

***TMEA REGION 16
HANDBOOK
2008-2009***

***HIGH SCHOOL &
NZ & SZ MIDDLE SCHOOL***

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TMEA REGION 16 VOCAL DIVISION AUDITION PROCESS 2008-2009

I. Student Eligibility Requirements

- a. These requirements apply to all public, private and home school participants.
- b. 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.
- c. Only full-time students enrolled grades 9 – 12 may participate at Area level auditions (Band, Orchestra, Choir and Jazz Ensemble).
- d. 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. The student must have been in attendance and have passed the number of courses required by the University Interscholastic League for extracurricular participation. The year in which a student first enrolls in grade nine is the student's first year in high school. (See **Eligibility Requirements for TMEA Activities** for more specific information.)
- e. A student must be certified by his TMEA Active Member director as a viable member of the school's parent 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.
- f. A student shall compete in the Region in which he is currently receiving the majority of his educational instruction to meet graduation requirements.
- g. A student may not participate after the end of the eighth semester following his first enrollment in the ninth grade. The eight semesters or four year rule may be waived under certain circumstances.
- h. Changing schools within the state after acceptance at any level of the All-State selection process will not affect eligibility for further competition. (See **Eligibility Requirements for TMEA Activities** for more specific information.)

II. Region / Area Alignment and School Classifications

- a. Only students enrolled in Region 16 public schools may participate in Region 16 auditions.
- b. Students in private schools may enter the audition process in Region 16 if their private school is located in a public school ISD which is a part of Region 16. A private school student shall compete in the comparable UIL classification according to the enrollment of the school.
- c. Students representing home schools may enter the audition process in Region 16 if their home is located in a public school ISD which is a part of Region 16. 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.

III. All-State Organizations

- a. The TMEA Mixed Choir, Women's Choir and Men's Choir
 - i. Open to students in all classifications
 - ii. Each region certifies candidates to the Area auditions.
 - iii. A student may be selected to advance to area in both wind/percussion and choir but may only participate in one Area audition. The student must declare (by means of the **Area Declaration Form**) by December 15 the division in which he/she will participate.
 - iv. Throughout the audition process, only women shall audition for the Soprano and Alto sections, and only men shall audition for the Tenor and Bass sections.

IV. Entry Procedures

- a. Entry for all TMEA auditions is conducted through the TMEA website - www.tmea.org. Refer to the TMEA Audition Process Online Entry Instructions for specific details.
- b. **The Region Audition Entry Fee in Region 16 is \$15.00 per entry and \$25.00 school fee. There will be a \$7.00 fee to be paid by Area Candidates at the conclusion of the Pre-Area Auditions. There is a \$15 fee paid by all members of the All-State Choirs payable at the end of the Area Auditions.**
- c. Region 16 will maintain their online entry system through the auspices of the Vocal chair and the TMEA Deputy Director.
- d. TMEA Active Membership is required in order to enter/sponsor students in TMEA auditions.
- e. The TMEA Active Member sponsor must be in attendance and be available to serve as an auditions staff member for any and all activities in which their students are involved. Additionally, Region 16 requires that Assistant Choir Directors also be in attendance and be available to serve as an auditions staff member for any and all activities in which their students are involved.

f. When entering students in the audition process The TMEA Active Member sponsor must provide proof of TMEA membership and submit the Audition Process Entry form with the Director's Statement of Responsibility signed and dated by the end of registration at the Region Audition or mailed to the Region Chair with entry fees.

i. Director's Statement of Responsibility

1. I have read the Eligibility Requirements for TMEA Activities and agree to abide by all the rules and regulations set forth by the Texas Music Educators Association with respect to all auditions and events.
2. I have informed the students entered of the audition process and requirements for All-Region and All-State. They understand that if they are certified for Area in the orchestra winds/percussion, band, or choir, (and accept that assignment), they may not advance to area through any other division.

i.i. Students needing to leave early from the Region audition or PreArea audition must have the Region 16 Travel Release form on file with the Region Chair. This form may either be mailed to the Region Chair or hand to the Region Chair on the audition day.

g. The online entry process provides a firm deadline of 11:59 p.m. 14 days prior to the contest. The website program will not allow entries to be edited or altered after the deadline. All entries, corrections, and special requests must be made by this deadline.

Special requests would include AM/PM time requests. **Entries made after the deadline will be charged a \$25.00 late fee which will be added to the entry fee and school fee (if applicable).**

h. Dual Certification allows students to qualify for Area auditions in more than one division and then choose the one in which to audition. The following process is to be used for those desiring dual certification.

i. Each director marks the students who wish to audition in more than one division on the web-based entry document which is submitted to the Region Chair via the *Official Entry Document*.

ii. The Region 16 Vocal Chair compiles a master list from the web-based entries of all students who wish to audition in another division and sends (faxes) it to the Region 16 President. Following the final audition for Area certification, the Region 16 Vocal Chair will send the list of Area candidates (and alternates) to the Region 16 President and the Area Chair.

iii. The Region 16 President compiles a master list of all students (in all divisions) who wish to audition in multiple divisions. The Region 16 President will then contact any students who qualify for Area in more than one division and send them an Area Declaration Form. The Region 16 President then sends those names to the TMEA state office.

iv. The student must complete the Area Declaration Form (found on TMEA website) which must also be signed by a parent or guardian, and both divisional directors of that student and then send (fax) by December 15 to the Region 16 President in order that the alternate may be notified. The Region 16 President shall forward all Declaration Forms to the Area Chairs.

i. Errors and omissions in official entry data will not harm nor punish a student participant's participation in auditions on the day of the contest. Severe or persistent problems with a member's handing of official entries will be addressed through the **TMEA Penalties for Rules & Policies Infractions** process.

V. Voicing

a. Voicing for the TMEA All-State Vocal ensembles shall be published on the TMEA website (S1,S2,A1,A2,T1,T2,B1,B2).

b. Voicing quotas for each audition and all performing ensembles will be posted prior to the initial audition and are currently as follows:

i. Region Audition

1. Region Mixed Choir - 12 singers plus 2 alternates per part that go on to audition at the next round
2. District Choir – Chairs 13-24 will be recognized as members of the Region 16 District Choir.
3. Pre-Area Audition – per TMEA guidelines, 5 singers plus 2 alternates per part

c. Once a student enters the TMEA audition process, he may be eliminated only by either; (1) the audition process itself, (2) the TMEA Appeals Process, or (3) the student's director.

d. No student may be eliminated, not selected to advance or not be seated in an organization based on arbitrary decision to reduce the published voicing quotas.

e. No region for any reason may exceed the allotted quota for representation at Area auditions.

f. Patches may be awarded to students as follows:

- i. Chairs 13-24 at the Region Audition will receive a District patch.
- ii. Students selected at Region who satisfy the requirements of participation in the Region Clinic/Concert will receive a Region patch.
- iii. No patch is awarded at the Pre-Area level.
- iv. Students who participate in the Area audition will receive an Area patch.
- v. Students who satisfy the requirements of participation in the All-State Choir will receive an All-State patch.

VI. Anonymity

a. Each student shall be assigned a unique, random and anonymous audition letter or number through the use of the TMEA audition tabulation software.

b. All judging panels and contestants must be screened from view from one another in the audition room. Care must be taken during all breaks to keep contestants and judges from realizing audition letters. Anonymity is vital!

c. At no time during the audition process should a contestant and their respective section judges have direct communication. Any necessary communication must be done through an audition monitor.

VII. Audition Personnel

a. TMEA requires the use of 5 member panels for all auditions. There are no exceptions for high school level auditions that lead to All-State seating. Variances must be requested by each region for middle school level auditions.

