



# Region IV Vocal Division Handbook

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# Region IV Vocal Division Officers

## Region Vocal Chair/ SSC

**Rebecca Hildreth, North Lamar HS**  
3201 Lewis Ln, Paris, Tx 75460  
903-737-2003 ext. 1028, school  
903-715-1870, cell  
[rhildreth@northlamar.net](mailto:rhildreth@northlamar.net)

## Region Vocal Chair-Elect

**Sherri Pickering, Liberty-Elyau HS**  
2901 Leopard Drive, Texarkana, TX 75501  
903-276-5197  
[sherri.pickering@leisd.net](mailto:sherri.pickering@leisd.net)

## MS Coordinator

**Johanna Eppley, Pine Tree JH**  
[jeppley@ptisd.org](mailto:jeppley@ptisd.org)  
903-926-1602 cell

## Secretary

**Danielle Warren, Pine Tree HS**  
[dwarren@ptisd.org](mailto:dwarren@ptisd.org)  
832-409-9247 cell

## Treasurer

**Stephanie Allison, Marshall HS**  
[allisonsk@marshallisd.com](mailto:allisonsk@marshallisd.com)  
903-927-8800, ext. 1184 school  
254-368-2515, cell

## Technology Directors

**Elizabeth Cole, Sulphur Springs HS**  
[ecole@ssisd.net](mailto:ecole@ssisd.net)  
903-885-2158 x 2262, school  
469-223-8086, cell

**Jennifer Colton-Fowler, Texas HS**

UIL Region 4 Executive Secretary  
(Contact for UIL Solo & Ensemble/C&SR)

Mark Melton  
[mmelton@ptisd.org](mailto:mmelton@ptisd.org)

# Region IV Vocal Calendar

Date	Event	Location/Host	Entry Deadline
August 16, 2019	Region Meeting, 5:30 PM	Mt. Pleasant HS	
September 7, 2019	Start-from-Scratch Workshop	LeTourneau University/Jim Taylor	
October 5, 2019	HS LSC/SSC Region Auditions	Texas HS 9:00 AM registration	September 20, 2018
October 26, 2019	MS Region Audition	Sulphur Springs MS 9:00 AM registration	October 11, 2019
November 9, 2019	Region Clinic/Concert	Mt. Pleasant HS	NA
December 3, 2019	Pre-Area Auditions	TBD	November 19, 2019
January 11, 2019	Area Auditions	LSC-TAMU-C SSC-Carthage HS	NA
<b>February 7, 2020</b>	<b>SZ Solo &amp; Ensemble</b>	<b>Marshall HS/ Stephanie Allison</b>	<b>January 8, 2020</b>
<b>January 31, 2020</b>	<b>NZ Solo &amp; Ensemble</b>	<b>Nancy Vines/ Mt Pleasant</b>	<b>January 7, 2020</b>
February 12-15, 2020	TMEA Convention	San Antonio	
<b>April 1-2, 2020</b>	<b>UIL Concert &amp; Sight-reading</b>	<b>Texas HS PAC</b>	<b>March 1-2, 2020</b>
?????	Region Meeting	Mt. Pleasant HS	
<b>???????</b>	<b>TSSEC</b>	<b>UT-Austin or Hendrickson HS</b>	<b>??????</b>

\*\*Items in **BOLD** are UIL events. All paperwork, fees, and questions should be sent to Mark Melton, the Region IV UIL Executive Secretary, at [mmelton@ptisd.org](mailto:mmelton@ptisd.org) (not for the TSSEC)

**TMEA Fees:**

Per student fee for Region audition and Pre-Area:	\$15
Per school "Campus Fee"	\$50
Per student fee for Region Clinic/Concert	\$10
Per student fee for Area (SSC only)	\$10

Per solo and ensemble member:	\$10
Per MS/JH choir	\$475
Per HS choir	\$475

# DIRECTOR'S RESPONSIBILITIES AND EXPECTATIONS

1. TMEA Active Membership is required in order to enter/sponsor students in TMEA auditions.
2. **The TMEA Active Member sponsor must be in attendance and be available to serve as an audition staff member for any and all activities in which his/her students are involved.**
3. Schools entering students in the All-Region Audition process must have **ALL DIRECTORS** in attendance on the day of the audition.
4. Region IV audition staff assignments are made and outside judges are hired based on the on-line entry numbers; therefore once a school has entries in a particular audition or event, that director's presence or his proxy is required. Directors from other schools *may not serve as a proxy* for the auditions.
5. In cases where the director cannot attend a TMEA event, a proxy may be substituted with prior approval of the Region Vocal Chair. Directors must submit the proxy request.
6. In cases where a proxy is used, the director or school shall be assessed a required fee to cover the cost of hiring a qualified judge.
7. Directors (or their pre-approved proxy) are required to remain at the audition site throughout the event.
8. Directors serving as judges shall immediately report to the meeting room set aside for them upon arrival at the audition site. From this point onward they shall not make contact with any student who is involved in the audition. ***Region 4 Schools are REQUIRED to have 1 adult chaperone per 10 students attending All-Region Auditions - per Spring 2012***
9. Directors are responsible for furnishing paper clips and pencils for the marking of cuts in student's audition music.
10. Directors are responsible for furnishing students with original scores of the audition music prior to the region event. No XEROX music should be used at any region auditions or Region Clinic/ Concert, unless the Region Vocal Chair has granted permission. Additionally, students at the HS Area competition are not allowed to audition with Xerox music.
11. Directors are responsible for checking student eligibility prior to each audition, and for abiding by the TEA/Side-by-Side Guidelines.
12. Directors are encouraged to bring a district-approved student medical release form to all Region IV functions. *(Use the form provided by your district)*
13. Directors with participating students are required to be available to serve as clinic/concert staff members as assigned.

# **REGION IV VOCAL DIVISION PROCEDURE FOR REQUESTING A PROXY**

## **Region Vocal Chair contact information:**

Rebecca Hildreth                      903-737-2003 ext 1028 school  
North Lamar HS                      903-715-1870 - cell  
3201 Lewis Ln                      rhildreth@northlamar.net  
Paris, Tx 75460

**Article VII (Audition Personnel), Section B of the TMEA Audition Process:** Each Region shall be responsible for establishing rules and procedures for the use of proxies in emergency situations. Head directors and all assistant directors 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. Failure to adhere to this policy subjects the sponsor to the *TMEA Penalties for Rules & Policies Infractions* process.

