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2019-2020

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I. CALENDAR OF EVENTS

1. HIGH SCHOOL

- A. See Meeting Minutes & Agenda

2. MIDDLE SCHOOL

A. Region Entry Deadline

- a. Online entry deadline is Friday, October 4, 2019.
- b. The deadline to change existing student entries without penalty is Friday, October 11th. DNA's and special time requests can be reported to the MS Vocal Coordinator at any time prior to Thursday, October 17th by 4 PM.

B. Region Auditions

- a. Auditions cuts will be added to the Dropbox at 8:30AM on Thursday, October 10th.
- b. Tenor/Bass auditions are Friday, October 18, 2019 at Fairmont Junior High. Registration time is from 5:00PM to 5:45PM.
- c. Treble auditions are Saturday, October 19, 2019 at Fairmont Junior High. Registration time is from 9:00AM to 9:45AM.
- d. DON'T FORGET YOUR STUDENT CONTRACTS & 1 CHAPERONE FOR EVERY 10 STUDENTS BROUGHT.
 - i. Any change fees MUST be paid prior to the start of auditions!

C. All-Region Clinic and Concert

- a. The clinic and concert is Saturday, October 26, 2019 at Deer Park High School South. Registration begins at 8:30AM. Concert begins at 4:30pm.
- b. Lunches will be \$5 per student and MUST be paid by 8:30 AM at the time of registration

D. UIL Concert and Sight-Reading Contest

- a. The East Zone contest is March 4-5, 2020 at Deer Park High School South. This zone includes Deer Park ISD, Goose Creek ISD, and Pearland ISD. Special Requests go to Jason Dove at jdove@dpisd.org
- b. The West Zone contest is March 3-4, 2020 at Pasadena Memorial. This zone includes Barbers Hill ISD, Channelview ISD, La Porte ISD, and Pasadena ISD. Special Requests go to Margaret Jordan at mcjordan8@gmail.com

II. REGION 19 OFFICERS' DUTIES & MEMBERSHIP RESPONSIBILITIES

1. HIGH SCHOOL

- A. **Election Procedures** : At the Spring Meeting in even-numbered years the members of the Vocal Division shall elect a Vice-Chair. The Region shall also elect an At-Large Member every spring, who will serve on the Auditions Committee for one year, and may not serve for more than two years consecutively. Note: the Vocal Chair, Vice-Chair, and At-Large Member should represent three different schools from within the Region. Newly elected officers assume their duties immediately after the spring meeting at which they are elected. There are no honorariums given for any of the officers or hosts.

B. **Vocal Division Chair**

1. Preside over meetings of the membership.
 - a. Prepare and distribute a written agenda for each meeting
 - b. Have a list of Concert & Sightreading judges available for the membership at the spring meeting.
2. Keep the membership informed of events and rules.
3. Fulfill any duties assigned by the State Vocal Chair of TMEA.
4. Compile and distribute a directory of division members.
5. Work with the UIL Executive Secretary on UIL matters.
 - a. Hire Concert & Sightreading judges.

- b. Submit the list of judges with addresses for each contest to the Executive Secretary for contracts.
6. Secure sites for the District (if applicable), Region and Pre-Area auditions.
7. Hire additional judges as needed, and establish judging panels and duty personnel.
8. Prepare registration packets for each section including the following:
 - a. Registration instructions
 - b. Enough cut sheets for each student + 10 extra
 - c. Stickies/scratch paper & 3-4 pencils/pens
 - d. Badges and Sign In Sheets (provided by Tabs chair)
 - e. Cut CD (Provided by Vice-chair)
9. Prepare judges' packets including the following:
 - a. 2 pencils
 - b. Judging Sheets
 - c. Raw Score Sheet
 - d. Scratch Paper
 - e. A paper copy of the cuts
 - f. Head Judge Instructions (head judge only)
 - g. Composite Form for all Judges' Scores (head judge only)
10. Order patches for the Region Choir (Mixed, Treble and Tenor/Bass). Prepare packets by school for distribution of the patches at the conclusion of the Region concert.
11. Serve as a member of the Auditions Committee for the length of his or her term.
12. Announce audition results at the conclusion of each audition.
13. Submit variance requests to TMEA Headquarters by the stated deadline