- i. The Region 16 Vocal Chair will designate one person on each panel as the chair of the panel or "Judge 1".
 1. Judge 1 is responsible for collecting the scores of the panel and writing them on the Judge 1 grid.
 2. Judge 1 is responsible for keeping the audition room running smoothly and quickly.
 3. Judge 1 is responsible for distributing and collecting all judging materials for their panel.
 4. Judge 1 is responsible for documenting any situations that vary from the norm and notifying the Region Chair of any problems.
- ii. No volume checks will be allowed during the audition. The judging panel and audio monitor are responsible for setting the volume level before the audition begins. Judges should listen to the entire CD/tape to determine the best level for all students. Do not change the volume level once the audition has begun.
- iii. There shall be no discussion between judges during the audition process.
- iv. Students shall be heard on the entire audition. Uniformity must be maintained in how each student is started and stopped.
- v. A judge may not assign duplicate scores during singing rounds – a raw score/rank conversion chart shall be utilized. You also may NOT give a score of "0".
- vi. Judges shall consider the entire audition performance before awarding a score.
- vii. Judges shall remain actively involved in judging through each singer's entire audition.
- viii. Each judge shall be charged with the responsibility of knowing and following the audition procedures.
- ix. Every effort shall be made to be consistent from the beginning to the end of the audition.
- x. The judging panel chair shall ensure that the panel conducts itself in a professional manner throughout the audition.
- xi. The same members of the judging panel must judge the same section throughout the entire audition.
- xii. Judging Sight-Reading
 1. Using the worksheet provided, count the number of pitch and rhythm errors and subtract that from the total number of pitches and rhythms on the page. This is the sight-reading score.
 2. You may duplicate scores.
 3. Students who start over should only be judged on the new material presented.

b. TMEA Active Member sponsors must be in attendance and be available to serve as audition staff members for any and all activities in which their students are involved. Additionally, Region 16 requires that Assistant Choir Directors also be in attendance and be available to serve as an auditions staff member for any and all activities in which their students are involved. Region 16 also requests that all Middle School/Jr. High directors be available for assignment on audition days.

c. Any TMEA member who cannot attend a required Region 16 event with their students, including Assistant Directors, must contact the Region Vocal Chair in advance of the event and provide a suitable proxy who can serve in their absence. Failure to adhere to this policy subjects the sponsor to the **TMEA Penalties for Rules & Policies Infractions** process.

d. TMEA highly recommends that all adults participating as judges, tabulators or monitors hold membership in TMEA.

e. TMEA provides the audition tabulation software. It is highly recommended that tabulators using this software attend the training sessions offered each year through the TMEA Headquarters.

f. Region 16 Staff Positions for Auditions or Clinics/Concert:

- i. **Site Host** – responsible for facilities and proper staffing for the audition or clinic/concert (see prescribed list of staffing below, **section f.**)
 1. Registration Table Workers – 2 per section, signs in students and give audition badges and cuts
 2. Holding Room Monitors – calls singers by audition number, then sends them to wait outside the audition room
 3. Runners – takes the auditioning students to their audition room
 4. Door Monitors – has students sign in at the door, verifies badge number
 5. Audition Room Monitors – calls audition number to judges, verifies that student is ready, then presses play on the CD player
 6. Tabulation Runners – responsible for taking completed score sheets to the tabulation room
- ii. **Tabulations Coordinator** – responsible for registration and all audition materials, including the provision of results per TMEA and Region 16 guidelines.
 1. No fewer than three people assist with the transferring of data from judges' forms to the computers (per computer)
 2. No fewer than two people to verify computer data against the original Judge 1 Form
 3. Directors Registration Table
- iii. **Accompanist** – accompanies choirs for clinic/concert

VIII. Alternates

a. Region 16 shall select 2 alternates for all Vocal Auditions.

b. Every effort should be made by all TMEA Active Member director/sponsors to notify the Region 16 Vocal Chair of any vacancies or forfeitures at the earliest convenience.

- c. The Region 16 Vocal Chair is the only person authorized to secure alternates. The Region 16 Vocal Chair shall notify the director/sponsor of the alternate student.
- d. Alternates should be notified as soon as the vacancy has been verified.
- e. For vacancies that occur on the day of the audition:
 - i. Alternates must sign in at registration at the Alternates Table.
 - ii. Alternates can only be called up to audition or released by the Region 16 Vocal Chair or their designee.
 - iii. Alternates must stay until the end of the PM registration time if they want to maximize the possibility of auditioning. Alternates will be released after the close of PM registration time if they have not been called up to audition.
 - iv. If the audition does not utilize AM/PM scheduling, alternates will be released at the end of registration if they have not been called up to audition.

IX. Audition Music

- a. Audition materials will be prescribed for each division by the State Vice-President. A listing of these materials will be posted on the TMEA website and published in the August issue of the *Southwestern Musician* each year. Region and Pre-Area audition literature will be determined at the Region 16 Vocal Division Meeting at the TCDA Convention.
- b. The TMEA website will be the **official source for errata**. Director/Sponsors should check the site frequently during the time leading up to the initial audition using the prescribed music.
- c. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections prescribed by the State Vice-President.
- d. The judges must hear each student sing a portion of each of the prescribed selections before auditions are complete.
- e. Audition cuts are determined by the Region 16 Vocal Chair. The Region Vocal Chair may discuss possible options with other Region/Audition personnel as needed so that the best possible cuts may be selected.
- f. In order for a student to obtain certification to the Area audition, all Pre-Area music shall have been auditioned, listed to be auditioned or performed on the Region concert. When students have prepared selections for the audition process, that music can then be certified without every selection actually being adjudicated. Regions do not need to audition all of the selections listed. However, students should not be made aware of any selections to be omitted in the actual audition process.

X. Sight-Reading

- a. Sight-reading Audition is required at the Pre-Area level by TMEA, however, Region 16 will hold a sight-reading audition at the Region Audition.
- b. Sight-reading counts 20% of the audition score.
- c. Sight-reading will immediately follow the singing audition at the Region Audition. Sight-reading will be a second round at the Pre-Area Audition.
- d. The level of difficulty shall parallel Oxford Folk Song Sight Singing Series, Book II. It will have no more than 8 measures in the key of C, G, D, A, E, F, B-flat or A-flat major. There shall be no modulations. The meter signatures will be 2/4, 3/4, or 4/4.
- e. The students will be instructed on the CD that they have 30 seconds to study the exercise. They may study out loud by singing, clapping, chanting, etc. Prior to and after the study period they will be given the tonic chord which they may sing along with.
- f. Students may use their preferred method of sight-reading.
- g. Students may stop and start over, however only the new material they sing will be judged.
- h. Students should begin singing as soon as the study period is over.

XI. Registration Procedures

- a. Registration times will be determined and published for each audition.

i. Region Audition Schedule

8:15-9:00 a.m.	Registration
8:30 a.m.	Director's Meeting
9:00 a.m.	Warm-ups, sing through cuts
9:15 a.m.	First group of students to holding rooms
9:30 a.m.	Auditions begin

**Registration will close at 2:00 p.m. No students may register to audition after this time!*

ii. PreArea Audition Schedule

1:00-1:45 p.m.	Registration
1:15 p.m.	Director's Meeting
1:45 p.m.	Warm-ups, sing through cuts
2:00 p.m.	First group of students to holding rooms
2:15 p.m.	Auditions begin

**Registration will close at 5:00 p.m. No students may register to audition after this time.*

- b. Registration will run for 45 minutes.
- c. Each voice part will register separately.
- d. Students will sign in and receive a badge with their audition number and a copy of the cuts.

- e. Students will proceed to the holding area.
- f. Students with problems with their registration will check in at the TABS room so that corrections can be made to their registration.
- g. Students requesting PM times will be given a deadline time that they must arrive by in order to audition.
- h. Check in for PM students will be at the tabulations room.

XII. Audition Procedures

- a. Each audition will begin with group warm-up run by the site host or their designee in the holding area.
- b. The cuts will then be run with the actual cut CD twice. If the cuts are different for each voice part then the cuts will be run so that each voice part gets to run their cuts two times.
- c. After the cuts have been run there can be no further rehearsing of the cuts out loud. Students may study the music silently but may make no audible sounds that imply they are rehearsing the cuts. Students may continue to warm-up on vocal exercises or sing other songs that are not the audition songs. Students can be disqualified by the Region Vocal Chair for breaking this rule.
- d. After the cuts have been practiced the first group of audition numbers will be called for each voice part and taken to the audition rooms.
- e. If the audition includes sight-reading then after the audition, the students will be taken to a different holding room until all students have auditioned to prevent sharing of audition material.
- f. **NOTE: Electronic devices are NOT allowed at auditions. This includes CD players, mp3 players, cell phones, etc. If a student must use a cell phone they are to do so in the presence of the site host or their designee. Students can be disqualified by the Region Vocal Chair for breaking this rule.**
- g. A reasonable number of chaperones are REQUIRED for every group that attends.
- h. Audition results will be announced at the conclusion of the audition day. Directors will be given "hard copies" of the results before the announcement begins.
 - i. **Directors have 48 hours after the end of the audition to contact the Region 16 Vocal Chair regarding any errors found. After that time, the results are considered final.**

XIII. Appeals Process

- a. Any Region that wishes to remove a student from the audition process must appeal first to the Region steering committee, then to the State Division Chair, and then to the Presidents Committee. See the TMEA Appeals Process.
- b. The TMEA Executive Board reserves the right to serve as an appellate committee on all matters concerning the All-State selection process and participation.