- It is the responsibility of the director to provide a proxy at no cost to the region. The proxy must meet TMEA guidelines.
- **A fee of \$100 shall be assessed when the absence of the director causes a replacement judge to be hired**
- The Vocal Chair must approve the qualifications of the proxy in order to serve as a judge.
- In the event of excessive proxy use the Region Vocal chair will file a grievance with TMEA.
- **Exception:** When a director has a verifiable medical or family emergency, the \$100 fee may be waived at the discretion of the Vocal Chair.

## **Region IV Vocal Division Procedures for Proxy Use**

- Prior approval for sending a proxy must be requested from the Region Vocal Chair no later than 5 days prior to the specific event.
- In situations where the 5-day deadline cannot be upheld, the director is asked to call the Region Chair ASAP to make the request.
- Proxy Request Form should be emailed to Vocal Chair
- The Region Vocal Chair will then respond via e-mail to the request.
- Proxies are held accountable to the Director's Responsibilities and Expectations listed in the Region Handbook.
- When the use of a proxy is approved, the proxy must serve as an audition staff member as assigned by the region vocal chair or contest host.

Checks / Money Orders are made payable to Region IV Vocal Division and must be received before the event in which proxy will be attending.

**REQUEST TO SEND A PROXY TO REGION IV VOCAL DIVISION EVENTS**

Name of school: \_\_\_\_\_  
Name of director: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contest name & date: \_\_\_\_\_

Reason that director is unable to fulfill TMEA director responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_

Name of proxy: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**STATEMENT OF ACKNOWLEDGEMENT:**

*We, the undersigned, have read and understand the requirements and expectations set forth by Region IV Vocal Division concerning the conditions, requirements, and expectations for proxy use at Region IV Vocal Division Events. We agree to abide by those conditions, requirements, and expectations.*

Director signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Proxy signature: \_\_\_\_\_ Date: \_\_\_\_\_  
School principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\*This area reserved for use by the Region Vocal Chair\*\*\*\*\***

Date request received: \_\_\_\_\_  
Request Approved: Yes \_\_\_\_\_ No \_\_\_\_\_  
If request denied, reason:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee to be assessed to the school: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Region IV Vocal Chair                      Printed name of Region IV Vocal Chair                      Date

## 2019-2020 Region 4 HS Region Audition & Concert Literature

### LSC – Jake Taylor ,clinician, Charles Gilbert, accompanist

Kirchner	Unclouded Day	SSAATTBB
Brahms	Giestliches Lied	SATB
Rachmaninoff/Legge	Borgoroditse Devo	SATB divisi
Padworski	The Composition of a Kiss	SSA
Todd	My Lord Has Come	SSAA
Schubert	Widerspruch	TTBB
Waddles	Come and Go to that Land	TTBB

### SSC – Jing Ling Tam, clinician,???????????, accompanist

Porpora	Kyrie (m 1-51 only)	SATB
Ticheli	Earth Song	SATB
Trotta	I Will Keep Still	SATB
Giardiniere	Great Gettin' Up Morning	SATB divisi

## MS Region Audition & Concert Literature

### MS Treble – Clinton Hardy, clinician, Jennifer Rich, accompanist

You Are the Song	Jacob Narverud	SSA
Heart! We Will Forget Him	Laura Farnell	SSA
Gloria Deo	Victor Johnson	SSA

### MS Tenor/Bass – Colton Blake, clinician, Beth Sheffield, Accompanist

Omnia Vincit Amor	Michael John Trotta	TB
Star of Light	Laura Farnell	TB
Wade in the Water	Dan Davison	TB

# 2019-2020 Region 4 HS Post-Region Literature

## SSC Pre-Area:

Porpora	Kyrie (m 60-end)	SATB
Chesnokov	For Us, there is no other help, but thee; in Russian	SATB

## LSC Pre-Area:

Daugherty	Mount Rushmore Movt' III- Roosevelt	SATB Divisi
Daugherty	Mount Rushmore Movt' IV-Lincoln	SATB Divisi
Debussy	Salut Printemps	SSA
Skold	Kyrie Gloria	SSAA
Morgan	Laus Trinitas	TTBB
Schmidt	O Magnum Mysterium	TTBB

## LSC Area C - Regions 2, 3, 4, 25      January 11, 2020

### @ TAMU Commerce

Michael Daugherty	Mount Rushmore Movt' III- Theodore Roosevelt	SATB divisi
Michael Daugherty	Mount Rushmore Movt' IV- Abraham Lincoln	SATB divisi
Debussy	Salut Printemps	SSA
Morgan	Laus Trinitas	TTBB

## SSC East Area - Regions 4, 10, 21      January 11, 2020

### @ Carthage High School

Porpora	Kyrie	SATB
Chesnokov	Ne imami iniya pomoschi (For Us, there is no other help, but thee)	SATB



# LARGE SCHOOL & SMALL SCHOOL HIGH SCHOOL MIXED ALL-REGION CHOIR

Large School HS Mixed Choir (LSC) participates in 3 contests: All-Region, Pre-Area, and Area.

Small School HS Mixed Choir (SSC) participates in 3 contests: All-Region, Pre-Area, and Area.

The list of All-State Music, with designation for each piece (LSC/SSC) is posted on the TMEA website.

Teaching CDs are available from Educational Enterprises.

The Region selects specific audition music for Region and Pre-Area.

- Students in grades 9 – 12 are eligible to audition for this choir.
- 5-judge panels
- Singers may audition for one part only, one track only.
- **LSC:** Take top 12 singers (S1, S2, A1, A2)
- **LSC:** Take top 10 singers (T1, T2, B1, B2)
- **SSC:** Take top 12 (S, A )
- **SSC:** Take top 10 (T, B )
- Cuts will be taken from any or all of the material designated for this audition.
- Sight-reading will account for twenty percent (20%) of the HS Region audition
- Students will be moved to a separate holding area after auditioning due to sight-reading.
- Students must participate in the All-Region Choir Clinic/Concert to receive an All-Region patch.