C. Vocal Division Vice-Chair

1. Serve as the Region Choir Clinic Organizer.
 - a. Secure clinicians as determined by vote of the membership at the Region Choir meeting in November immediately after that meeting for the Region Mixed, Treble, and Tenor/Bass Choirs.
 - b. Establish a procedure for transportation and housing including flight reservations and purchase of tickets as needed. Correspond with the clinicians concerning hotel arrangements, map to Deer Park High School, rehearsal schedule, etc.
 - c. Vice-Chair shall coordinate the hiring of instrumentalists for the Region Choirs.
 - d. Prepare the rehearsal schedule for the Region Choir Clinic & Concert, and send to all high school directors two weeks in advance.
 - e. Prepare a program for the Region Choir Concert, and secure pertinent information from clinicians and accompanists.
 - f. Assign duties to each high school director and assistant director for the Region Choir Weekend: Roll-checkers, section leaders, and accompanists. Notify all directors and assistant directors of their duties no later than the region choir auditions.
 - g. Secure the site for the Region Choir Clinic & Concert. Write a thank-you note to the host following the Clinic and Concert weekend.
 - h. Make arrangements for lunch for the Region Choir members for Saturday.

- i. Arrange for audio and videotaping of the concert and contract vendors for Region Choir T-shirts and plaques. Vendors must be licensed by TMEA
 - j. Arrange for meals for Region Choir clinicians, accompanists, and organizers.
 - k. Make necessary transportation and meal arrangements for Region clinicians.
 - l. Provide refreshments and beverages (coffee and juice) for the region directors on Saturday morning of the Region Clinic weekend.
 - m. Prepare a welcome address for the Region Choir concert, thanking the site host, organizers, parents, administrators, etc. Announce program changes for all choirs.
 - n. Assign each choir clean-up duties for the Clinic and Concert site.
2. Serve as Recording Secretary for the Vocal Division. Take minutes of meetings and provide written copies for the membership at the next meeting.
 3. Serve as a member of the Auditions Committee.
 4. Prepare cut tapes or CDs for auditions
 5. Be custodian of the Region's mp3 players and sound cubes.
 - a. Preparing cuts on mp3 players
 - b. Charging mp3 players prior to auditions
 - c. Installing mp3 players and sound cubes in rooms
 - d. Preparing cut cds for the student registration run through

D. Treasurer

1. Serve as custodian of Vocal Division finances and report on same to the membership.
2. Prepare a financial statement for TMEA
3. Secure and pay for lodging for Region Choir clinicians and accompanists (as needed).
4. Pay for the following Region Choir weekend expenses:
 - a. Friday night dinner and Saturday lunch for clinicians, accompanists, and organizers.
 - b. Security.
 - c. Meal and expense money for clinicians.
5. Pay for the following additional Region Choir expenses:
 - a. Piano tuning
 - b. Instrumentalists
 - c. Clinicians / Accompanists
 - d. Patches
 - e. Software
6. Pay for extra judges for auditions.

E. Region Choir Organizers

1. Work with the respective Region Choir clinician to select and plan the program for the concert, based upon the auditioned material and the wishes of the Region membership. Check with music publishers for availability of music.
2. Work with Region Vice-Chair to secure an accompanist for the choir.
3. Mixed, Treble and Tenor/Bass Choir Organizers will hire additional instrumentalists for the Region Choirs as delegated by Tenor/Bass Men's Choir organizers must inform the Vice-Chair of needed instruments by the District Auditions.

- a. Secure music stands for rehearsal and concert.
4. All organizers shall be responsible for obtaining published instrumental parts as needed for their choir in a timely fashion.
5. Work with the Vice-Chair to develop a rehearsal schedule for Region Choir weekend.
6. Treble and Tenor/Bass Choir Organizers shall prepare rehearsal part tapes or CDs for all non-auditioned music.
7. Make seating and standing arrangements for the respective choir, and distribute copies to each student at Region Choir registration.
8. All organizers coordinate with each other to create a plan for seating all singers during the concert, and rope off reserved seating as necessary.

F. Tabs Chair

1. Participate in all online training sessions deemed necessary by TMEA.
2. Download all online entries into the approved program template onto the region laptop.
3. Send out email verification sheets to all directors once entry upload window closes.
4. Secure required software, laptops, printer and router for the days of competition.
5. Manage all personnel the day of competition to verify correct procedures are followed as outlined by TMEA.
6. Print out results for Region Choir to announce and individual school results for each director.
7. Coordinate registration for competitions and region weekend.
8. Prepare badges for competition and for rehearsals for each singer in their respective choir.
9. Prepare roll-check sheets and tickets for each rehearsal. Roll sheets should be divided by section and indicate each student's name and the school each student attends.
10. Tabs Chair will have with them the names and phone numbers of all alternates to each section. For each singer that does not appear, the organizer will contact the next alternate. In the case of a Zoned district audition, *from the absent singer's zone*, until the list of alternates from that zone is called. A singer who auditions in Zone A CANNOT be replaced by an alternate from Zone B.

