

Region XIX Audition Policies and Procedures

Elected Positions

General Information

1. At the Spring Region meeting, evaluate and reformat any rules for the following year and they will be binding for the entire year.
2. At the Spring Region meeting, determine audition dates and clinic/concert dates for the following year.

Region Chairman and Vice Chairman Duties

1. At the May meeting, a list of proposed clinicians will be chosen. The chairman will contact these clinicians in priority order based on availability.
2. By-Laws and entry instructions will be available on the Region XIX website by the fall meeting date.
3. Compile all of the entries and organize the auditions, including arranging the judging panels.
4. Pay extra tryout judges a stipend of \$100.
5. Ensure that the host school provides a concession stand at the tryout.
6. Arrange for the Region concert to be recorded and sales of tapes and/or compact discs.
7. Purchase district patches, region patches, and region certificates for students.
8. Prepare and print programs for the Region Concert.
9. Compensate clinicians, arrange hotel accommodations and provide meals.
 - Wind Ensemble- \$2,000.00 plus expenses
 - Wind Symphony- \$1000.00 plus expenses
 - Symphonic Winds- \$1000.00 plus expenses
10. Pay the primary Audition Host, Clinic/Concert Host and Honor Band Contest Host \$250.
11. Pay organizers \$100, including a monitor organizer at auditions, if needed.
12. The region chairman is to be paid a stipend of \$500.

Director/Active Member Sponsor Responsibilities

All directors from each school entering students, regardless of the number of participating students for the audition, must be present for all phases of each audition, on all days, or find a qualified replacement at their own expense. Any director failing to fulfill a judging responsibility will be subject to the TMEA Grievance and Infraction procedure.

Instrumentation or Voicing for each Ensemble

Region Auditions will seat three bands.

1. Wind Ensemble- 81 total members selected from all auditioning students.

2. Wind Symphony- 93 total members selected from all auditioning students.
3. Freshmen Winds- 88 total members selected from the freshmen auditions.

	Wind Ensemble I	Wind Symphony II	Freshmen Winds III	District
Instrument	# of chairs	# of chairs	# of chairs	
Piccolo	1	1	1	2
Flute	8	10	10	8
Eb Clarinet	1	1		1
Bb Clarinet	12	16	16	12
Alto Clarinet	1	1		1
Bass Clarinet	3	4	4	3
Contra Clarinet	1	2		1
Oboe	2	3	3	2
English Horn	1	1		
Bassoon	3	4	4	2
Alto Sax	4	4	4	4
Tenor Sax	2	2	2	2
Baritone Sax	2	2	2	2
Trumpet	9	10	10	10
Horn	8	8	8	6
Trombone	6	6	6	6
Bass Trombone	2	2	2	2
Euphonium	3	4	4	3
Tuba	4	4	4	4
Percussion	8	8	8	8
TOTAL	81	93	88	79

Audition Entry Procedures

1. All entries must be done using the TMEA online entry procedure.
2. Registration fee: \$15.00 per student (includes Region Orchestra expenses)
3. No limit on number of entries per school.
4. Students will not be allowed to audition on more than one instrument with the exception of oboe and English horn (i.e. alto sax and tenor sax). Students will be expected to audition on the instrument on which they are entered. No changes will be allowed.
5. All contest deadlines will be 14 days prior to the day of the audition.

6. The late and final online entry deadline will be seven days prior to the day of the audition.
7. Correction to an existing student entry may be made between 13 and seven days prior to the contest without penalty, but a student entry added less than 14 but more than seven days prior to the contest will result in an additional 100% student late fee.
8. **A Campus entry begun less than 14, but more than seven days prior to the contest, will be assessed a 50% additional campus fee charge and 100% student fee charge.**
9. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process.
10. 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.
11. All fees must be paid or supported by a school purchase order prior to the start of auditions.
12. All entry forms and fees must be received by the chairman on or before the entry deadline.
 - A. Form A: Region XIX Master Entry Form with director and principal signatures.
 - B. Printout of the TMEA online entry including the "Director's Statement of Responsibility," director's signature, a copy of their current TMEA membership card, and a list of the students.
 - C. Entry fees. Checks should be payable to **TMEA Region 19 HS Band**. If a purchase order is sent instead of a check, it is the director's responsibility to make sure the check is received by the region chairman at least 1 week prior to the audition date.