## **\*TMEA MIXED CHOIR, TREBLE CHOIR AND TENOR-BASS CHOIR**

1. Open to students in all classifications
2. The track designation for these choirs will be LSC (Large School Choir).
3. Each Region certifies candidates to the Area auditions.
4. Students from 1A, 2A, 3A, and 4A must submit a Track Declaration Form prior to any initial audition to compete for these choirs.
5. A student may not cancel this declaration nor invoke this declaration after beginning the initial audition. The student will not be allowed to participate in any Area auditions designed for classifications 1A, 2A, 3A, or 4A after the initial audition.
6. A student may be selected to advance to Area in both wind/percussion and choir but may participate in only 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.

## **\*TMEA SMALL SCHOOL MIXED CHOIR**

1. Open to students in 1A, 2A, 3A and 4A classifications.
2. The track designation for this choir will be SSC (Small School Choir).
3. A student may not change this declaration nor invoke this declaration after beginning the initial audition. The student will not be allowed to participate in any Area auditions designed for classifications 5A or 6A after the initial audition.
4. Each Region certifies candidates to the Area auditions.
5. A student may be selected to advance to Area in both wind/percussion and choir but may participate in only 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.

## Code of Ethics

The *Code of Ethics* for the Texas Music Educators association affirms that, as educators, we shall not grant any advantage, deny benefits, or unfairly exclude any student from participation in any program on the basis of race, color, creed, sex, disability, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation. Also, we shall make every effort to protect the physical and mental health and safety of all students.

Further, we recognize and affirm that choirs are comprised of individual singers. As teachers, when we sponsor students in the TMEA audition process, we must ensure that we consider the individual vocal development that occurs through participation in the process. We must also ensure that we consider the long-term vocal health and sustainability of choosing an audition part for every student, with careful consideration of the student's vocal range and timbre as it relates to the audition literature. The ranges of the audition literature for each voice are listed on the TMEA Website.

The TMEA Executive Board has established the names of each choir to be the All-State Mixed Choir, All-State Treble Choir, All-State Tenor-Bass Choir, and All-State Small School Choir to reflect the voice parts included in each choir. **Students should be entered on the voice part that most accurately reflects the student's vocal range.**

The procedures published herein together with the information contained on the TMEA website [www.tmea.org](http://www.tmea.org) in the Vocal Division column of the *Southwestern Musician* shall serve as official notice to all TMEA directors and participants.

# HS LSC MIXED REGION AUDITIONS

**Audition Date:** Saturday, October 5, 2019  
**Host School:** Texas HS - Jennifer Colton-Fowler, host  
**Registration:** 9:00-9:30 am  
**Postmark Deadline:** September 20, 2019  
**Fee:** \$15 per student  
**Campus Fee:** \$50

## **Audition Entry:**

- Follow all directions for entry on the TMEA website ([www.tmea.org](http://www.tmea.org) ).
  - Click on the DIVISIONS & Regions pull down menu
    - Go to Vocal All-State Audition Entry
- ***DO NOT*** mark your students as A.M. or P.M. performers on the on-line entry forms unless you have received prior permission from Rebecca Hildreth.
- **Place students in the proper section when completing the entry process. After the entry deadline, any changes will result in an additional fee.**
- Make all checks payable to **Region IV Vocal Division**. No refunds, purchase orders, or personal checks.
- **Observe all postmark deadlines before sending hard copies of on-line entry and entry fees.**  
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. (**\$40 for each change.**)
- **Send TMEA entry forms and payment to:**

**Region 4 Vocal Division  
% Stephanie Allison  
P. O. Box 43  
Marshall, Tx 75671**

- **Include with payment:**
  - Print the TMEA Official Entry Page from the website (sign and date the DIRECTOR'S STATEMENT OF RESPONSIBILITY)
  - A Landscape copy of your actual region entry page with ALL the information on your students (name, address, age, voice part, height, grade in school, etc.)

**REGION DEADLINE IS SEPT. 20, 2019 FOR ONLINE AND CHECK POSTMARK.MY SCHOOL DEADLINE IS \_\_\_\_\_**

# HS SSC MIXED REGION AUDITIONS

**Audition Date:** Saturday, October 5, 2019  
**Host School:** Texas HS - Jennifer Colton-Fowler, host  
**Registration:** 9:00-9:30 am  
**Postmark Deadline:** September 20, 2019  
**Fee:** \$15 per student  
**Campus Fee:** \$50

## **Audition Entry:**

- Follow all directions for entry on the TMEA website ([www.tmea.org](http://www.tmea.org) ).
  - Click on the DIVISIONS & Regions pull down menu
    - Go to Vocal All-State Audition Entry
- ***DO NOT*** mark your students as A.M. or P.M. performers on the on-line entry forms unless you have received prior permission from Rebecca Hildreth.
- **Place students in the proper section when completing the entry process. After the entry deadline, any changes will result in an additional fee.**
- Make all checks payable to **Region IV Vocal Division**. No refunds, purchase orders, or personal checks.
- **Observe all postmark deadlines before sending hard copies of on-line entry and entry fees.**  
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. (**\$40 for each change.**)
- **Send TMEA entry forms and payment to:**

**Region 4 Vocal Division  
% Stephanie Allison  
P. O. Box 43  
Marshall, Tx 75671**

## **Include with payment:**

- Print the TMEA Official Entry Page from the website (sign and date the DIRECTOR'S STATEMENT OF RESPONSIBILITY)
- A *Landscape* copy of your actual region entry page with ALL the information on your students (name, address, age, voice part, height, grade in school, etc.)