XIV. Variances

- a. Region 16 has prepared in writing for distribution its audition process rules and procedures. Unless variance(s) have been approved, this procedure should mirror the procedures above.
- b. The Region 16 Vocal Division audition process rules and procedures should be made available on or before the Fall Region Meeting.
- c. A copy of the Region 16 Vocal Division procedures must be on file with the TMEA Headquarters prior to the Fall Region Meeting. This should be done each year to ensure the latest version is on file.
- d. A region must submit requests for variances on or before June 1 in order to use the approved variance the next school year. The form for submitting a variance request is available on the TMEA website.

XV. Region Clinic/Concert

- a. **Attendance at the Region Clinic/Concert is mandatory.** Requests for exceptions to this policy must be communicated in writing by the director/sponsor in advance.
- b. Once a student has been designated an Area candidate or an All-State member, a region must use the appeals process to request removal of a student from All-State consideration or membership for failure to participate as prescribed in the region clinic/concert process.
- c. Clinic/Concert rehearsal and performance facilities should be handicap accessible.
- d. Recording of clinic/concerts for sale or distribution must be done by TMEA licensed vendors. Consult the TMEA website for a listing of current vendors. It is the responsibility of the vendor to secure copyright permission to record, sell, and/or distribute the recordings.
- e. Region Choirs:
 - i. Region Mixed Choir (chairs 1-12 of each voice part who placed at the Region Audition, these students will continue in the audition process)
 - ii. District Choir (the chairs 13-24 of each women's part who placed at the Region Audition)
 - iii. Region 16's goal is to have the Region Mixed Choir perform as much of the Area music as possible in preparation for Pre-Area and Area Auditions.

f. Schedule

- 8:25 a.m. Students in places for roll check
- 8:30 a.m. Rehearsal Block 1
- 9:00 a.m. Director's Meeting
- 10:00 a.m. Break

10:15 a.m. Rehearsal Block 2
11:30 a.m. Lunch
1:00 p.m. Rehearsal Block 3
2:30 p.m. Break
2:45 p.m. Rehearsal Block 4
3:45 p.m. Preparation time for concert
4:40 p.m. Warm-up for concert
5:00 p.m. Concert

g. Assignments

- i. **Section Leaders** lead sectionals when needed, check attendance/tardies, arrange students on risers, work with students as directed, check on clinician.
- ii. **Ticket Sellers** are responsible for money of sales and change, sell tickets one hour prior to the concert, help set up the selling area.
- iii. **Ushers** take tickets at the door, handout programs, assist audience in seating.
- iv. **Recording Sellers** are responsible for money of sales and change, sell recordings and collect forms, setup one hour prior to concert.

h. Tardy Policy: any student late to a Region Choir rehearsal will be given a tardy. A tardy will be given for up to 20 minutes lost from the beginning of the rehearsal time. After that time the student will be given an absence. One (1) unexcused absence will constitute an absence and the student will be dismissed from further participation in the choir.

j. Absence Policy

- i. Excused absence-participation in a post-district playoff game/meet; family emergency such as critical illness, etc.; serious illness that would prevent the singer from being effective or would be harmful to other participants.
- ii. Unexcused absence-non-district athletic games or social events.

k. Student Responsibilities

Students who are selected to participate in the All-Region ensembles are expected to be in attendance at all rehearsals and the performance. An excused absence from rehearsal may occur for the morning block only. All participants must be in attendance for the afternoon block. The amount of time missed cannot exceed one-third of the combined rehearsal time. A student will be subjected to dismissal from the group for violating the attendance policy. Rulings on attendance must be made before an absence occurs, not afterwards

l. Concert Admission

There will be an admission charge for the All-Region Concert. Admission cost of \$2.00 and choir students enter free. Choir students not participating in the concert may use the Admission ticket in the region handbook. These Admission Tickets are to be used by "current" choir students only.

m. All-Region Patch

The All-Region Choir Patch will be awarded to each student who has participated in the Region Clinic and performed with the Region Choir. Patches will be given not only to region members, but also to alternates who have performed. Student with excused absences will receive a patch also.

XVI. Scheduling

a. Regions should avoid scheduling auditions and clinic/concerts on major religious holidays or observances of any faith.

XVII. List of job descriptions from handbook

A. Registration Aids

1. Have each student show you his/her name on the Roster.
2. The student has been pre-assigned a numbered tag.
3. Have the student verify his/her audition number by initialing the blank space provided.
4. The student must display the number on his/her clothing.
5. Make sure the student receives a copy of the information and instructions for each audition.
6. A Student whose name isn't listed must receive clearance from the director of registration before you may issue his/her numbered tag.

B. Audio Monitors- Audition Rooms

1. You are to go to your assigned audition rooms with the Judges.
2. The lead Judge will make a "test" using the audition tape and the tape recorder you are using today. The judges will set the volume level on the recorder and this level will stay the same for the entire section of singers.
3. When the student performer enters the room:
 - Acknowledge the student with a smile
 - Tell the Judges the number on the student's badge
 - Turn on the recorder
 - Sit out of the sight of the singer
 - Be still and quiet during the performance.
4. When the Student performer finishes auditioning:
 - Be pleasant

- Rewind the tape
- Make sure the student takes all belongings

C. Audio Monitors- Sight Reading Rooms

1. Read first and second paragraphs from above information
2. When a performer enters the room:
 - Acknowledge the student with a smile
 - Tell the Judges the number on the student's badge
 - Hand the sight-reading exercise to the singer
 - Turn on the tape
 - Be still and quiet during the performance.
3. When the student performer finishes auditioning:
 - Be Pleasant
 - Get the sight-reading exercise back from the student before the student leaves the room
 - Rewind the tape
 - Make sure the student takes all belongings

D. Large Holding areas

1. Limit the Noise Level
2. Students are very busy visiting, playing games, doing Homework, ect.
3. No One is allowed to listen to any music. No tape decks of any kind are allowed. No large jam boxes, no headsets connected to a "walkman".
4. Any rowdiness or crude behavior/speech is to be reported to the site chairman or contest chairman. These students are quite nervous so don't be ultra-sensitive, but we will not accept rudeness for any reason.

E. Holding Room Monitors

1. Check your Cd and Machine to see that all is working correctly.
2. You will have approximately 10 students at a time in your holding room. When students are brought to your room, mark their numbers off of the checklist provided for you.
3. When the first group of singers has arrived and are settled in, play through the holding room cd for this group. They can sing through the cuts one time only.
4. When the last person from the above group has gone to audition, play the tape one time for the new group in your room.
5. Students do not leave anything in your room to be picked up later. All belongings go with the person.
6. Notify the hallway monitors when you only have four students left in your current group so that a new group will be in your holding room on time. Work with the hallway monitor to keep the auditioning students moving smoothly into the audition room with no loss of time.
7. While in the holding room, students are not allowed to sing any part of the audition music except while the cuts are being played for them. Singers may hum or warm up softly as long as it doesn't disturb the other singers.
8. Singers may leave the holding room and go to the restrooms. They must be monitored to make sure they go there directly and return immediately.
9. No loud talking, laughing, etc. is allowed.

F. Tabulations

1. Jobs will be assigned and explained by the chairman of this area.
2. Those working in the tabulations area and those working in the computer area will not be allowed to mix or visit.
3. No one is allowed in this area except the designated workers and the region officers.
4. NO ONE- student or adult- has access to the knowledge you have gained by working in this area. You cannot divulge any information on scores or placement standings to anyone during this contest day. Once the contest is over and all results announced, certain portions of your knowledge can be discussed.