- G. **At-Large Member** serves as a member of the Auditions Committee, and participates in all duties and obligations of that committee.

H. Auditions Committee

1. Vocal Chair, Vice-Chair, At-Large Member, and the respective Auditions Host shall serve on this committee.
2. Select the cuts to be used for each audition 1 to 1.5 weeks prior to each audition.

I. Auditions Hosts

1. Follow all procedures as outlined in the Vocal Audition Procedure Appendix of the TMEA Auditions Manual.
2. Each host shall communicate to the membership prior to the audition with the following specific information for the audition:
 - a. Registration times (beginning and ending)
 - b. Judges' meeting time

- c. Music listed to be auditioned
 - d. Instructions regarding drops and adds and scheduling conflicts
 - e. Student instructions
 - f. Concessions information
 - g. Meal arrangements for judges
 - h. Maps to the school and of the campus layout
 - i. Obtain internet access for Tabs chair
 3. Check the audition rooms for external noises (i.e. light fixture buzz, air conditioning, heaters, hall noise, etc.).
 4. Make concessions available for the students and lunch arrangements for judges as necessary. Provide breakfast foods, beverages, and snacks for the judges.
 5. Secure holding areas as needed.
- J. **All High School Directors**
 1. In accordance with the TMEA Constitution, any director whose student participates must be a member of TMEA and shall be required to provide proof of membership at the time entries are due for the first audition. Allow a minimum of two weeks for processing, or join online for an immediate response.
 2. The TMEA Member director/sponsor must be present at all TMEA activities in which their school participates. The Region Chair must approve any exceptions in advance. Failure to do so will result in action up to and including the filing of a grievance with the TMEA state office. Further information regarding ethics and penalties is available at www.tmea.org.
 3. All directors are expected to attend all stated Directors' Meetings the day of the audition. All judges shall proceed directly to their judging assignments following the Directors' Meeting. A judge shall have no contact with any participating students until the conclusion of his or her judging assignment.
 4. In the event that a director needs to withdraw students from the auditions process or from the region clinic weekend, the Vocal Chair must be informed immediately to avoid problems and complications during the audition.
 5. When a school enters students into the audition process, each director is expected to fulfill all responsibilities or assigned duties for each audition.
- K. **Policies and Procedures**
 1. Voting procedures
 - a. All issues and elections shall be determined by a majority vote of members present.
 - b. A previous vote may only be overturned by a two-thirds vote of members present.
 - c. No proxy votes will be allowed.
 2. Proxy policy: TMEA requires that all directors must be present at TMEA region level events, such as auditions, and clinic and concert weekends. If a director is unable to attend a region event, a written request for proxy approval must be made to the Region Vocal Chair. In regards to auditions, directors are responsible for sending a qualified judge or pay the region \$150 to pay for a guest judge. (8/11/12)
 3. Fees
 - a. There will be a fee of \$18 for each student entered in the audition process by the 14 day deadline. There is a \$100 campus fee for all schools auditioning. (5/2018)

- b. There will be a 100% additional fee per student assessed to the school for any late entries or entry changes made after the deadline.
- c. Audition judges other than Region 19 high school directors shall receive \$150.
- d. Region clinicians shall receive \$500 plus expenses and lodging.
- e. Region accompanists shall receive \$250 (plus expenses for those accompanists who do not have students participating in the Region Choirs).
- f. Soloists and accompanists for Treble and Tenor/Bass Choir CD's shall receive compensation based upon the number of hours involved.
- g. The Region shall provide dinner on Friday and lunch on Saturday for the following individuals during the Region Clinic and Concert weekend:
 - i. Clinicians
 - ii. Accompanists
 - iii. Choir organizers
 - iv. Vocal chair
 - v. Vice-chair
 - vi. Treasurer

2. MIDDLE SCHOOL

- A. Election Procedures: At the Spring Meeting in even-numbered years the MS members of the Vocal Division shall elect a Coordinator, Assistant Coordinator, Secretary/Treasurer and Shadow Assistant Coordinator. Note: the MS Vocal Coordinator, Assistant Vocal Coordinator should represent different schools from within the Region. The newly elected officers will assume the duties of the office immediately after the spring meeting at which they were elected. There are no honorariums given for any of the officers or hosts.
- B. MS Vocal Coordinator
 - 1. Preside over meetings of the membership.
 - a. Prepare and distribute a written agenda for each meeting
 - b. Provide a list of available Concert and Sight-Reading judges at the spring meeting.
 - 2. Keep the membership informed of events and rules.
 - 3. Fulfill any duties assigned by the State Vocal Chair of TMEA and/or the Region 19 Vocal Division Chair.
 - 4. Work with the UIL Secretary on UIL matters.
 - a. Hire Concert and Sight-reading judges.
 - b. Submit the list of judges with addresses for each contest to the Executive Secretary for contracts.
 - 5. Organizes MS Fall Vocal Clinic
 - 6. Secure sites for the Region auditions.
 - 7. Supervise and assist the MS Assistant Coordinator/Region Clinic & Concert Organizer.
 - 8. Run Region Auditions
 - a. Confirm judges
 - b. Hire additional judges as needed
 - c. Prepare registration packets
 - d. Prepare judges' packets
 - e. Order patches
 - 9. Update Region Handbook