**REGION DEADLINE IS SEPT. 20, 2019 FOR ONLINE AND CHECK POSTMARK  
MY SCHOOL DEADLINE IS \_\_\_\_\_**

## Middle School Region Choir Descriptions

### **TREBLE CHOIR**

- Any 7<sup>th</sup> or 8<sup>th</sup> grade singer may audition for this choir.
- Singers will audition for Soprano I, Soprano II, or Alto (**Director mark online as Alto 1**)
- MP3 files for the Middle School auditions will be made available through Region IV by the fall meeting
- 30 singers and 2 alternates per part will be chosen for the Middle School Treble Choir. Total singers: 90
- A panel of 3 judges per voice part. Only 1 judge per panel may be from the same school as kids auditioning in that room. (per TMEA 2019)
- Students must participate in the All-Region Choir Clinic/Concert to receive an All-Region patch.

### **TENOR/BASS CHOIR**

- Any 7<sup>th</sup> or 8<sup>th</sup> grade singer may audition for this choir.
- Singers will audition as Tenor or Bass (**Director mark online as Tenor 1 or Bass 1**)
- MP3 files for the Middle School auditions will be made available through Region IV by the fall meeting
- 22 singers and 2 alternates per part will be chosen for the Middle School Tenor/Bass Choir. Total singers: 44
- A panel of 3 judges per voice part. Only 1 judge per panel may be from the same school as kids auditioning in that room. (per TMEA 2019)
- Students must participate in the All-Region Choir Clinic/Concert to receive an All-Region patch.

# MS REGION AUDITIONS

**Audition Date:** Saturday, October 26, 2019  
**Host School:** Sulphur Springs MS, Beth Cole, host  
**Registration:** 9:00-9:30 AM  
**Deadline:** October 11, 2019  
**Fee:** \$15 per student  
**Campus Fee:** \$50

## **Audition Entry:**

- Follow all directions for entry on the TMEA website ([www.tmea.org](http://www.tmea.org) ).
  - Click on the DIVISIONS & Regions pull down menu
    - Go to Vocal All-State Audition Entry
- ***DO NOT*** mark your students as A.M. or P.M. performers on the on-line entry forms unless you have received prior permission from Johanna Eppley.
- **Place students in the proper section when completing the entry process. After the entry deadline, any changes will result in an additional fee.**
- Make all checks payable to **Region IV Vocal Division**. No refunds, no purchase orders, and no personal checks.
- **Include with payment:**
- Print the TMEA Official Entry Page from the website (sign and date the DIRECTOR'S STATEMENT OF RESPONSIBILITY)
- A *Landscape* copy of your actual region entry page with ALL the information on your students (name, address, age, voice part, height, grade in school).
- **Observe all postmark deadlines before sending hard copies of on-line entry and entry fees.**  
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. (**\$40 for each change**)
- **Send TMEA entry forms and payment to:**

**Region 4 Vocal Division  
% Stephanie Allison  
P. O. Box 43  
Marshall, Tx 75671**

**REGION DEADLINE IS OCT 11, 2019 FOR ONLINE AND CHECK POSTMARK  
MY SCHOOL DEADLINE IS \_\_\_\_\_**

# Region Clinic and Concert

**Event Date:** Saturday, November 9, 2019  
**Host School:** Mt. Pleasant HS, Nancy Vines, host  
**Registration:** 8:30-9:00 AM  
**Concert:** 5:00PM  
**Fee:** \$10

## **Event Guidelines:**

- A) All directors of a school/organization that has a student performing is expected to be in attendance and will be assigned a job.
- B) Student names will be automatically advanced from previous auditions
- C) Notify the MS Coordinator, SSC Coordinator or Vocal Chair if you have a student unable to attend
- D) For LSC and SSC choirs, failure to attend could result in removal from Pre-Area auditions. Below are the approved absences:

### **List of Acceptable Excuses of Absence from Region Clinic / Concert (TCDA meeting, Aug. 12, 2005)**

- a) UIL Post-District Event (active participation)
  - b) State/National-level educational opportunities
  - c) Drum Major involved in NAMMB
  - d) Death/Illness (verifiable)
  - e) Extenuating circumstances
- E) Alternates will be called up by the MS Coordinator, SSC Coordinator or Vocal Chair
  - F) LSC and SSC alternates called up to sing at the Region Concert are not automatically advanced to Pre-Area
  - G) Students must have original copies of music in a black binder
  - H) Singers will wear their school-provided formal uniform for the concert
    - a) If no school uniform, students will wear all black.

# All Region Clinic/Concert Eligibility Form

**Site: Mt. Pleasant HS**  
**Registration: 8:30AM**

**Date: November 9, 2019**  
**Rehearsal Begins: 9:00AM**

I certify that the students listed below are eligible to participate in the region clinic/concert.

\_\_\_\_\_  
 Signature of Choral Director  
 Date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Campus Principal  
 Date \_\_\_\_\_

Please type or print: ALPHABETICAL ORDER (S1, S2, A1, A2, T1, T2, B1, B2)

<u>Student Name</u>	<u>Voice Part</u>	<u>Student Name</u>	<u>Voice Part</u>

Total # of students \_\_\_\_\_ X \$10 = \_\_\_\_\_

Mail check and form to Stephanie Allison, P. O. Box 43, Marshall, Tx 75671

**POSTMARK DEADLINE NOV 1, 2019**



# Region IV All-Region Clinic and Concert

## Student Code of Conduct

1. The student must be in place at all rehearsals and concert on time. If a student is tardy (misses between 1 and 10 minutes of a rehearsal), he/she will be warned and his/her director will be notified of the infraction.
2. Students are to remain in the same seat they are assigned unless moved by the director or section leader.
3. A student must rehearse and sing with original scores. Photocopied scores will not be allowed for any reason.
4. Students need to use their own music for rehearsals and/or performances.
5. Students are to have a pencil with them at all times to write down instructions given by the director.
6. Students may only speak with permission in rehearsal.
7. Students may not have any foreign objects in their mouth during any rehearsal or performance. Food or beverages are not allowed in any rehearsal except for water in a clear container with a lid.
8. If an emergency arises and the student needs to leave a rehearsal or performance, they need to inform the director or section leader before doing so.
9. Students are not to have tobacco products, drugs, or alcohol at the rehearsal, audition, or performance site. Any violation of Texas law regarding the use of illegal substances will be handled by the local law enforcement agency. This will result in dismissal from the Region Choir and the audition process.
10. Any student who violates a rule will receive a warning by the section leader and report the infraction to their director. A second violation will result in dismissal from the Region Choir rehearsal and concert, thereby forfeiting the region patch. The Region Chairman will apply to the State for the removal of the student from the audition process.