G. Tabulations monitors

1. Go into the audition room between singers and pick up the score sheets from the judges. Glance at the sheets to see that all necessary blanks are filled in, the judge number is circled, and the judge signed the score sheet.
2. Put the score sheets in a large envelope. NO ONE is to look at these sheets.
3. Take scores to tabulations room and turn them in to the workers there. Keep the scores moving quickly from audition room to tabulations room.
4. Keep halls quiet
5. If the tabulations area returns a score sheet to your room for a correction, take the form to the judge for correction and return it to the tabs area immediately.

XVIII. Forms necessary for auditions

a. Travel Release Form (in handbook)

XIX. Region Concert Ticket for students (in handbook)

XX. Region Expenditures

Region Concert Clinician Honorarium:	\$400.00 plus expenses (hotel, food, travel)
Region Concert Accompanists Honorariums:	\$200.00
Region 16 Vocal Division MS/JHS Coordinator:	\$475.00 per year
Region 16 Vocal Division MS/JHS Co-Coordinator:	\$275.00
Judges for MS/JHS Region audition:	\$50.00 (\$.32/mile mileage for out-of-town, non-director)
Judges for Non-UIL Solo and Ensemble:	\$125.00 (\$.32/mile mileage for out-of-town)
NZ Middle School CD Recording Honorarium	\$100.00

Region XVI
Middle School
Vocal Division
North Zone

All-Region

Music List
Entry Forms

Non-UIL Solo and Ensemble

Entry Forms
Guidelines

Entry Process for the Region Audition:

The audition process and procedures listed before this in the handbook and used at the high school level will also be used at the middle school level. See previous.

Entries are processed online at:

www.uilforms.com/regions/16/

This is the address for TMEA and UIL entries for the region. The Southwestern Musician has the entry process in it for you to follow. You must be a member of TMEA to enter students in the Region audition process. You may find the membership forms and procedures at:

www.tmea.org

Please mail the following forms after completing the online entry:

TMEA Audition Process Entry Cover Sheet (Print online form)

*attach copy of TMEA membership card to this form

Requests for Scheduling (in region handbook)

Region 16 Travel Release Form (each entrant must have a copy on file)

Audition Fees:

The audition fee will be \$8.00 per student with a \$25.00 school fee. Fees are to be sent to the Middle School Coordinator.

Late entries after the deadline will be charge an additional \$8.00 to the entry fee and school fee (if applicable).

This is for any students not entered or changes being made, this excludes natural voice change.

Region Choirs composition:

The Region Treble Choir will be comprised of 30 Soprano 1, 30 Soprano 2, and 30 Alto. Each section will have two alternates named to the choir, who will become members of the organization should someone in their section fail to attend the Region Concert.

The Tenor/Bass Choir will be comprised of 20 Tenor 1, 20 Tenor 2, and 20 Bass. Each section will have two alternates named to the choir, who will become members of the organization should someone in their section fail to attend the Region Concert.

Students in grades 6 through 9 may enter the MS/JHS Region Choir auditions who meet the TMEA eligibility requirements.

Registration:

8:00 a.m.	Registration and mark cuts
8:15 a.m.	Director's Meeting
9:00 a.m.	First group to the Holding Rooms to sing through the cuts
9:15 a.m.	Auditions begin
2:00 p.m.	Registration will close. No student may register to audition after this time.
5:00 p.m.	Announce the results

Audition Materials:

Paper clips, pencils, music.

Registration procedure:

Auditioning students shall go to the table designated for their section when they arrive at the audition site. They need to sign in on the Student Registration Form to verify their name and badge number.

Judging:

A five member judging panel will score each group of students who come through their room. Judges are to remain at the audition site for the duration of the audition and no changes will be made in the panel.

Audition Procedure:

Auditioning students will receive a copy of the audition cuts when they register. Once registration is closed students will be called in groups to the Holding Rooms. In the Holding Rooms the students will sing through the cuts two times. After they have sung through the cuts twice, students may not sing or hum the cuts any more. After everyone has had a chance to ask questions, the first auditioning student will be sent to the Audition Room and the auditioning process will begin.

Students will audition solo with CD accompaniment in an order predetermined by the computer. The judges will be given time to score each student. After the student has finished the auditioning process, he/she will be escorted to the Holding Area to wait. Students are to be in designated areas only! Students may not have communications with any director until the last student has completed the audition.

Directors:

Directors who have students entered in the audition process must attend the audition and fill the job assignment given. If for some reason a director should miss the audition, the director must find a proxy to fill in for his/her absence and receive permission for the Region Chair or MS Coordinator for the proxy to assume the assignment. The director will be responsible for payment of the proxy. Directors will be assigned duties to fill during the audition.

Special Requests for Scheduling (Continue on back if needed)

<u>Name</u>	<u>Special Time Needed</u>	<u>Reason for Request</u>
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Non-UIL Solo & Ensemble Information

Non-UIL Solo & Ensemble Contest is open to students in choral programs in the middle school or junior high school grades 6, 7 and 8. Entries must be made online through the UIL website. A late fee will be assessed for late entries. Once you have entered your students the following forms must be mailed to the MS Region Coordinator:

PLEASE MAIL THE FOLLOWING:

Non-UIL Solo & Ensemble Contest Entry Form

Check for Entry Fees (\$5.00 per Solo and \$5.00 per Ensemble Member)

- ** Late fee charge of \$5.00 per event entered late will be added to the entry fees for students entered after the deadline.**
- * Remember that Non-UIL is run with large blocks of time for each school. If there are numerous DNA's before the contest day this could cause rooms to run earlier than expected. Please consider being at the contest site early. This may help when considering bus scheduling.***

Non-UIL Solo & Ensemble Contest Entry Form

School _____

Address _____

City, Zip Code _____

Director's Name _____

Email Address _____

_____ Solos @ \$5.00 per solo \$ _____
(# of Students)

_____ Ensemble Members @ \$ _____
(# of Students) \$5.00 per member

Total Amount of Fees Enclosed \$ _____

Make Checks Payable to: Region XVI Junior High Vocal Division MS North Zone

Mail check and all forms to:

**Region XVI Vocal Division MS North Zone
Mr. Daniel Todd
2202-85th
Lubbock, TX 79423**

NON-UIL SOLO AND ENSEMBLE VOCAL DIVISION GUIDELINES

I. ELIGIBILITY

- A. All soloists competing in approved solo events and all members of small ensemble events **must** be members of a choir currently eligible to compete in the district music contests.
- B. ALL competing students must be academically eligible.
- C. The Non-UIL Solo and Ensemble Contest will be governed by the UIL Eligibility Guidelines.
- D. All solos and small ensembles must compete for ratings.

II. LIMITATIONS

- A. No Small Ensemble may have more than 16 members. All music must consist of at least 2 parts, (may contain unison passages) with no more than 4 on a part, no less than 2 on a part. 6th or 7th grade ensembles, or the majority of the group is 6th or 7th grade, may have 8 on a part with the maximum of members.
- B. **NO MEDIUM ENSEMBLES.**
- C. Each student may enter **3 VOCAL EVENTS** which may consist of:
 - 1. A vocal solo and 2 different vocal small ensembles.
 - 2. 3 vocal small ensembles, provided they are different ensembles, different music performed, and the majority of the ensemble members is different.
- D. No student may exceed the maximum number of solo and ensemble events listed above.

III. PERFORMANCE REGULATIONS

A. REQUIRED SELECTIONS

- 1. Solo selections to be performed by all soloists must be acquired from art songs, classics, spirituals, folk songs, etc. **NO** pop, rock, country, Contemporary Christian, or literature of this nature will be allowed.
- 2. Ensemble selection to be performed by all ensembles must be sacred or secular literature from classics, art songs, folk song, etc. **NO** pop, rock, country, Contemporary Christian, or literature of this nature will be allowed. ***Appropriate Broadway Classics (“Climb Every Mountain”, “Edelweiss”, etc.) may be used in small ensemble events only***

B. EMERGENCY SUBSTITUTIONS

- 1. In emergency situations, the director may substitute another eligible student for an ensemble member after the entry has been submitted, provided the substitute has **not** already entered the maximum number of events.
- 2. All substitutions must be certified by the contest chairman prior to the performance

C. LITERATURE SUBSTITUTION

- 1. Any change in performance literature after the entry has been submitted, **must** be made known to the contest chairman 1 week prior to the contest
- 2. The contest chairman must approve the change of performance literature.

