The jazz ensemble is unique among the TMEA All-State performing ensembles. The group's twenty members are comprised of students who each play an un-doubled and individual part, are called upon to improvise extemporaneously in performance, and are selected to a single All-State ensemble from a single audition at the region level.

AUDITION MATERIAL

- Audition material for the Region and All-State Jazz Ensembles will come from the TMEA Band Division Chair and including, but not limited to, input from the TJEA All-State Jazz Ensemble Audition Etudes and All-State Jazz Ensemble Audition CD. The audition etudes will be published for all instruments (alto, tenor and baritone saxophones; trumpet; tenor and bass trombone; piano, bass; guitar and drum set). For all instruments except drum set, three written etudes will be required in the styles of Swing, Ballad, and Funk/Latin and one solo/improvisation etude. (Separate solo/improvisation etudes will be used at the Region and State levels. Drum set contestants will play three written etudes in the styles of Swing, Latin and Fusion/Funk with the All-State Jazz Ensemble Audition CD. Additionally, drum set contestants will be required to play 16 bars each of the following styles. (Tempo markings are approximate.):
 - a. Swing (M.M. 144)
 - b. Funk (M.M. 100)
 - c. Latin/Samba (M.M. 120-200)
 - d. Up-Tempo (M.M. 160+)
- Some of the etudes for tenor trombone and trumpet may be written in such a manner that the first two-thirds of the etude will be of moderate range and difficulty with the last third reserved for greater range and difficulty. This will allow a Region to use the material at local auditions for students who may not possess the skills for the State level, but may be interested in the Region level. The suggested moderate cut will be marked on the etude. Recording for the State level will include the entire etude.
- The improvisation and drum etudes will be selected from the ALL- STATE Jazz Ensemble Audition CD. CDs may not have been included in the all-state packet and may be purchased separately from your retail music dealer.

AUDITION PROCESS

DATES

All-State Auditions must be held between the **third** Saturday of September and the **third** Saturday of October.

STUDENT ENTRY PROCEDURE

1. Each student must be entered by a TMEA Active Member Director/Sponsor using the online entry process found at tmea.org
2. Entry deadline in each region shall be set by the Region.
3. Each participant will declare his/her intention to be considered for State Level, or Region Level only.
4. Any student entered in the process must meet TMEA eligibility requirement at the time of the audition, and must maintain this status for any subsequent rehearsals and/or performances of a Region or All-State ensemble should he/she be selected.
5. A student who is selected for the All-State Jazz Ensemble is no longer eligible to participate in any other area level TMEA Music contest.

REGION LEVEL AUDITION PROCEDURES

1. TMEA Jazz auditions forms are generated using the official TMEA Audition Tabulation software.
2. Every Judging panel will adhere to the TMEA Audition Rules and Procedures with regard to 5 person panels.
3. For all instruments except drum set, each student's audition will consist of one swing, one ballad, and one Latin/funk etude, and two choruses of an improvised solo performance.

Each drummer's audition will consist of:

- a. One Swing etude
- b. One Latin etude
- c. One Fusion/Funk etude

16 measures each of the following styles:

- a. Swing (M.M. 144)
- b. Funk (M.M.100)
- c. Latin/Samba (Quarter Note = M.M. 200)
- d. Up-Tempo (M.M. 160+)

4. With the exception of the aforementioned tenor trombone and trumpet, all etudes must be heard in their entirety. Each etude will be scored on a scale from 0 to **75 80**. If this procedure is being used at Region level only, the trumpet and tenor trombone "moderate cuts" may be used. The improvised solo etude (and drum styles) will be scored on a scale from 0 to **75 60**. This system will allow for a maximum of 300 total points.