I understand and will abide by all rules for the Region Choir auditions, rehearsals, and the concert. I also understand the consequences described for violation of any rules.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

CHOIR: (circle one) LSC Mixed SSC Mixed MS Treble MS Tenor/Bass

VOICE PART: (circle one) S1 S2 A1 A2 T1 T2 B1 B2

**\*\*Student Code of Conduct should be kept on file with the director as long as a student is in the All-State Process**

# HS LSC and SSC PRE-AREA AUDITIONS

**Audition Date:** Tuesday, December 3, 2019

**Host School:** ??????????

**Registration:** 9:00 a.m.

**Postmark Deadline:** November 20, 2019

**Fee:** \$15 per student

## **Audition Entry:**

- The *singers auditioned and certified to advance* in each 8-part section will be automatically entered from the previous audition.
- Each school pays for those students named to the region choir whether or not they actually proceed to the Pre-Area audition. (You do not pay for alternates.)
- Make all checks payable to **Region IV Vocal Division**. No refunds, purchase orders, cash or personal checks.
- **Observe all postmark deadlines for sending entry fees.** Please remember that if entry fees are not postmarked ON or before the deadline, students will not be allowed to audition.
- Send TMEA entry forms and payment to:  
**Stephanie Allison**  
**P. O. Box 43**  
**Marshall, Tx 75671**
- **Include with payment:**
  - A copy of the Pre-Area Eligibility Form below
  - A copy of the Pre-Area Invoice Form below
  - A school check for entry fees
- There will be 5 and 2 alternates selected for each part (SSAATTBB) LSC and 8 singers selected for each part (SATB) for SSC.
- Sight-reading will account for twenty percent (20%) of the Pre-Area audition.
- Students will be moved to a separate holding area after auditioning so that the nature of the sight-reading may not be shared. Violation of this procedure will result in disqualification.
- Students who are selected in this audition will be eligible to audition for All-State Choir.

## **Director's/Member Sponsor's Statement of Responsibility:**

*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.*

*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*

**Director Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Pre-Area Eligibility Form

\_\_\_\_\_SSC \_\_\_\_\_LSC

Site: ????

Date: December 3, 2019

Registration: 9:00AM

Entry fee: \$15

Deadline: November 20, 2019

I certify that the students listed below are eligible to participate in pre-area auditions.

\_\_\_\_\_  
Signature of Choral Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Campus Principal

Date: \_\_\_\_\_

Please type or print: ALPHABETICAL ORDER (S1, S2, A1, A2, T1, T2, B1, B2)

Please also indicate which students you are already aware will be DNA's.

<i><u>Student Name</u></i>	<i><u>Voice Part</u></i>	<i><u>Student Name</u></i>	<i><u>Voice Part</u></i>

## Pre-Area Invoice Form

School: \_\_\_\_\_

Director: \_\_\_\_\_

City: \_\_\_\_\_

TMEA Card #: \_\_\_\_\_

**POSTMARK DEADLINE: November 20, 2019**

Soprano I: \_\_\_\_\_

Tenor I: \_\_\_\_\_

Soprano II: \_\_\_\_\_

Tenor II: \_\_\_\_\_

Alto I: \_\_\_\_\_

Bass I: \_\_\_\_\_

Alto II: \_\_\_\_\_

Bass II: \_\_\_\_\_

Total number of students entered: \_\_\_\_\_ @ \$ 15 = \$ \_\_\_\_\_

## **AUDITION PROCEDURES**

1. All auditions that lead to All-State Choir will have a minimum of five judges per part. All other auditions may have a minimum of three judges per part in accordance with the State TMEA policy and our granted variance request. (Three judges with no judge hearing his/her own students or five judges if instructors must hear their own students.)
2. A violation of the state rules will result in the disqualification of the student involved. Judges in violation are also subject to disciplinary action (through Grievance Process.)
3. In auditions that include sight-reading, participants will not be allowed to return to the holding area with those students who have not yet auditioned. Violation will result in disqualification.
4. Students may not be substituted for other students on the day of audition.
5. All cuts will be taken from the pieces designated for that audition only. **Cuts for the All-Region Choir will be emailed by the Region Chair to the HS Directors on Thursday before audition day at noon.**
6. Students may not practice cuts audibly after the audition has begun. They may study the music silently. Anyone who sings or hums the audition music shall risk disqualification. Students MAY continue to warm-up on any other singing material or vocalize.
7. Directors who are judges cannot have ANY contact with their students once badge numbers are issued and should immediately report to the meeting room set aside for them. Directors will be allowed to have contact with their students after the section in which the director was judging had been tabulated and Judges released. **Schools are required to have 1 adult chaperone for every 10 students** (Spring 2012 meeting).
8. Students must audition from original scores or be able to produce original scores.
9. Students must wear their badge at all times.
10. Students are not allowed to leave and return to campus. Students waiting to audition must be in the holding area and cannot wander or explore the campus. Approval to leave the audition site must be given, in advance, by the school director and the region chair.
11. Chaperones will be in charge once badges have been issued. In case of an emergency, contact the Region Chairman. Electronic Rules also apply to chaperones.
12. Please “clean as you go” in the holding area so results will not be delayed.
13. Students are expected to follow the rules and guidelines of their individual school districts and TMEA (see Auditions Procedures Manual).

The above information is intended as a general guideline only. While this manual is fairly complete in scope, it is impossible to cover all situations and possibilities. Any situation not covered in this manual will be subject first to guidelines adopted in regular Vocal Division meetings and/or rulings of the Executive Council.