- C. MS Assistant Vocal Coordinator/Region Clinic & Concert Organizer
 1. Reserve Recording & Pep Wear for Region Concert
 2. Secure and Contact Region Clinicians (give names to Coordinator so contracts can be mailed out)
 - a. Correspond with the clinicians concerning hotel arrangements and transportation.
 3. Run Region Music Selection Committee, send list out to all directors and AMC
 - a. Make Rehearsal Notes
 - b. Secure Recordings of Region Music for practice purposes.
 4. Send music to clinicians
 5. Secure accompanists for Region Clinic and Concert.
 6. Secure instrumentalist needed for Region Clinic and Concert.
 7. Reserve venue for Region Concert.
 8. Organize Region Concert meals, schedule, clinicians, section leaders, choir organizers, ushers.

- D. MS Secretary/Treasurer
 1. Serve as custodian of MS Vocal Division finances and report on same to the membership.
 2. Compile and distribute a directory of division members.
 3. Maintain all account information and give reports at Region Meetings.
 4. Take minutes of meetings and provide written copies for the membership at the next meeting.
 5. Send Official financial reports to TMEA by TMEA deadlines.

- E. MS Shadow Assistant Coordinator
 1. Assist the MS Coordinator with any items necessary for Region Business.

- F. All Middle School Directors
 1. In accordance with the TMEA Constitution, any director whose student participates must be a member of TMEA and shall be required to provide proof of membership at the time entries are due for the first audition. Allow a minimum of two weeks for processing, or join online for an immediate response.
 2. The TMEA Member director/sponsor *must* be present at all TMEA activities in which their school participates. Any exceptions must be approved in advance by the MS Coordinator. Failure to do so will result in action up to and including the filing of a grievance with the TMEA state office. Further information regarding ethics and penalties is available at www.tmea.org.
 3. All directors are expected to attend all stated Directors' Meetings the day of the audition. All judges shall proceed directly to their judging assignments following the Director's Meeting. A judge shall have no contact with any participating students until the conclusion of his or her judging assignment.
 4. In the event that a director needs to withdraw students from the auditions process or from the region clinic weekend, the MS Coordinator must be informed immediately to avoid problems and complications during the audition.
 5. When a school enters students into the audition process, each director is expected to fulfill all responsibilities or assigned duties for each audition.

- G. Policies and Procedures
 1. Voting Procedures

- a. All issues and elections shall be determined by a majority vote of member present.
 - b. A previous vote may only be overturned by a two-thirds vote of members present.
2. Proxy Policy
- a. If a director has entered students into a competition, the director is required to serve as a judge for said competition. If there are assistant directors at a school, those directors are also required to serve as a judge. If a director is unable to judge, a proxy must be approved by the Region Chair. If the Region must find a replacement judge, then the director will be charged a fee of \$150.00.

H. Expenses

1. Soloists for Treble & Tenor/Bass Choir recordings shall receive \$240. \$60 will be paid for the Digitizing of the recordings.
2. Accompanists for Treble and Tenor/Bass Choir recordings shall receive \$240.
3. Audition judges other than Region 19 middle school directors shall receive \$150. Guest judges will also receive meals. Region 19 MS Directors will need to pay site host for meals.
4. A tabulation coordinator may be hired and will receive a \$300 stipend. (\$150 for each audition day.)
5. Region clinicians shall receive \$500 plus expenses and lodging.
6. Region accompanists shall receive \$250 (plus expenses for those accompanists who do not have students participating in the Region Choirs).
7. Instrumental accompanists shall receive compensation based on the time involved.
8. The Region shall provide lunch on Saturday for the clinicians, accompanists, and region organizers during the Region Clinic and Concert weekend:
9. Materials needed for auditions, clinic, and concert include, but are not limited to patches, programs, mp3 players, music for judges.
10. Fall Workshop Clinician shall receive \$300 from TMEA stipend for presenting the workshop & up to \$300 from MS Region 19 for any additional expenses and travel.