The Audition Procedure

- a) 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.
- b) The judges must hear each student play a portion of each of the official TMEA audition etudes before auditions are completed. The etudes are those that have been published in the Southwestern 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 least one (1) to one and one-half (1½) minute(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.
- c) The contestants will be seated in the room alphabetically by audition letter and must

perform in the following order:

i) Round 1: Top to bottom

ii) Round 2: 1/3 down to bottom, top to 1/3 down

iii) 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).

d) 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.

e) Metronome markings should be closely adhered to so as to maintain the intent of the music. Judges should be cognizant of the intent and be willing to penalize the student who does not adhere to the metronome markings. Flagrant abuse should be penalized and reflected in the judges' scores. More consideration will be given to the student who adheres to the metronome marking.

f) A non-audible metronome may be used prior to the performance by the auditioning student—not during their performance. Non-performing students may not use a metronome during another student's audition. Audible metronomes are not to be allowed in the audition area.

g) With the exception of metronomes, no electronic devices may be used or accessed by a student participant until the auditions for the student's section have been concluded. Failure to comply with this regulation may result in student disqualification. The list of non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras (within an audition room), and playback systems.

Auditions will be conducted in two rounds/phases on consecutive days.

Day 1 / Round 1: (Friday)

1. The five sections, with the greatest number of entries, will participate in round 1 of the region audition on the first day of the audition.

2. Round 1 auditions will consist of three separate rooms of five judge panels. Each room will hear only one of the three audition etudes. Students starting room assignment will be determined by their letter assignment as determined by the random draw of the computer.

Room 1/Etude 1:
letters A-H

Room 2/Etude 2:
letters I-P

Room 3/Etude 3:
letters Q-Z

Students that begin in room 1 will then travel to room 2 then 3.

Students that begin in room 2 will then travel to room 3 then 1.

Students that begin in room 3 will then travel to room 1 then 2.

3. The number of students invited to perform in Round 2 of the audition will be equal to the total number chairs for that particular instrument in all three region bands.

Day 2 / Round 1: (Saturday 1PM)

1. Remaining sections will participate in round 1 of the region audition on the second day of the audition.
2. Depending on numbers, smaller sections will perform all three audition etudes in one room to a panel of five judges.
3. The number of students invited to perform in Round 2 of the audition will be equal to the total number chairs for that particular instrument in the two region bands.

Day 2 / Round 2: (Saturday 5PM)

1. All advancing students from round 1 either Friday or Saturday will participate in round 2 of the region audition on the evening of the second day of the audition.
2. All sections will perform all three audition etudes in one room to a panel of five judges.
3. Students will be placed in their respective bands/chairs based solely upon the results of the round 2 audition.

Auditions will be conducted in two rounds/phases on consecutive days.

Certification Procedures

Judging Process

a) The judging panels should use the forms provided by the State Band Chair for tabulating results. Every care shall be taken to avoid mathematical errors. The

monitor and panel chair have the primary responsibility for ensuring accuracy on the judges' forms.

b) Interpretations and discrepancies in the music often occur and judges should be openminded and sensible about possible printing and editing errors.

c) THE OFFICIAL NOTICE OF ERRATA OR SPECIAL PERFORMANCE PROBLEMS WITH THE MUSIC IS THE TMEA WEBSITE.

d) When using the computer program, Forms 1, 2, 3, and 4 should complete the judging process. The computer will drop the high/low scores and complete the rankings.

e) The Audition Chair shall have a 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.

f) 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, tabulated results are subject to the TMEA Appeals Process. This one-hour period should serve as a final period for directors (not students) to investigate any problems that might arise concerning results.

g) Posted results will list all students who audition according to rank order.

The audition will determine the District, Region, and Area chairs for winds and percussion on both the All-State Band and All-State Orchestra track.

Penalties for Rules and Policies Infractions

To maintain the important role of music in the education of children, Texas music educators must clearly understand their duties and obligations and must perpetuate the dignity and honor of the profession. To ensure that members of the Texas Music Educators Association do establish and maintain their duties, obligations, dignity and honor with respect and equity for all, this TMEA Penalties for Rules & Policies Infractions is established.