## **Chair Placement:**

### **High school**

LSC:           1. Take top 12 singers and 2 alternates per S1, S2, A1, and A2 part  
                  2. Take top 10 singers and 2 alternates per T1, T2, B1, and B2 part  
                  Total: 88 singers

SSC:           1. Take top 12 singers per Soprano/Alto part  
                  2. Take top 10 singers per Tenor/ Bass part  
                  Total: 44 singers

### **MS/JH**

Treble:        Take top 30 singers and 2 alternates per S1, S2, and A part

Tenor/Bass:   Take top 22 singers and 2 alternates per T, B part

## **Entry deadline/errors:**

1. Directors/sponsors entering students in a TMEA Region, Area, or All-State audition must use the TMEA online audition entry system.
2. All contest deadlines will be 14 days prior to the day of the audition.
3. The late and final online entry deadline will be seven days prior to the day of the audition.
4. 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.
5. Entries 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.
6. A **campus entry** created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process and a violation letter from the TMEA state office.
7. 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.
8. All fees must be paid or supported by a school purchase order prior to the start of auditions.

## **Electronic devices**

1. No electronic devices may accessed by a student participant until the auditions for the student's section have been concluded.
2. Failure to comply with this regulation may result in student disqualification.
3. The list of non-allowable electronic devices includes, but is not limited to: *phones, Apple watches, google watches, ipods, mp3 players, electronic games, computers, cameras and playback systems.*
4. **Region 4** has received TMEA permission to have an adult-monitored "call station" where students may access the adults' phones in emergency situations without penalty. Students will be allowed to call a parent in the presence of an authorized adult so long as he/she has completed the audition and is awaiting results.

## **Alternates in TMEA Vocal Division Auditions and Organizations**

1. With the exception of the Area auditions, each Region shall determine the maximum number of students to be selected into a TMEA organization. A minimum of two (2) alternates per voice part shall be selected at all auditions leading to selection in TMEA-sponsored organizations. (Our region selects 2 alternates per section for each of our region choirs). In the event the maximum number of singers cannot be certified in any section, no alternates shall be selected for that section.
2. Alternates shall be called in ranking order to replace any singer who has forfeited his position in the audition process, has been disqualified, or has become ineligible. Alternates or their directors shall be notified by the Region Chair as soon as a vacancy occurs.
3. Alternates shall attend any TMEA auditions; however, if not called to audition, the alternates must abide by the same rules as certified candidates. Alternates who are not called to sing may return home early, provided the parents have given written permission to do so. *Parents must be notified by telephone by the director or a TMEA member that the student is returning home.*
4. Alternates shall not be eligible to receive a TMEA award unless they actually perform.
5. Alternates shall conform to all rules pertaining to eligibility.
6. Once the audition has begun and all alternates have been called to sing, no more alternates shall be called to replace anyone who becomes disqualified or who forfeits the remainder of the audition.
7. Alternates should be called and used whenever possible.
8. Only the Region Vocal Chair, SSC coordinator and the MS/JH coordinator will place alternates in the Region Clinic / Concert.
9. When the Region Clinic Concert precedes the Pre-Area Contest, an alternate called to sing in the HS Mixed Region Choir is not automatically eligible to audition for the Pre-Area Contest. He/She only participates in the Pre-Area Audition if a person in his/her section doesn't audition for any reason at all.

## **CERTIFICATION REQUIREMENTS**

**Students must meet state and local certification guidelines in order to participate in the Pre-Area Auditions. Below are the guidelines for years in which we have to certify music by performing it on our region concert:**

1. Alternates called to enter the Pre-Area Audition process past the Clinic / Concert event are required to certify all music certified by the Clinic/ Concert rehearsal & performance at least 5 days prior to the Pre-Area Audition. This certification shall consist of singing said literature in an ensemble performance for a predetermined music director. Schools encumbered by travel distance shall have the option of submitting individual solo performance CD's. Special situations shall be handled by the Region Vocal Chair.
2. Any student who is selected for, but is unable to participate in the District/Region concert due to a Region, pre-approved, school-related conflict or extenuating circumstances, may acquire certification for the next level of competition by submitting a recording or performing live for the Region Chair or his designee, his/her complete vocal part of any music certified only by the Region Concert. The recording shall be submitted or the audition performed at least 5 days prior to the next competition to allow ample time for the student to be certified by the Region Chair.

**Students must meet state and local certification guidelines in order to participate in the Pre-Area Auditions. Below are the guidelines for this year.**

1. According to state guidelines, in order for a student to obtain certification to the Area audition, all Pre-Area music, with the exception of Area designated music, shall have been auditioned, listed to be auditioned or performed on a District/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.

# Region IV Guidelines and Rules

1. Directors must attend and participate in his/her audition assignment at every audition. Emergency situations shall be handled by the Region/Area Chair.
2. **Director membership:** Directors must be members of TMEA in order for students to audition. Allow 48 hours for TMEA on-line confirmation.
3. **Certified Music:** Audition music that has been selected by the directors to be certified at an audition is not for student knowledge. Neither directors nor private voice teachers should share this information with students, since *“the dissemination of this privileged information shall be handled with the highest professionalism.”* Students are to learn the literature as if they will audition it.  
**Per TMEA: “the TMEA sponsor is ultimately responsible for knowing all audition material.”**
4. **Dual certification:** If you have students who are auditioning for two music organizations (i.e. band and choir), please enter them as dual certification.
5. **Proxy Rule:** If a school in Region 4 enters students in competition, ALL DIRECTORS at that school must attend the audition. A director’s unavoidable absence must be turned in with the \$100 proxy fee and proxy request form and must receive prior approval from the Region Vocal chair. The Region vocal chair has final discretion pertaining to any director’s absence from a competition.
6. **Late and Early times for Auditions:** Students will be granted late or early audition times at the Region audition for other school competitions, PSAT, ACT, or SAT only. Rehearsals, family commitments, etc. are not a valid reason for requesting a late or early time. Please inform your students, in advance, of the audition dates and ask them to schedule their standardized test on some other Saturday if possible. Students granted a late audition time must report by 2:00 PM or they will not be allowed to audition. **There are NO early or late audition times for Pre-Area or Area auditions.**
7. **DNAs at Auditions:** Directors must confirm with the region chair known DNAs prior to the beginning of the auditions. This helps with tabulations.
8. **Student Contact:** Once judges arrive at the audition site, they shall report to the meeting room set aside for them. From this point onward, they shall not make direct contact with any student who is involved in the audition. This includes lunchtime, since students are still wearing badges and numbers. Judges may not have contact with their students until the panel on which they judged has been entered, tabulated and released from duty. **Schools are required to have 1 adult chaperone for every 10 students** (Spring 2012 meeting).
9. Guitars and other instruments are not allowed at the audition site.