D. SCORES

1. Each soloist and each director of an ensemble shall supply the judge with an original score with the measures numbered.
2. The judge is instructed not to permit the performance to begin until the original score has been received.

E. MEMORIZATION

1. **ALL** vocal solos are to be performed from memory.
2. **ALL** vocal small ensembles are to be performed from memory.

F. ACCOMPANIMENT

1. All solos and small ensembles shall be accompanied except those works, which are written expressly for unaccompanied voices.
2. A piano will be used as the accompanying instrument.
3. Recorded piano accompaniment, although discouraged, may be used.
 - a. Professional accompaniment tracks **will not be allowed**.
 - b. If a piano accompaniment tape is used, the student must provide the tape player.
4. Directors are encouraged to limit the number of events one pianist may accompany.

G. SMALL ENSEMBLES **may not be conducted**.

IV. SUGGESTED LITERATURE SOURCES

- A. Natalie Sleeth music
- B. Ruth Artman music
- C. Emily Crocker music
- D. Joyce Eilers music
- E. Catherine Bennett music
- F. *Pathways of Song*, Volumes I, II, III, and IV
- G. Cannons, Rounds, Etc.

Region 16 Travel Release Form

(Duplicate as needed)

Any student/alternate involved in a Region 16 Audition/Clinic wishing to leave the Audition/Clinic must have the following release form completed and signed. No student will be released without this completed form and a telephone call to his/her parents.

I give permission for

(Name of student-Please print)

(Voice Part)

(School Name Attending)

to depart from

(Title of Audition or Clinic)

which is sponsored by Region 16 of the Texas Music Educators Association.

I understand that TMEA, as well as the directors and schools involved in this activity are not responsible for the above named student once the student has ceased participation in the listed activity.

(Signature of Parent/Guardian Date)

(Telephone number of Parent/Guardian)

(Signature of Director Date)

Region Dates 2008-2009

August 9, 2008	FALL MEETING – 10:00 a.m.	POST HIGH SCHOOL
September 19, 2008	ENTRY DEADLINE HS Region Auditions	
October 3, 2008	ENTRY DEADLINE MS South Zone Region Auditions	
October 4, 2008	HIGH SCHOOL REGION AUDITIONS	SNYDER HIGH SCHOOL
October 18, 2008	SOUTH ZONE MIDDLE SCHOOL REGION AUDITIONS	CLACK MIDDLE SCHOOL
October 17, 2008	ENTRY DEADLINE MS North Zone Region Auditions	
November 1, 2008	NORTH ZONE MIDDLE SCHOOL REGION AUDITIONS	EVANS MIDDLE SCHOOL
November 8, 2008	SOUTH ZONE MS REGION CLINIC/CONCERT	TBA
November 14, 2008	HIGH SCHOOL PRE-AREA AUDITIONS	LUBBOCK HIGH SCHOOL
November 15, 2008	HIGH SCHOOL REGION CLINIC/CONCERT NORTH ZONE MS REGION CLINIC/CONCERT	MONTEREY HS??
TBA	LEVELLAND AREA CAMP	TBA
December 31, 2008	ENTRY DEADLINE North Zone HS UIL Solo and Ensemble	
January 8, 2009	ENTRY DEADLINE South Zone HS UIL Solo and Ensemble	
January 10, 2009	AREA AUDITIONS	TBA (ABILENE)
January 17, 2009	ENTRY DEADLINE North Zone MS Non-UIL Solo and Ensemble	
January 31, 2009	NORTH ZONE UIL SOLO & ENSEMBLE High School & Middle School (Non-UIL)	FRENSHIP HIGH SCHOOL
February 7, 2009	SOUTH ZONE UIL SOLO & ENSEMBLE	MC MURRAY UNIV.
February 9, 2009	ENTRY DEADLINE North Zone HS UIL Choir Contest (March 11)	
March 11, 2009	NORTH ZONE HS UIL CHOIR CONTEST	CORONADO HS

March 16, 2009	ENTRY DEADLINE North Zone MS UIL Choir Contest (April 14-15) North Zone HS UIL Choir Contest (April 15) South Zone HS UIL Choir Contest (April 15)	
March 17, 2009	ENTRY DEADLINE South Zone MS UIL Choir Contest (April 16)	
April 14-15, 2009	NORTH ZONE MS & HS UIL CHOIR CONTEST	ESTACADO HS
April 15, 2009	SOUTH ZONE HS UIL CHOIR CONTEST	ABILENE CIVIC CENTER
April 16, 2009	SOUTH ZONE MS UIL CHOIR CONTEST	1ST BAPTIST CHURCH ABILENE
April 25, 2009	NORTH ZONE MIDDLE SCHOOL Music Selection Meeting for 2010 Region 10:30 a.m.	MACKENZIE MS
May 23 & 25, 2009	TSSEC	AUSTIN & SAN MARCOS

High School Region, Pre-Area, & Area Audition Music List
2008-2009

Region Audition List:

Jubilate Deo, Britten
Gloria, From the World Beloved: A Bluegrass Mass, Barnett
Dan-u-el, Mechem
Spaseniye Sodelal, Op. 25, No. 5, Chesnokov (TTBB)
She Weeps Over Ragoon, Whitacre (SSA)
Dona Nobis Pacem, From Mass in b minor, BMV 232, Bach

Pre-Area Audition List:

Sing Joyfully, Byrd
Sanctus, From the World Beloved: A Bluegrass Mass, Barnett
In Taberna Quando Sumus, From Carmina Burana, Orff (TBB)
Alleluia, From Song of Faith, Basler (SSAA)
Cantate Domino, From Dorchester Psalms, O'Regan

Area Audition List:

Cantate Domino, From Dorchester Psalms, O'Regan
Dona Nobis Pacem, From Mass in b minor, BMV 232, Back

North Zone Middle School
Region Music List for 2008-2009

Treble Region Choir Music:

Sing a Joyful Noise to the Lord	Crocker	HL	08744938	3304075	SSA
Benedicamus Domino					
II. Cantate Domino	Taylor	Roger Dean		15/1733R	3296738
	SSA				
Farewell, Lad	Catalan Folksong/O'Neill	Alfred	5766	1860907	SSA
Lux Aeterna	Stroope	AMC	AMP0275	3164050	SSA
The Rhythm of Life	Coleman/Leavitt	Alfred	SV9672	3023496	SSA

Tenor/Bass Region Choir Music:

Fillimiooriay	arr. Lon Berry	Alfred	24012	10008299	TTB
Tollite Hostias	Saint-Saens/Mulder	BriLee	BL193	3186798	TTB
Passing By	Crocker	HL	08551945	10025166	TTB
Lonesome Road	arr. Poorman	Alfred	SVM01010	3282712	TBB
Sixteen Tons	arr. Artman	HL	08597550	1375138	TBB

*All music listed will be subject for audition.

Texas Music Educators Association
Region 16-Vocal Division

ALL-REGION CONCERT

Admit One Student Only

Texas Music Educators Association
Region 16-Vocal Division

ALL-REGION CONCERT

Admit One Student Only

Texas Music Educators Association
Region 16-Vocal Division

ALL-REGION CONCERT

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Region 16-Vocal Division

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Texas Music Educators Association
Region 16-Vocal Division

ALL-REGION CONCERT

Admit One Student Only

**2008-2009 Region XVI
South Zone
Middle School/Junior High All-Region**

Please mail the following forms after completing the online entry:

- TMEA Audition Process Entry Cover Sheet (Print online form after all entries are completed)
- Region XVI Audition form.
- Cuts Suggestion/Special Needs Form
- Region XVI Travel Release Form (ONLY as needed).
 1. Students may not leave the audition site and return.
 2. Students needing to leave the audition site early MUST have this form on file with the coordinator prior to the audition date.