III. **AUDITION INFORMATION**

1. **HIGH SCHOOL**

A. AUDITION ENTRY PROCEDURES

1. TMEA Active Membership is required to enter and/or sponsor students in TMEA auditions
2. Directors/sponsors entering students in a TMEA Region, Area, or All-State audition must use the TMEA online audition entry system.
3. All contest deadlines will be 14 days prior to the day of the audition.
4. Students from 1A, 2A, 3A, and 4A must designate their status as SSC or LSC with their entry and submit a Track Declaration Form prior to any initial audition to compete.
5. All TMEA Audition Official Entry Forms must be printed, signed, and sent to the Vocal Division Chair. The signed entry form can be:
 - a. snail mailed with postmark date no later than the deadline or
 - b. scanned and emailed by the deadline or
 - c. faxed by the deadline

6. Late entries or changes to entries will be allowed up until the day of an audition; however, there is a 100% additional campus & participation fee per student which will be assessed to the school.
7. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process.
8. All fees must be paid or supported by a school purchase order prior to the start of auditions.
9. Establishing Your Account
 - a. All accounts from last year's entry system have been deleted in order to assure accurate data.
 - b. Go to www.tmea.org → Divisions → Vocal → All-State → Audition Entry
 - c. Click Login as Director
 - d. You will be asked to enter the email address associated with your TMEA membership. The first time you log in, leave the password blank; you will create a password on the next page. Note: this password is not associated with your online membership renewal.
 - e. After submitting this information, you will be taken to the Director Information Page.
 - f. After you complete the information, click SAVE. You are now registered and will be taken to your personal Director's Page. You may edit your personal information and/or select a contest and begin entering students. The next time you log in, you will see this page in place of the registration page.
10. If Region XIX runs a District contest, determine your zones (See "General Information" below). Upload a Text File of Your Entries (FOR ADVANCED USERS ONLY)
 - a. IMPORTANT: If you are unsure about how to use this alternate method of entering students, please follow the section below to enter your students. This method is designed for directors who have not begun entering students, because uploading a file will delete any entries you have typed in manually.
 - b. Select an audition from the list of available contests. This will take you to the contest summary page.
 - c. Click the Upload File button.
 - d. Read the on-screen instructions. Use the field names that are given on the screen to create your .CSV file. You may copy and paste the field names from the screen.
 - e. Click the Browse button; select your .CSV file and click Open
 - f. Click the Process File button. This will save your file to our server.
 - g. If there are no problems, click the Done button. Otherwise, if there is a problem, it will be specified. Please make the requested changes to your file, and upload your file again.
11. Enter Students into the Audition Process (FOR THE REST OF US)
 - a. Select an audition from the list of available contests. This will take you to the contest summary page.
 - b. Make note of the deadline. You will not be able to add, edit, or delete entries after this date.
 - c. Click ADD STUDENT. The type or level of the contest will determine the information required.
 - d. Enter the information requested for the student. If any fields are left blank, the student's entry will not be saved.

- e. Click SAVE ENTRY. The entry is saved and you are then returned to the contest summary page. Once a student is entered, their name will appear in the table. If the student is not listed, their entry was not completed due to missing data
 - f. To add additional students, repeat steps c, d, and e.
 - g. To edit or delete an entry, click on the student's name to edit and save the entry, or click on delete to remove the entry.
12. Finish Your Entry: Do this after ALL students have been entered!
- a. From the contest summary page, print the Official Entry Form.
 - b. Secure payment for your entries.
 - c. Email a copy of the Official Entry Form to the Chair and Treasurer prior to or on the contest deadline.
- B. General Information for a Zoned District Audition (8/8/15)
1. The region may be divided into two or three Zones (A, B, and C).
 2. All sections that have more than 70 entered will audition at the District level.
 3. At District, the 2 zones select the top 25 singers in each Treble sections to advance to the Region audition; a total of 50 singers per treble section will be eligible to audition at the Region level. (3 zone treble sections will have 17 taken from each zone to create 51 per section.) The top 21 Baritones/Basses in each zone will advance to the Region audition. A total of 42 Baritones/Basses will be eligible to audition at the Region level. ADD: (A 3 zone Baritone section will have 14 taken from each zone to create 39 for the section.) The top 18 Tenors in each zone will advance to the Region audition. A total of 36 Tenors will be eligible to audition at the Region level. Add: (A 3 zone tenor section will have 12 taken from each zone to create 36 for the section.)
 4. We will not take any alternates.
- C. General Information for the Region and Pre-Area Auditions
1. At the Region Audition, LSC singers ranked #1-18 in each section earn a place in the Region Mixed Choir, with two alternates being announced (#19-20). Soprano and Alto singers ranked #19 and higher will be members of the Region Treble Choir. Tenor/Bass ranked #1-18 earn a place in the Mixed Choir with two alternates announced (#19-20). Tenors, Baritones, and Basses ranked #19 and higher will be members of the Region Tenor/Bass Choir. (Alternates for the Tenor/Bass and Treble Choirs are addressed at the District audition level.)
 2. All LSC singers who qualified at the District Audition to perform with the Treble or Tenor/Bass Choir, respectively, may do so and NOT audition for a place in the Mixed Choir at the Region Audition. Schools should email the Tabs chair the names and voice parts of all singers who do not intend to audition at the Region audition but do intend to perform in the Region Clinic/Concert the week prior to the Region Audition.
 3. LSC Singers who place in the Mixed Choir of each section at the Region audition advance to the Pre-Area Audition. If a student who was not originally placed in the Mixed Choir is called up to sing with the Mixed Choir, then the student can audition at the pre-area audition as long as the student participates in the Clinic and Concert. (8/11/12)
 4. At the Pre-Area Audition, LSC singers ranked #1-5 in each section advance to the Area audition following a singing round (80%) and a sight-reading round (20%).
- D. Audition Procedures