# Stipends/Honorariums/Fees

## Auditions

### TMEA CONTEST PERSONNEL

- Event Host honorarium: \$200 plus expenses  
Region Hired Judges honorarium: \$125 plus meal

### Audition Cuts

- \$50 honorarium shall be paid to the person who creates cuts for a Region contest
- \$50 honorarium Sight-reading exercise per contest as needed where sight-reading is a part of the audition. Provide electronic copy for contest coordinator and hard copies for each audition room and judges.

### JH/MS Audition CDs

- \$150 honorarium for producer of rehearsal mp3s (recording of accompanists, vocalists, mix down and production of mp3s)
- MS CD accompanist be paid \$50 per choir
- \$40 per voice part for Middle School Vocalist

Any other pertinent expenses must be approved for reimbursement and receipts must be furnished for the itemized claims.

## Region Clinic/Concert

### Clinic / Concert Clinicians

- HS LSC \$500 Mileage / Expenses
- HS SSC \$400 Mileage / Expenses
- MS Treble \$300 Mileage / Expenses
- MS Tenor/Bass \$300 Mileage / Expenses

### Clinic / Concert Accompanists

- \$300 to accompanist of HS LSC and SSC choir
- \$200 to accompanist of any other choir
- \$100 to other professional instrumentalist + mileage

### Clinic / Concert Host

- Event Host honorarium \$200 plus expenses.
- ***Please note that as of July 30, 2012, any individual being paid by TMEA \$250 or more for a single service or a total of \$600 or more during a calendar year (Jan. 1 – Dec. 31), must complete an on-line W-9 contract for each service before TMEA will authorize payment to that individual. The contract will be issued BEFORE service is rendered, and payment will be made after contract is complete with TMEA.***



# TMEA AUDITION POLICY

## A. Directors' Responsibilities

1. Attend every audition. The Region/ Area Chair shall handle emergency situations.
2. Perform the audition assignment set forth by the Region/Area Chair.
3. Make arrangements for adult supervision of your students during the audition. Per Region IV regulations, 1 adult chaperone per 10 students is required

## B. Registration of Students

1. Each Region may establish procedures to accommodate an individual student's special scheduling needs prior to the Pre-Area round.
2. Each Region shall develop a registration system that includes the items listed below.
  - a. Each student will register individually according to section.
  - b. Each student will be assigned a random computer-generated audition ID that will establish an audition order.
  - c. A student whose name is not listed must receive clearance from the Region Vocal Chair before receiving a badge.
  - d. Each participant shall receive the Information and Instructions for TMEA Vocal Division Auditions at registration.

## C. Judging Score Cards

1. The Region/Area Chair shall provide judging score cards or tabulations sheets for each judge.
2. Regions may create their own scorecard or use the example of the TMEA Vocal Division Score Card. It is recommended that the criteria illustrated on the scorecards be used in all of the auditions.

## D. Judging

1. Five-member panels must be used in all high school auditions. Three-member judge panel may be used at the middle school per TMEA 2019.
2. Judging panels are chosen by the Region/Area Chair
3. Considerations for balanced judging panels shall include the items listed below:

- a. Knowledge of the audition music
- b. Experience and placement of students in previous TMEA auditions
- c. The procedures for judging are listed below:
  - i. The Region/Area Chair shall designate a chair for each judging panel.
  - ii. No volume changes checks will be allowed during the audition. The judging panel is responsible for setting the volume level before the audition begins. Judges should listen to the entire recording to determine the best level for all students. The volume level shall not be changed 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 the audition begins and ends.
  - v. A judge may not assign duplicate scores during singing rounds – a raw score/rank conversion chart shall be utilized.
  - 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.

## E. Sight-reading

### LSC and SSC Sightreading Criteria

- Sightreading may be used at any level of audition but is mandatory at high school Pre-Area and Area auditions. The sightreading audition shall be 20% of the total score.
- The sightreading exercise shall be written in one of the following key signatures: C, G, D, A, E, F, B-flat, E-flat or A-flat. There will be no modulations or altered tones.
- The sightreading exercise shall be written in one of the following meter signatures: 2/4, 3/4 or 4/4, and approximately 8 measures in length.
- The sightreading exercise may include the following rhythmic devices: half notes, quarter notes, eighth notes, dotted quarter notes, dotted eighth notes, sixteenth notes, quarter rests, eighth rests, and simple syncopation.
- The sightreading exercise will include a minimum of 30 notes.

Before the sight-reading audition, all students and directors shall be given these written instructions:

*“You will be instructed by the audition recording to look at the sight-reading exercise. The recording will play the tonic triad in broken fashion (do-mi-sol-mi-do-sol-do), followed by the starting pitch. A 30-second study period shall follow. You will be allowed to tap, chant, or sing during this study period.*

*You will not be allowed to use any tuning device or any additional materials as aid during the study period or in singing the exercise. You may not write on the exercise for any reason.*

*At the end of the 30-second study period, the audition recording will play the tonic triad again in broken fashion (do-mi-sol-mi-do-sol-do), followed by the starting pitch. You will begin immediately to sing the exercise using your preferred method of sight-reading (syllables, numbers, neutral syllables, or any combination). No additional study time is allowed.*

*If you start and stop over, the judges will judge you on what was your first attempt through the point where you stopped. The judges will resume judging with any new material you attempt for the first time. You will have only one chance to sing the exercise unless there is mechanical failure with the playback sound system.”*

***Contest Chairs may not deviate from the above procedure at any level.***

### F. Sight-reading Judging Procedure

1. On a separate sight-reading worksheet, the exercise shall be printed numerous times.
2. Judges shall count the errors and subtract from the total number of available points, one point for rhythm and one point for pitch. They shall record their scores on the sight-reading scorecards.
3. A judge may duplicate scores during sight-reading rounds.
4. Students shall not see the judge's sight-reading worksheet. They shall see only the score recorded on the sight-reading scorecard.