5. While performing the improvised solo etude, the contest chair will provide the student **may have** the lead sheet "changes" on the music stand, without additional markings. No other **materials written out solo(s)** may be on the music stand.
6. Should the tenor trombone and trumpet sections have entries for both Region and All-State levels, a second complete audition sequence for those wanting to be considered for All-State should be held immediately after the first audition. In this second audition, each student must perform the full etudes. If the first audition was comprised entirely of students who wish to be considered for All-State, only one audition is necessary. TMEA Audition Process – Jazz Ensemble Auditions Page 3 of 5
7. Each student will be assigned a random audition ID generated by the tabulation software.
8. If possible, all students shall be seated in the tryout room simultaneously.
9. Every effort should be made to insure that no judge has visual contact with a student. Screens are required. Anonymity is vital.
10. All students should play from one location in the room (exception: drum set, but in the same proximity.)
11. The judges must hear each student play each etude in its entirety. This will be done in four rounds.
12. The contestants will perform in the following order:
 - a. Round 1: top to bottom
 - b. Round 2: 1/3 down to the bottom
 - c. Round 3: 2/3 down to the bottom
 - d. Round 4: top to bottom
13. Prior to each etude, if a student so desires, a brief warm-up of no more than 5 seconds is appropriate. A student may only play the starting note of the excerpt. Drummers will play a combination of tom/snare/and cymbal rolls. After each fifth person plays, all students shall warm-up simultaneously for 20-30 seconds. There will be no restrictions on what the students can play during the group warm-up. However, disruptive activity could be subject to disciplinary action.
14. Students are permitted to use a non-audible metronome that is only a single purpose device.
15. Said metronome may only be used prior to the performance by the auditioning student. The student may not use the metronome during the performance.
16. Metronome markings should be closely adhered to so as to maintain the intent of the music.
17. 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.
18. 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.
19. The list of non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras (within an audition room), and playback systems.

TABULATION AND CERTIFICATION

1. By use of the TMEA audition program, the contest chair shall be responsible for tabulating, checking, posting and reporting results. If the Region and State level

auditions are being held simultaneously, the contest chair must distinguish those students who entered for State from those who entered for Region only. Note: It is possible for a student who was not selected for the Region Jazz ensemble to record for state. For example, assume player **X** auditioned on tenor sax and ranked 4th. Tenor Saxes 1-3 chose not to audition for state. Player **X** is certified to record.

2. All rankings and ties must be handled in accordance with the procedure for tie breaking as printed in the All-State Band Audition Procedures and Guidelines.
3. All posting shall reflect the ranking of the entire section and shall be posted with the following statement:

“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 contest chair must certify the total number of students allowed per instrument provided the number of contestants meets or exceeds the demand. If the number of contestants is less than the demand, those contestants shall be certified. No chair or judging panel shall have the authority to eliminate a student if a Region or All-State spot is available.
5. Each region is allowed to certify a maximum of the following instrumentation to the all-state level:

2 alto saxophones	2 tenor saxophones
1 baritone saxophone	5 trumpets
3 tenor trombones	2 bass trombones
1 guitar 1 bass	1 piano 2 drum set

6. Students shall record only one take of each etude (including improvisation) for the All-State Jazz Ensemble Recorded. ***Recording multiple takes is prohibited.***
7. Region certification materials must arrive at the TMEA State Office by 5:00 PM on the Tuesday following the third Saturday of October.
8. The following shall be included in the mailing,
 - A separate recording from each student.
 - Region Jazz Chair's Composite Certification Form generated by the tabulation software.
 - A single check from each TMEA region covering the total cost of all certified applicants (\$10 per student) made payable to *TMEA Band Division*.
9. These items must be sent by certified mail, express/overnight or hand delivered to the State TMEA Office: 7900 Centre Park Dr., Austin, TX 78754.