**** Online entry and postmark deadline is Weds., Oct. 8.**

Make checks payable to:

TMEA Region XVI South Zone MS Vocal Division

Mail check and forms to:

**Kathy Pogue
201 CR 223
Sweetwater, TX 79556**

If you have any questions, contact me at:

Email: kpogue@sweetwater.esc14.net (school)
 kpogue@dishmail.net (home)

Phone: 325-236-6303 EXT #31 (school)
 325-660-5878 (cell)

**2008-2009 Region XVI
Middle School/Junior High All-Region
Audition Form**

School _____ **City** _____

Director _____ **TMEA Card #** _____

Number of students auditioning by voice part:

Soprano 1 _____

Soprano 2 _____

Alto 1 _____

Tenor 1 _____

Tenor 2 _____

Bass _____

Total number of students entered _____ **@ \$15.00 each =**

School Fee	=	\$25.00
*CD Fee	=	\$35.00
Total	=	_____

Attach check payable to:

**TMEA Region XVI South Zone MS
Vocal Division**

Signature of Director

Date

Region XVI

Middle School Vocal Division South Zone

Handbook

2008-2009 Edition

(revised and accepted by vote 8/9/08)

SOUTH ZONE MS/JH COORDINATOR

- The Coordinator will receive a \$475.00 honorarium per year.
- The Coordinator is elected to serve a two-year term.

Coordinator Duties

- Preside at Region meetings.
- Prepare agenda for meetings.
- Attend TMEA MS/JH Coordinator meetings at TCDA and TMEA conventions as well as other scheduled meetings as they occur.
- Keep membership informed of deadlines, meetings, etc. through email, US mail and/or telephone.
- File official TMEA reports, meeting all deadlines.
- Keep accurate bank records, receive monies, make deposits, pay bills and do all accounting for Region XVI South Zone MS/JH Vocal Division bank account.
- Contact & Contract Clinicians for Region Honor Choirs and Judges for Solo/Ensemble Contest.
- Select music, along with other region directors, for Region Honor Choirs.
- Receive and process entries for Region Honor Choirs.
- Organize and preside over the Region Honor Choir auditions.
- Select the audition “cuts” and make appropriate number of CD’s for the audition.
- Print all audition materials for audition and take to audition site; including audition badges, sign-in sheets, call sheets, judges score grids, etc.
- Run tabulation software at audition as needed.
- Organize the Region Clinic and Concert, including making schedules, securing sites, making director assignments, securing licensed vendors for recording and T-shirt sales, etc.
- Order Region patches for distribution at completion of Region clinic/concert.
- Assist in setting up the site for the clinic/concert.
- Communicate with clinicians regarding hotel accommodations/directions/transportation, etc.
- Act as master of ceremonies during Region Honor Choir concert.
- Coordinate with Region XVI Executive Secretary and South Zone HS division on organizing Non-UIL Solo/Ensemble contest.
- Receive and process entries for Non-UIL Solo/Ensemble contest as well as make schedules for said contest.
- Order medals for Non-UIL Solo/Ensemble contest.
- Arrange judge’s lunch with Solo/Ensemble site host.
- Print all official Non-UIL Solo/Ensemble judges’ sheets/documents and organize by school; deliver to contest site on contest day.

SOUTH ZONE MS/JH COORDINATOR-ELECT

- The Coordinator-Elect will receive a \$275.00 honorarium per year.
- The Coordinator-Elect is elected to serve a two-year term and upon completion of the said term will be promoted to Coordinator.

Coordinator-Elect Duties

- Record minutes at every meeting and distribute to membership.
- Select music, along with the Coordinator and other directors, for Region Honor Choirs.
- Secure and assign judges for Region Honor Choir auditions.
- Oversee the making & distribution of the rehearsal CD’s for the Region Honor Choir.
- Be in charge of registration at the Honor Choir audition, including securing all registration materials upon close of registration and determining all DNA’s from each school.
- Register late entries, give them their cuts, warm them up.

- Collect lunch money from directors at audition. Coordinate lunch with the host school director.
- Run tabulation software at audition as needed.
- Assist Coordinator with audition as needed.
- Secure hotel arrangements for Region Clinicians and Solo/Ensemble judges as needed. Communicate with Coordinator in doing this.
- Make seating charts for Region clinic/concert.
- Assist Coordinator in organizing the clinic/concert as needed.
- Make arrangements for lunch and snacks for clinic/concert. Communicate with Coordinator in doing this.
- Arrange for the official TMEA Region program to be printed and bring printed programs to the concert site.
- Assist in setting up the site for the clinic/concert.
- Assist Coordinator on day of clinic/concert.
- Act as “Office Official” during Non-UIL Solo/Ensemble contest; Coordinate with Region XVI Executive Secretary on tabulation of scores.

ALL-REGION HONOR CHOIR

Audition music will be selected by the MS Coordinators and south zone directors. All pieces are subject for audition.

Audition Music

- Audition materials will be made available through the south zone middle school coordinator and/or on the TMEA Region 16 website after the fall region meeting. Any variances/errata will be included.
- All music may/may not be auditioned. However, students should not be made aware of any selections to be omitted in the actual audition process.
- Audition cuts are determined by the Region 16 South Zone Middle School Coordinator. The coordinator may discuss possible options with other Region/Audition personnel as needed so that the best possible cuts may be selected.
- The judges must hear each student sing a portion of each of the prescribed selections before auditions are complete.

Voicing

- Treble Choir - 30 singers plus 2 alternates per part: SSA format
- Tenor/Bass Choir - 20 singers plus 2 alternates per part: TTB format
- Only girls shall audition for the Soprano and Alto sections, and only boys shall audition for the Tenor and Bass sections.
- Once a student enters the TMEA audition process, he may be eliminated only by either; (1) the audition process itself, (2) the TMEA Appeals Process, or (3) the student’s director.
- No student may be eliminated based on arbitrary decision to reduce the published voicing quotas.
- Patches will be awarded to students who are selected and satisfy the requirements of participation in the region clinic and concert.

Student Eligibility Requirements

These requirements apply to all public, private and home school participants.

- 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.
- Only full-time students enrolled grades 7 - 9 may participate.

- 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.
- A student must be certified by his TMEA Active Member director as a viable member of the school's parent 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.
- A student shall compete in the Region in which he is currently receiving the majority of his educational instruction.
- Only students enrolled in Region 16 public schools may participate in Region 16 auditions. Students in private schools may enter the audition process in Region 16 if their private school is located in a public school ISD which is a part of Region 16. A private school student shall compete in the comparable UIL classification according to the enrollment of the school. Students representing home schools may enter the audition process in Region 16 if their home is located in a public school ISD which is a part of Region 16. Home school classification is considered to be the same as the public school in which boundary they reside. A home school student must minimally represent this classification.

Anonymity

- Each student shall be assigned a unique, random and anonymous audition letter or number through the use of the TMEA audition tabulation software.
- All judging panels and contestants must be screened from view from one another in the audition room. Care must be taken during all breaks to keep contestants and judges from realizing audition letters. Anonymity is vital!
- At no time during the audition process should a contestant and their respective section judges have direct communication. Any necessary communication must be done through an audition monitor.

Entry Procedures

- Entry for all TMEA auditions is conducted through the TMEA website - www.tmea.org. Refer to the TMEA Audition Process Online Entry Instructions for specific details.
- The Region Audition Entry Fee is \$15.00 per entry and a \$25.00 school fee. A \$25.00 late fee will be assessed for entries made after the deadline. This fee is in addition to the regular entry and school fee. There is also a \$35.00 CD fee due with entry.
- TMEA Active Membership is required in order to enter/sponsor students in TMEA auditions.
- The TMEA Active Member sponsor must be in attendance and be available to serve as an auditions staff member for any and all activities in which their students are involved. Additionally, Region 16 requires that Assistant Choir Directors also be in attendance and be available to serve as an auditions staff member for any and all activities in which their students are involved.
- When entering students in the audition process The TMEA Active Member sponsor must provide proof of TMEA membership and submit the Audition Process Entry sheet with the Director's Statement of Responsibility signed, dated, and mailed to the Region Coordinator with entry fees by the postmark deadline.
- Students needing to leave early from the Region audition must have the Region 16 Travel Release form on file with the Region Coordinator. This form may either be mailed to the Region Coordinator or handed to the Region Coordinator on the audition day.
- The online entry process provides a firm deadline of 11:59 p.m. 10 days prior to the contest. The website program will not allow entries to be edited or altered after the deadline. All entries, corrections, and special requests must be made by this deadline. Special requests would include AM/PM time requests. After that, all entries, corrections, and special requests will be dealt with on the day of the auditions.

- Errors and omissions in official entry data will not harm nor punish a student’s participation in auditions on the day of the contest. Severe or persistent problems with a member’s handling of official entries will be addressed through the TMEA Penalties for Rules & Policies Infractions process.