1. All auditions will be conducted in the same manner as the All State Audition, using 5-member judging panels
2. Procedure of Audition Order:
 - a. Student audition numbers will be randomly pre-assigned utilizing the TMEA computer program; student names will be included on the badges.
 - b. Requests for early or late singing times due to conflicts must be submitted via the online entry process and via email to the Region Chair by the deadline. Any conflicts submitted after the deadline must be submitted for approval via email to the Region Chair by noon on the Friday preceding the audition. Include the student's name, voice part, school, specific request (early or late), and the reason for the request. If approved, the Chair will submit this request to the Tabs chair.
 - c. Singers requesting an altered time will be randomly assigned an early or late badge number by the computer program, and will audition in that order.
3. Students are expected to be on time for all auditions. No late registrants will be accepted without prior approval of the Region Chair and appropriate advance notification to the Tabulations Chair (see above). Late registrants must arrive no later than 10 minutes after the judging panel has heard the last singer.
4. 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.
5. In the event of a tie, the state tie-breaking method will be employed. Judges may not duplicate scores other than in sight-reading.
6. In accordance with state policy, electronic devices (including but not limited to personal metronomes, phones, electronic games, computers, camera phones, and playback systems) may not 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. There will be an adult-monitored "call station" where students may access their phones in emergency situations without penalty. (8-20-2010) Parent chaperones may use electronic devices provided they do not share the devices with the students, the devices play no sound, and audition related material is not pulled up. In addition, parent chaperones should have no contact (texting) with directors once auditions have begun. Parent chaperones who need to contact directors should go through the director monitoring the holding room.
7. Students shall rehearse the audition cuts as a section prior to the start of the audition. Students may not rehearse the cuts after that point; if they do, they risk disqualification.
8. Judges will be behind screens. Only one student at a time will be permitted in the audition room, and he or she will sing through the entire cut.
9. In accordance with state policy in compliance with FERPA, no director shall take a picture of the raw results with a phone/camera. (8/9/2014)

2. MIDDLE SCHOOL

- A. Audition Entry Procedures – Deadline Friday, October 4, 2019.
 1. TMEA Active Membership is required to enter and/or sponsor students in TMEA auditions.
 2. Audition entry will be done using TMEA online audition entry system. All contest deadlines will be 14 days prior to the day of auditions.