ALL-STATE RECORDED AUDITION PROCEDURES

1. The All-State Jazz Ensemble recorded auditions shall be overseen by the TMEA Band Division Vice-President or his/her designee.
2. The TMEA State Band Chair or his/her designee shall be responsible for assembling five person panels for each of the sections. It is advisable for one panel to hear the piano, bass and guitar audition.
3. **All adjudicators for the All-State Auditions must be current TMEA members.**
4. The All-State Jazz Ensemble recorded auditions will use all procedures as mandated for the Region level auditions.
5. **All results will be reported to the TMEA Band Division Vice-President immediately after the completion of the audition.**

RECORDING GUIDELINES

1. Recordings shall be submitted on compact disc with each etude recorded as a separate track. Additionally for the drum auditions, each of the drum styles should be recorded as a separate track.
2. Recordings should be "dry" and absent of any effects (reverb, etc.)
3. Each CD should include the student's name and high school spoken by the student as a separate track at the very end of the recording. The CD student ID labels generate by the tabulation program must be adhered directly to each corresponding CD.
4. **SEND ALL-STATE MATERIALS TO:**

Frank Coachman, TMEA Deputy Director

Texas Music Educators Association

7900 Centre Park

Austin, TX 78754

Office: 512-452-0710

Cell: 254-289-1549

fcoachman@tmea.org

Section II.

ALL-REGION CLINICS AND CONCERTS

Duties of the Clinic and Concert Hosts

1. Provide adequate rehearsal space for the number of ensembles.
2. Work with Percussion Organizers to insure adequate percussion equipment for all rehearsal areas.
3. Arrange for public address equipment to be available at the concert.
4. Provide a stage set-up crew, and custodians for the weekend. Check with Region Chairman on reimbursement.
5. Contact the Region Chairman to obtain concert programs.

Duties of the Region Band Chairman

1. Arrange for a company to record the concerts.
2. Make hotel (and airline, if necessary) arrangements for clinicians.
3. Be available with the checkbook to pay for food and clinicians
4. Be present at all rehearsals (including sectionals) and the performances.
5. Introduce the clinicians at the concert.
6. Be sure to take copies of the audition results to the rehearsals, for the purpose of calling alternates, if needed. Directors should be able to contact their alternates if needed.

Duties of the Band Organizers

1. Contact clinicians regarding any special needs, including bios and seating chart and music selections. This should be done as soon as possible in the school year.
2. See to the set-up of rehearsal areas prior to their use.
3. Introduce the clinician to the ensemble at the start of the first rehearsal.
4. Have spare parts to all selections on hand at each rehearsal.
5. Provide Percussion Organizers with scores for sectionals.
6. Be present at all rehearsals (including sectionals) and the performance.
7. Prepare all folders and have them ready to distribute at auditions.

Duties of the Band Percussion Organizers

There will be one Percussion Organizer for each region band. They will be responsible for all aspects of each ensemble's percussion sections.

1. Work with Clinic/Concert Hosts to insure that large percussion equipment needs are met.
2. Be present at all rehearsals, including sectionals, and the performance.
3. Have each percussion section on stage, prior to its ensemble's performance, to set up equipment.
4. Be sure to have percussionists move equipment at the rehearsals if the ensemble changes rehearsal rooms.
5. Be prepared to make necessary arrangements for any "unusual" instrument needs.

General Information

1. In the event that a student is unable to participate in any part of the clinic and concert process, the student's band director is to contact the Region Chairman (Orchestra Chairman for orchestra activities) as soon as possible. The student's director is then responsible for making sure that the replacement receives the music folder, prior to the first rehearsal, if possible.
2. As with the auditions, all TEA and UIL academic eligibility rules apply to rehearsals and performances.
3. Students who do not participate in or complete the process (through performance) will not receive a Region patch.
4. Schools with students participating in the clinics and concerts must have a director, or representative, on site for the clinic/concert at all times.

Section III.