Audition Personnel

- TMEA requires the use of 5 member panels for all auditions. There are no exceptions for high school level auditions that lead to All-State seating. Variances must be requested by each region for middle school level auditions.
- The Region 16 South Zone Vocal Coordinator will designate one person on each panel as the chair of the panel. The chair shall be responsible for:
 1. collecting the scores of the panel and writing them on the Judge 1 grid
 2. keeping the audition room running smoothly and quickly
 3. distributing and collecting all judging materials for their panel
 4. documenting any situations that vary from the norm and notifying the region coordinator of any problems
- No volume checks will be allowed during the audition. The judging panel and audio monitor are responsible for setting the volume level before the audition begins. Judges should listen to the entire CD/tape to determine the best level for all students. Do not change the volume level once the audition has begun.
- There shall be no discussion between judges during the audition process.
- Students shall be heard on the entire audition. Uniformity must be maintained in how each student is started and stopped.
- A judge may not assign duplicate scores during singing rounds – a raw score/rank conversion chart shall be utilized. You also may NOT give a score of “0”.
- Judges shall consider the entire audition performance before awarding a score.
- Judges shall remain actively involved in judging through each singer's entire audition.
- Each judge shall be charged with the responsibility of knowing and following the audition procedures.
- Every effort shall be made to be consistent from the beginning to the end of the audition.
- The judging panel chair shall ensure that the panel conducts itself in a professional manner throughout the audition. The same members of the judging panel must judge the same section throughout the entire audition.

TMEA Active Member sponsors must be in attendance and be available to serve as audition staff members for any and all activities in which their students are involved. Additionally, Region 16 requires that Assistant Choir Directors also be in attendance and be available to serve as an auditions staff member for any and all activities in which their students are involved. Region 16 also requests that all middle school/junior high directors be available for assignment on audition days.

Any TMEA member who cannot attend a required Region 16 event with their students, including Assistant Directors, must contact the south zone region coordinator in advance of the event and provide a suitable proxy who can serve in their absence. Failure to adhere to this policy subjects the sponsor to the TMEA Penalties for Rules & Policies Infractions process.

Director Responsibilities

- Directors from each school are required to attend all of the region choir activities, including the audition and region clinic/concert. No student will be allowed to participate in the region choir unless his/her director is present and performing their assigned responsibilities.
- If a director cannot attend a particular rehearsal due to an emergency situation, another responsible adult should be designated and the south zone region coordinator must be notified of the change.

- Directors should not combine schools even if just one or two students are involved from those schools unless both schools have the same director.
- If any director fails to conform to these rules a letter will be sent to his/her principal, music supervisor, and the TMEA State Vocal Chair from the south zone region coordinator.

TMEA provides the audition tabulation software. It is highly recommended that tabulators using this software attend the training sessions offered each year through the TMEA Headquarters.

Staff Required for All-Region Honor Choir Audition

- Site Host – responsible for facilities and proper staffing for the audition or clinic/concert
- Registration Aides (adult – 1 per section)
- Announcer (adult – 1)
- Section Guides (students – 2 per section)
- Room Monitors (students – 1 per audition room)
- Audio Monitors (adult – 1 per audition room)
- Tabulations Runners (student – 1 per audition room)
- Concessions Team

Registration Procedures

- Registration times will be determined and published for each audition. *Late registration will close at 2:00 p.m. No students may register to audition after this time!
- Registration will run for 45 minutes.
- Each voice part will register separately.
- Students will sign in and receive a badge with their audition number and a copy of the cuts.
- Students will proceed to the holding area.
- Students with problems with their registration will check in at the TABS room so that corrections can be made to their registration.
- Students requesting PM times will be given a deadline time that they must arrive by in order to audition.
- Check in for PM students will be at the tabulations room.

Audition Procedures

- Each audition will begin with group warm-up run by the site host or their designee in the holding area.
- The cuts will then be run with the actual cut CD twice.
- After the cuts have been rehearsed there will be no further singing. Students may study the music silently but may make no audible sounds. Students can be disqualified by the Region South Zone Vocal Coordinator for breaking this rule.
- After the cuts have been practiced the first group of audition numbers will be called for each voice part and taken to the audition rooms.
- Electronic devices are NOT allowed at the region audition. This includes CD players, mp3 players, cell phones, etc. Students who have a travel release form on file prior to the audition must be escorted to the contest headquarters by a school sponsor to call parents prior to leaving. Students can be disqualified by the Region SZ Coordinator for breaking this rule. Cell phones must be relinquished to directors prior to registration.
- A reasonable number of chaperones are REQUIRED for every group that attends.
- Audition results will be announced at the conclusion of the audition day. Directors will be given “hard copies” of the results before the announcement begins.
- Directors have 48 hours after the end of the audition to contact the Region 16 Vocal Coordinator regarding any errors found. After that time, the results are considered final.

Appeals Process

Any Region that wishes to remove a student from the audition process must appeal first to the Region steering committee, then to the State Division Chair, and then to the Presidents Committee. See the TMEA Appeals Process.

Alternates

- TMEA Director/Sponsors have the responsibility to notify the Region 16 SZ Middle School Coordinator of any vacancies or forfeitures at the earliest convenience.
- The Region 16 SZ Middle School Coordinator is the only person authorized to secure alternates. The Region 16 Vocal Coordinator shall notify the director/sponsor of the alternate student.
- Alternates may rehearse with the choir during the clinic. Alternates will be called by the vocal coordinator to perform with the all-region choir if a vacancy occurs.

Judges for MS/JH Region Audition

- \$50.00 (for non-director judges or HS directors with no students involved in audition)
- Mileage for out-of-town, non-director judges paid at current official Texas State Comptroller mileage rate.

Region Clinic/Concert

- Attendance at the Region Clinic/Concert is mandatory. Requests for exceptions to this policy must be communicated in writing by the director/sponsor in advance. An effort will be made to avoid scheduling all region events on major religious holidays or observances of any faith.
- Music will be performed by memory on the region concert.
- Attire for the region concert shall consist of each school's choir uniform. In the event no school uniform is available, girls shall wear a nice dress or skirt/blouse and dress shoes (no flip flops). Boys should wear dress slacks, a collared dress shirt, tie, and dress shoes. All clothing should comply with school dress code.

Director Assignments

- Section leaders shall direct sectionals when needed, check attendance/tardies, arrange students on risers, and work with students as directed, and attend to the clinician's needs.
- Ticket sales personnel are responsible for money of sales and change, sell tickets one hour prior to the concert, help set up the selling area.
- Ushers will take tickets at the door, hand out programs, and assist audience in seating.
- CD sales personnel are responsible for setup one hour prior to concert, the cash box with money for making change, and collecting CD order forms.

Attendance Policy

- Students who are selected to participate in the All-Region Choirs are expected to be in attendance at all rehearsals and the performance.
- An excused absence from rehearsal may occur for the morning block only.
- All participants must be in attendance for the afternoon block.
- The amount of time missed cannot exceed one-third of the combined rehearsal time.
- A student will be subjected to dismissal from the group for violating the attendance policy. Rulings on attendance must be made before an absence occurs, not afterwards.

Tardy Policy

- Any student late to a Region Choir rehearsal will be given a tardy.

- A tardy will be given for up to 20 minutes lost from the beginning of the rehearsal time. After that time the student will be given an absence.
- One unexcused tardy will constitute an absence and the student will be dismissed from further participation in the choir.

Absence Policy

- Excused absence: participation in a post-district playoff game/meet; family emergency such as critical illness, etc.; serious illness that would prevent the singer from being effective or would be harmful to other participants.
- Unexcused absence: non-district athletic games or social events.

Concert Admission

- There will be an admission charge of \$2.00 for the All-Region Concert.
- Choir students not participating in the concert may use an admission ticket printed by his/her director. A template for these tickets can be found in the appendix of this region handbook. These admission tickets are to be used by “current” choir students only.

Clinicians

- Clinician honorariums will be \$300.00.
- Travel expenses will include mileage calculated at the current official Texas State Comptroller mileage rate, lodging (when necessary), and a \$36.00 per diem (see contract).

Accompanists

- Accompanist honorariums will be \$200.00.
- Other Instrumentalists (as needed and indicated in the music score) will be paid at the discretion of the Region 16 SZ Middle School Coordinator.