- a. Instructions can be found at www.tmea.org under the 'Divisions and Regions/Vocal/All-State/Audition entry Process' menu path.
 - b. Track Classification must be entered as "MS"
 - c. Specific time requests can be made for conflicting school activities. It is not acceptable to enter AM or PM requests for all your entries.
 - d. Directors are responsible for verifying the academic eligibility of their students.
 - e. If you have any difficulties contact the MS Vocal Coordinator.
3. TMEA Official Entry Forms must be printed, signed, and sent to the MS Vocal Coordinator by the deadline. The signed entry forms may be:
 - a. Postmarked by the date of the deadline or
 - b. Scanned and emailed by the deadline.
- B. Audition Fees
1. The campus fee is \$70 for each campus entering the audition.
 2. Student fees are \$12 for each student entered in the audition process.
 3. Late entries or changes to the entries will be allowed up until the day of an audition; however, there is a 100% additional fee per student and 50% additional school fee per school. These late fees will be assessed to the school. These fees are due the day of audition, before auditions begin.
 4. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA grievance process.
 5. Mail payment to the Secretary/Treasurer or email documentation of payment in process. Checks should be made out to TMEA Region 19 MS Choir.
 - a. Documentation includes copy of check request, PO, or letter from the school district stating the school name and amount of payment in process. Proof of payment in process is due prior to the start of auditions.
- C. General Information
1. Auditions are at Fairmont Junior High, 4911 Holly Bay Ct, Pasadena, TX 77505.
 2. Each director will assist with auditions.
 3. Directors must bring one chaperone for every ten students.
 4. Upon arrival at registration, director will turn in all student contracts, which are to be alphabetized by last name. Directors will then proceed to the judges' area. Students will then receive their badges and initial on school confirmation sheet.
 5. Students must have original music octavos to be allowed to audition. Proof of purchase from a music retailer can substitute due to backorder
 6. The audition cut will not be longer than three minutes in length.
 7. Students will audition for a five-member panel of judges. We will use the TMEA approved tabulation program.
 8. Directors are not allowed to photograph results.
- D. Audition Cuts
1. These will be available on Dropbox. This will be an exact copy of what will be used in the auditions. Written instructions will also be included designating cuts. If you need a hard copy of the CD contact the Region Recording officer.
- E. Friday Audition Procedures
1. Registration will begin at 5:00PM. School groups are expected to arrive by 5:45PM at the latest. Students not with the school group may arrive any time

before 5:45PM. Any students arriving after 6:00PM will not be allowed to audition. Students who requested late times must check in by 7:00PM to be allowed to audition.

2. Shortly after 6:00PM the cuts will be played in the student holding area. Following the cuts, badge numbers will be called for the first audition groups. Students are responsible for listening for their badge number.
3. The Region Tenor-Bass Choir shall consist of 90 singers in TTB voicing (30 Tenor 1, 30 Tenor 2, 30 Bass). No alternates will be named

F. Saturday Audition Procedures

1. Registration will begin at 9:00AM. School groups are expected to arrive by 9:45AM at the latest. Students not with the school group may arrive any time before 9:45AM. Any students arriving after 10:00AM will not be allowed to audition. Students who requested late times must check in by 1:00PM to be allowed to audition.
2. Shortly after 10:00AM the cuts will be played in the student holding area. Following the cuts, badge numbers will be called for the first audition groups. Students are responsible for listening for their badge number.
3. The Region Treble Choir shall consist of 180 singers in SSA voicing (60 Soprano 1, 60 Soprano 2, 60 Alto). No alternates will be named.

IV. **REGION CHOIR CLINIC AND CONCERT WEEKEND**

1. **HIGH SCHOOL**

A. **Student Attendance Guidelines**

1. Directors should notify the Region Vice-Chair immediately if any of their students will be unable to participate.
2. Directors are responsible for verifying the academic eligibility of their students.
3. Each participating student shall return to his or her school director a signed copy of the Parent Consent Form (Form G) prior to the clinic Friday afternoon. Each director is responsible for keeping his or her students' consent forms throughout the region weekend.
4. Excused absences shall require a written explanation to be submitted in advance from the student's director to the Region Vocal Chair for approval. Students are not excused from rehearsals for any other activity, SCHOOL RELATED OR OTHERWISE with the exception of varsity athletes involved in playoff games. Other critical support personnel involved in playoff games may miss a maximum of two hours of rehearsal without jeopardizing their Region Choir participation. Directors are encouraged to use this policy sparingly.
5. Choir members **MUST BE ON TIME** to all rehearsals. One absence or two rehearsal tardies are cause for dismissal from the choir. If a sudden serious illness or unforeseen event prevents a student from being on time to a rehearsal, his or her director should inform the section leader of the situation prior to the rehearsal. The Vocal Chair, Vice-Chair and the appropriate organizer will consult with his or her section leader as to whether he or she will be permitted to continue in the Region Choir. Each case will be considered individually.
6. In the event that a circumstance arises that does not appear to fit any of the above-described situations, the Vocal Chair may assemble the directors present to discuss the matter.
7. Students are responsible for adhering to the Rules and Regulations of the Region Choir (Form H).

8. Students must change in the dressing room designated for their physical gender. A transgender student will have the option of changing with their designated physical gender or having a separate changing space to use. It is the director's responsibility to inform the Region Chair of such needs.

B. Director Region Clinic Duties

1. All directors shall have an assigned duty for the clinic and concert weekend.
2. Organizers: see section II.E.
3. Section leaders: responsible for rehearsing assigned section at all scheduled section rehearsals, printed or otherwise announced.
4. Section accompanists: responsible for accompanying assigned section at all scheduled section rehearsals, printed or otherwise announced.
5. Roll-checkers: responsible for checking roll in assigned section at the beginning of all rehearsals (sectionals and full rehearsals), printed or otherwise announced. Obtain roll sheet from the organizer. Assist organizer with seating in the performance hall. Be cognizant of Region Choir attendance policy and keep choir organizer informed of any situations involving tardy or absent students.
6. Other duties may be assigned by the Region Choir Organizer.