Region Organization

Duties of the Region Band Chairman

1. Prepare agendas for the Fall and Spring meetings. (See Chairman's Handbook.)
Make enough copies for distribution at each of the meetings.
2. Region Band duties as outlined in Sections I and II of this handbook.
3. Resolve problems and disputes relative to any TMEA activity.
4. Be responsible for the Band Division's funds, maintain the Region's bank account and financial records, and pay all TMEA-related bills.
5. Per TMEA State Office, each division having a bank account must file the Region Financial Report with the State Office. This form is available from the Region XXV Chairman.
6. Be on site of all region activities.
7. The Chairman shall serve for a period of two academic years.

Stipends per TMEA event

- All-Region Jazz Audition
 - Site Host - \$150
 - Region Jazz Chairman - \$225
- All Region Middle School Audition Phase 1
 - Site Host 1 (main) - \$150
 - Site Host 2 (assistant) - \$100
 - Middle School Band Chairman - \$225
- All Region Middle School Audition Phase 2
 - Site Host 1 (main) - \$150
 - Site Host 2 (assistant) - \$100
- All Region 9th Grade Audition
 - Site Host 1 (main) - \$150
 - Site Host 2 (assistant) - \$100
- All Region HS Audition (All-State) Phase 1
 - Site Host 1 (main) - \$150
 - Site Host 2 (assistant) - \$100
 - Site Host 3 (assistant) - \$100
 - Region Band Chairman - \$225
- All Region HS Audition (All-State) Phase 2
 - Site Host 1 (main) - \$150
 - Site Host 2 (assistant) - \$100
 - Site Host 3 (assistant) - \$100
- All-Region Clinic and Concert – Middle School
 - Site Host 1 (main) - \$150
 - Site Host 2 (assistant) - \$100

- Band Organizer - \$150
 - Percussion Organizer - \$125
 - Clinician \$800
 - Middle School Band Chairman - \$225
- All-Region Clinic and Concert – High School
- Site Host 1 (main) - \$150
 - Site Host 2 (assistant) - \$100
 - Band Organizer - \$150
 - Percussion Organizer - \$125
 - Clinician \$1,000
 - Region Band Chairman - \$225
- Honor Band Listening
- Site Host 1/Contest Chairman (main) - \$225
 - Site Host 2 (assistant) - \$100

List of Meeting Agenda Items

The following lists are meant to provide a guide for the fall and spring meetings. These lists are not meant to be all-inclusive.

Fall Meeting

1. Fill any vacancies for organizers, hosts, and sites.

Spring Meeting

1. Determine dates for region band activities.
2. Allocate time for UIL Executive Secretary.
 1. Determine calendar dates for UIL contests.
 2. Select sites for UIL contests.
3. Elect new officers as needed.

Section IV.

Honor Band

Rules and Procedures

Region 25 will follow the Honor Band rules and regulations of TMEA. These rules may be found on the TMEA website and also in the Region Band Chair notebook. Directors should familiarize themselves with these rules prior to entering the competition. Directors should also check regularly for updates to the rules and procedures.

Selection of Judges

Region 25 will use five-member judging panels as prescribed in the TMEA rules and published on the website. In addition to the judge selection rules mandated by TMEA, Region 25 will follow these procedures:

1. The number of judging panels for the Region level session will be determined by the Region Band Chair or his designee.
2. Each director entering the competition will submit a list of up to 20 names of potential judges for the Region session.
3. The Region Chair or his designee will compile the judges names submitted by the participating directors. The judge receiving the most votes will be called first, followed by the judge receiving the second most votes, etc.
4. Immediately following the Spring Region meeting (or at another time designated by the Region Chair) the competing directors will meet to finalize the judge call list.
5. Each competing director will be given the option of eliminating one (1) judge from the list of nominees.
6. In cases where multiple judges have received the same number of votes, each director will rank those judges. The ranks will be tallied by the Region Chair to determine the call order for those judges.

Region listening session

The Region Band Chair, or his designee, will be responsible for providing an adequate sound system for the playback system. The Region Band Chair, or his designee, will determine the date, time, location, and playback equipment that will be used for the Region 25 session. Ample notification to the participating directors will be provided and the session will be open to the public.