Any TMEA member who by any act or omission causes a representative of or a participating organization to be in violation of published documents of TMEA may be subject to private or

public reprimand. Situations involving repeated or severe infractions may result in loss of TMEA membership (see TMEA Constitution, Article II, Section 2. (b). Examples of TMEA published documents include, but are not limited to, rules, guidelines, policies and procedures for audition activities, the TMEA honor organization selection process and the TMEA eligibility requirements.

A) Submitting a Grievance:

- 1) Any student, parent, director, TMEA member, school official or concerned party may submit a grievance.
- 2) Grievances must be submitted to a Region Division Chair, State Division Vice-President or the TMEA Executive Director.
- 3) The TMEA Executive Director shall immediately inform, in writing, the member(s) who is (are) the subject of the grievance.
- 4) The Region Division Chair, State Division Vice-President and the Executive Director shall investigate and report to the Presidents Committee.

B) Jurisdictions:

- 1) The Presidents Committee shall have decision jurisdiction to determine the merit of a grievance and instruct the Executive Director to proceed with action deemed appropriate.
- 2) The TMEA Executive Board shall have appellate jurisdiction. Appeals of a Presidents Committee decision will be considered during a regularly scheduled meeting.
- 3) The TMEA State Board shall have final jurisdiction. Appeals of an Executive Board decision will be considered by the State Board during a regularly scheduled meeting.
- 4) Cases with a decision recommending loss of membership shall be submitted directly to the State Board for consideration and final decision.
- 5) The Executive Director has no jurisdiction authority in this process.

C) Penalties:

- 1) Level I - At the direction of the Presidents Committee and subject to the appeals process, a letter of reprimand shall be sent to the member only and a copy kept in a confidential file at the TMEA office in the custodial care of the Executive Director. A Level I penalty may include a probationary period of up to three years and may include any reasonable conditions which, if not fulfilled, may result in a more stringent penalty. It shall not be published in the Southwestern Musician.
- 2) Level II - At the direction of the Presidents Committee and subject to the appeals process, a letter of reprimand shall be sent to the member, campus level administrator, district level superintendent and district level music supervisor. The reprimand may also be published in the Southwestern Musician stating the violation found. A Level II penalty may include a probationary period of up to three years and may include any reasonable conditions which, if not fulfilled, may result in a more stringent penalty.
- 3) Level III -The Presidents Committee may choose to recommend loss of membership as a penalty for a period not to exceed three years. The State Board, by constitutional provision, is the only body which has decision-making authority over loss of membership. Consequently, the

Presidents Committee must submit all recommendations for loss of membership to the State Board for action.

Clinic/Concert

1. Rehearsal time for the clinic & concert will be set at the discretion of the chairman.
2. A school with students involved in region activities must have the director or assistant director present as long as their students are on rehearsal premises. Unless authorized by the region chairman, a violation of this rule will ban the students of that school from participating in the clinic & concert.
3. Students are expected to attend all rehearsals and the concert for the full duration of these functions. If a student misses, leaves early or arrives late to any of these functions for any reason other than extreme emergency or an approved school district conflict, he/she will be subject to dismissal from the Region Band and will not receive a Region patch or Region certificate. Students who are dismissed will be replaced with alternates, if possible. Students must have made District to qualify as an alternate for Region.
4. Where conflicts and emergencies arise, a committee of 3 directors including the Region Band Chairman, the student's director, and the Region President will decide on the appropriate course of action.

Organizer Duties

1. Organizers for each group will be selected at the August meeting.
2. Communicate with clinician to choose and order music for their group.
3. On the tryout day, provide a folder for each member and two alternates per section.
 - A. Each folder should include an instructional letter to students and a copy of the music.
 - B. Percussion folders should include part assignments so that each student plays a variety of instruments.
 - C. Flute folders should include piccolo parts if available.
4. Work with Clinic & Concert site host director to set up chairs, stands, and provide necessary equipment for rehearsal and concert (percussion equipment, tuner, etc.).
5. The music purchased by Region XIX will become the property of the organizer's school.
6. Assist the clinician at the clinic/concert.
7. Work with your percussion coordinator to make sure percussion needs are taken care of.
8. Take attendance after breaks. Let chairman know when/if alternates need to be called.