2. MIDDLE SCHOOL

A. General Information

1. The clinic and concert are at Deer Park High School South, 710 San Augustine Avenue, Deer Park, TX 77536.
2. Students must arrive by 8:30AM.
3. Lunch is \$5 per person and is due at morning registration.
4. Drinks and snacks for student are the responsibility of the director.
5. Rehearsals will conclude at 3:30PM. At this time students will change into formal concert attire.
6. The concert will begin at 4:30PM.
7. Plaques, T-Shirts, CD's, and DVD's will be available for purchase.

B. Student Attendance Guidelines

1. Directors should notify the Region Coordinator immediately if any of their students will be unable to participate.
2. Directors are responsible for verifying the academic eligibility of their students.
3. Excused absences shall require a written explanation to be submitted in advance from the student's director to the Region Coordinator for approval. Students are not excused from rehearsals for any other activity, SCHOOL RELATED OR OTHERWISE with the exception of varsity athletes involved in playoff games. Other critical support personnel involved in playoff games may miss a maximum of two hours of rehearsal without jeopardizing their Region Choir participation. Directors are encouraged to use this policy sparingly.
4. In the event that a circumstance arises that does not appear to fit any of the above described situations, the Vocal Chair may assemble the directors present to discuss the matter.
5. Students are responsible for adhering to the Rules and Regulations of the Region Choir

C. Director Region Clinic Duties

1. All directors are expected to be present and assist with the clinic.
2. All directors are required to stay at the concert site.

3. Please volunteer to be an usher or to assist with lunch.
4. Some directors will be assigned as section leaders, organizers, and accompanists.
5. Directors are responsible for making sure that all of their students are picked up from the concert site. Students safety after the concert IS NOT the responsibility of the Region Organizer, MS Vocal Coordinator, or Clinic Host. Any student left unattended will result in filing of TMEA grievance against the director.

V. UIL EVENTS

1. HIGH SCHOOL

A. Solo and Ensemble Contest

1. Judges for Solo and Ensemble Contest shall be secured by the Region Vocal Chair, based upon listed suggestions made by the members present at the Spring Meeting.
2. Scheduling for the event shall be made by the Region UIL Executive Secretary.
3. Refer to the UIL *Constitution and Contest Rules* for guidelines and procedures.

B. Concert & Sightreading Contest

1. Selection of Judges:
 - a. The list of TMAA judges shall be distributed at the Spring Meeting, as well as a list of judges used by the Region for the four previous contest years.
 - b. Directors will mark preferred judges on a Master list of TMAA approved judges.
 - c. All members present will be allowed to vote for three choices for concert judges; those receiving one or zero votes will be eliminated.
 - d. Judges will be ranked in order, with the Region Vocal Chair contacting those choices in that order
 - e. The same procedure will apply to sight-reading judges.

C. Drawing Meeting for Concert & Sight-reading Times

1. This meeting will determine the order of performance for Concert and Sight-reading Contest through a random drawing.
 - a. 1A, 2A, 3A, 4A, and 5A schools will be scheduled first, with non-varsity choirs performing before varsity choirs.
 - b. 6A choirs will then be scheduled, following the same procedure, with sub-non-varsity choirs performing before non-varsity choirs, and varsity choirs concluding the contest.
2. Conflicts and special scheduling requests must be sent to the Region UIL Executive Secretary by the specified deadline for those requests to be considered.

2. MIDDLE SCHOOL

A. UIL CONCERT & SIGHT-READING CONTEST

1. General Information
 - a. Refer to the UIL Constitution and Contest Rules and to <http://www.region19uilmusic.com/> for guidelines, procedures, updates, and online entry.
 - b. Submit the UIL Concert and Sight-Reading Form to the Region Executive Secretary.

- c. Conflicts and special scheduling requests must be sent to the Region UIL Executive Secretary by the specified deadline for those requests to be considered.
2. Selection of Judges:
 - a. The list of TMAA judges shall be distributed at the Spring Meeting, as well as a list of judges used by the Region for the four previous contest years. An electronic distribution may also be used prior to the Spring Meeting.
 - b. Directors will mark preferred judges on a Master list of TMAA approved judges.
 - c. All members present will be allowed to vote for three choices for concert judges; those receiving one or zero votes will be eliminated.
 - d. Judges will be ranked in order, with the Region Vocal Chair contacting those choices in that order.
 - e. The same procedure will apply to sight-reading judges.