NON-UIL SOLO & ENSEMBLE CONTEST

ELIGIBILITY

- Students must be enrolled in 7th or 8th grade.
- All students competing in solo and/or ensemble events must be members of their school’s choral program.
- All competing students must be academically eligible.
- The Non-UIL Solo and Ensemble Contest will be governed by the UIL Eligibility Guidelines.
- All solos and small ensembles must compete for ratings.

LIMITATIONS

- No small ensemble may have more than 18 members. All music must consist of at least two parts.
- There shall be no medium ensembles.
- Each student may enter one solo and/or one ensemble.

PERFORMANCE REGULATIONS

- Required Selections
 - Solos selections to be performed by all soloists must be acquired from art songs, classics, spirituals, folk songs, etc. Selections may be made from the UIL Prescribed Music List (Grade III) or comparable literature. NO pop, rock, country, contemporary Christian, or literature of this nature will be allowed.
 - Ensemble selections to be performed must be sacred or secular literature from classics, art songs, folk songs, or appropriate pop/Broadway classics.

- **Emergency Substitutions**
In emergency situations, the director may substitute another eligible student for an **ensemble** member after the entry has been submitted, provided the substitute has not already entered the maximum number of events.
- **Literature Substitution**
Any change in performance literature after the entry deadline **must** be submitted to the vocal coordinator.
- **Scores**
Directors **shall provide** judges with an **original** score with the measures numbered.
- **Memorization**
All performances shall be from memory.
- **Accompaniment**
 - All solos must be accompanied.
 - Small ensembles shall be accompanied except those works, which are written expressly for unaccompanied voices.
 - A piano will be provided for accompaniment purposes. If a recorded accompaniment is used, the director must provide the electronic device for playback.

ENTRY PROCEDURE

- All entries shall be done online via the Region 16 website.
- Entry fees are \$8.00 per person per event.
- All fees shall be mailed to the middle school vocal coordinator.
- Fees for late entries will be assessed at \$25.00 per entry in addition to the regular entry fees.

AWARDS

- Soloists who earn a first division rating will receive a medal.
- Each member of an ensemble earning a first division rating will receive a medal.
- Judge's ratings are final.

JUDGES

- The judge's honorarium shall be \$200.00 per day.
- Travel expenses will include mileage calculated at the current official Texas State Comptroller mileage rate, lodging (when necessary), and a \$36.00 per diem (see contract).

Appendix

Instructions for All-Region Honor Choir Audition Personnel

- Registration Aides (adult – 1 per section)
- Announcer (adult – 1)
- Section Guides (students – 2 per section)
- Room Monitors (students – 1 per audition room)
- Audio Monitors (adult – 1 per audition room)
- Tabulations Runners (student – 1 per audition room)
- Hall Monitors (adults – as necessary)

Template for All-Region Concert tickets (for current choir student use only)

REGISTRATION AIDES' INSTRUCTIONS

Registration will be open from _____.

You will receive a registration roster, audition badges, and cut sheets for your section.

GENERAL INSTRUCTIONS

- Have each student show you his/her name on the roster.
- Have the student sign his/her initials in the blank provided.
- Show the student his/her audition number on the roster and give him/her the corresponding audition badge.
- Watch each student place the badge on his/her clothing. Please do not allow them to place their badge on clothing that may be removed before their audition (i.e. a jacket).

There may be a few students that will register later in the day due to a special need. These will be marked on the roster.

Registration will close at _____. At that time, the director in charge of registration will collect the registration rosters, extra cut sheets, and any extra audition badges.

ANNOUNCER

You will be given a call list for all sections. Using the microphone in the holding area, you will call students to the announcer's podium by their audition number.

Mark off each number from the corresponding list as soon as each student appears and is taken to the audition room by a guide. It should work to call all the same numbers together, i.e. A11-1, B11-1, C11-1, E11-1, F11-1...A11-2, B11-2, C11-2, E11-2, F11-2...

Remind the students to take only their music with them to the audition room. All students should be using original copies of music.

GENERAL INSTRUCTIONS

Electronic devices are not allowed in the holding area.

Singing will not be allowed in the holding area other than the time set aside for warm-up and the singing of the cuts.

SECTION GUIDES' INSTRUCTIONS

GENERAL INFORMATION

There shall be two guides for each section.

INSTRUCTIONS

One guide shall lead one student to and from the audition room.

While the student is auditioning, you shall remain down the hall with the hall monitor. Do not go down the hall to the audition room. After the student has finished his/her audition, escort him/her back to the holding area.

Once you have escorted that student back to the holding area, you shall escort the next student. There shall not be more than one student for each section waiting in the hallway at any given time.

While you are returning a student to the holding area, your partner will be leading the next student to the audition room from the holding area. Work as a team. Everyone must do his/her part for the audition to run smoothly.

Student monitors need to wear monitor badges at all times.

Remember...

Be polite and courteous at all times.

Auditioning students are under a lot of pressure.

The contest must run smoothly, on time, and quietly.

The halls shall remain quiet throughout the day.

The success of the audition depends on you.

ROOM MONITORS' INSTRUCTIONS

GENERAL INFORMATION

Your responsibility is to guarantee that the audition process is executed smoothly.

INSTRUCTIONS

Verify with your copy of the roster that the student is auditioning at the proper time.

Working with the audio monitor, use the smoothest procedure for:

- Getting the singer into the room promptly
- Showing the singer where to stand
- Keeping judges' pencils sharpened
- Keeping the audition running on schedule

Be certain the door always remains closed except when students are entering or exiting the audition room.

Do not allow anyone in the vicinity of the audition room while a student is auditioning.

Once a student leaves the audition room, bring the next student to the door to wait for the audio monitor to signal that the judges are ready.

It is your responsibility to maintain silence in the area surrounding your audition room.

Student monitors need to wear monitor badges at all times.

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AUDIO MONITORS' INSTRUCTIONS

You will be serving as audio monitor for the _____ section in room _____.

GENERAL INSTRUCTIONS

The judges will bring the audition CD to the room. Once you receive the CD, review the operation of the CD player, making sure that the CD plays at an adequate volume and does not sound distorted.

Work closely with the student room monitor. The next student to audition should be well away from the audition room until it is actually time to audition. Be certain that the judges are ready before allowing a student to enter for his/her audition.

AUDITION PROCEDURE

Reset the CD in preparation for the first audition. When the judges come to the room, they will set the volume level of the CD player. Once the volume is set, play the entire CD for the judges to double-check the volume and accuracy of the recording.

When the judge chairperson indicates that the judges are ready to begin, bring in the first student. Verify that the student is auditioning in the proper order (look at his/her audition badge) and announce the **student's audition number** to the judges so that they can make sure they have the correct score sheet.

Working with the judges, use the smoothest procedure for getting the singer into the room promptly and showing the singer where to stand.

Ask the student if he/she is ready to begin. When he/she is ready, start the CD. Do not stop the CD, regardless of what the student does unless you are instructed to do so by the chairperson of the judging panel, or unless there is technical difficulty with the CD or the CD player. Do not change the volume. Go around to the desk on the other side of the screen and wait for the student to complete the audition.

As you can see, your role is extremely important. Help each student to feel that he/she is in control of his/her audition. Be as encouraging as possible.

TABULATIONS MONITORS' INSTRUCTIONS

INSTRUCTIONS

You shall be responsible for picking up the judges' score sheets after each student auditions.

Place the sheets in the clasp envelope marked for your section and carry them to the tabulations office. Do not open the envelope and do not show the contents to anyone! Do not go anywhere between the audition room and the tabulations office.

Student monitors shall wear their monitor badges at all times.

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Auditioning students are under a lot of pressure.

The contest must run smoothly, on time, and quietly.

The halls shall remain quiet throughout the day.

The success of the audition depends on you.

HALL MONITORS' INSTRUCTIONS

GENERAL INSTRUCTIONS

You shall be given a call list for each of the sections.

You shall post yourself in the hallway entrance, maintaining a substantial distance from the audition rooms.

Verify with your copy of the call list that each student is auditioning in numerical order. Mark through the audition number as each student arrives.

A student guide shall escort each student to and from the audition room.

The halls should remain quiet throughout the audition day.

Texas Music Educators Association
Region 16-Vocal Division

ALL-REGION CONCERT

Admit One Student Only

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