*Note: This process is meant as a point of reference from which to judge, not as an absolute system. The process works well when the students are fairly accurate and close to reading the exercise correctly. When a student has great difficulty in reading the exercise, the process breaks down and the judge shall make a value judgment to the best of their ability.*

5. A student who is legally blind shall be exempt from sight-reading. Their director shall provide the Region/Area Chair with proof of blindness in a letter from the student's principal and shall contact the Region/Area Chair before the audition begins so that adequate provision can be made.

*Note: The blind student's sight-reading shall be the same as their final score on the prepared audition. For example, when a blind student's final ranking is third chair at the conclusion of the prepared audition; their sight-reading rank shall also be third chair. If a tie occurs because five students receive perfect sight-reading scores, the student's sight-reading rank shall become seventh chair.*

6. An obvious attempt by a student to avoid singing the melodic line by chanting the rhythm will result in a score of one.

## **G. Tabulation**

1. Regions and Areas are required to use the TMEA computer tabulation system for all levels of auditions.

2. Student information shall be entered in advance of the audition. This information for any section may be mixed, and the program shall sort as needed. Random audition numbers are assigned, and registration forms printed in advance.

3. Area/Pre-Area TMEA Vocal Division Tabulation Procedures for Area Auditions

a. Deliver the scorecards to the tabulation office.

**i.** Place the score cards in judge order 1-5, taking care to ensure that the student audition numbers are all the same.

**ii.** Scorecard aides will check to see that all judges' signatures are present and that a score has been entered in each space. If all are correct then they shall be stapled together in judge order.

**iii.** If signatures or scores are missing, the cards will be taken back to the audition room by the correction monitor for correction. The judge on the scorecard must initial score corrections.

b. Scorecards will then be passed to the calculator personnel who will proceed as below:

**i.** The first calculator operator shall total each judge's scores on a 10-key calculator. The operator will initial the top scorecard.

**ii.** The second and/or third operators will confirm the totals of the first operator and will add their initials to the top scorecard.

**iii.** If a discrepancy is found, the process shall start over until all three operators agree.

- iv. Any scorecard with scores that are not clearly legible shall be given to the correction monitor to take back to the judge for correction. The judge must initial score corrections.
  - v. Calculator operators are not needed for the sight-reading portion of the audition.
- c. Score cards will then be taken to the tabulation area for entry.
- i. A monitor will call out the scores and an operator will enter them while a third person verifies.
  - ii. The computer aide will initial the top score card after the scores have been entered.
  - iii. When all of a section is complete, the operator will print a score-verification sheet. The total number of students auditioning in each section is found on the registration form.
  - iv. Scorecards must be placed in numerical order by audition number.
  - v. Check the scorecards twice against the scores entered on the score-verification sheet for accuracy.
  - vi. Once all scores have been verified, print the final ranking.
- d. Score cards will then be taken to the identification area.
- i. Registration forms will be available in this area.
  - ii. Write the student's school name clearly at the top of the first scorecard.
  - iii. Place scorecards into large envelopes labeled with school name.
  - iv. Place copies of the results for the entire audition in each school's envelope.
- e. Subsequent auditions over the choral literature shall repeat steps a-d.
- f. The tabulation procedure for sight-reading auditions will be conducted as follows:
- i. Score card aides will collect the scorecards and check them for judge's signatures and scores as described above.
  - ii. Staple the score cards in judge order and send them to the tabulation room.
  - iii. Tabulation personnel will follow the procedures in Section c 1-6.
  - iv. The identification of the scorecards is the same process described in Section d.

## H. Ties

1. In final tabulation, ties shall be broken by use of judges' preference, as described in **Breaking of Ties in TMEA Vocal Division Auditions**. If two or more contestants are tied by virtue of their receiving identical rank scores, the judges' preference system shall be applied.
2. When a tie occurs for the last place for membership in the All-Region Choir, it shall be the option of that Region to select both students for participation and, therefore, to increase that section by one person. Regions selecting this option must do so in advance of the audition.

## I. Announcement of Results

1. Tabulated results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period results are subject to the TMEA Appeals Process.
2. Results posted on-site should list all students in final order, independently for both the LSC and SSC tracks.

3. Provide each director a written report that clearly shows the final ranking of all students in each section. This report may be generated via email.
4. Announce the results in a timely fashion upon completion of the audition process.

### **Post-Audition Follow-Up**

#### **A. TMEA Auditions and Appeals Process**

1. The TMEA Executive Board reserves the right to serve as an appellate committee on all matters concerning the All-State selection process and participation.
2. Once a student enters the TMEA audition process, he may be eliminated only by either: (1) the audition process itself, or (2) the TMEA Appeals Process, or (3) the student's TMEA member sponsor.
3. Upload all audition results via the tabulation system at the conclusion of each audition. The deadline to complete the Pre-Area audition process is December 10<sup>th</sup>.
4. Be sure to complete and send all information/forms requested by the Area Chair by the designated date.

## **Region Audition Personnel Responsibilities**

### **A. Audition Material**

1. Each Region shall determine the selection of audition material.
  - a. The audition material for each TMEA All-State Choir audition shall be selected from the All-State Choir literature.
  - b. Each Region shall post all audition material for each level/round of auditions at least three weeks prior to said auditions.
  - c. The dissemination of this privileged information shall be handled with the highest professionalism.
  - d. The TMEA sponsor is ultimately responsible for knowing all audition material.
2. Each Region/State Vocal Chair or Chair's designee shall be responsible for making the audition recording prior to each audition.
  - a. Audition cuts shall be determined by the Region/State Vocal Chair or Chair's designee, making every attempt to select cuts of content and duration that shall adequately allow the students to display their musical preparation and ability.
  - b. The audition material shall enable a student to display their full capabilities as a singer. The tessitura of each voice part shall be a consideration.

- c. The duration between audition selections shall be 7-10 seconds if more than one cut is used per audition.
- d. The audition material shall be made from the All-State Accompaniment Recording from which all directors have equal access.
- e. Quality recording equipment must be used when making the audition recording, with particular attention paid to pitch accuracy.
- f. Back-up Accompaniment Recordings shall be available

## **B. Entry Regulations and Limitations**

- 1. All Regions shall use the **printed** TMEA Auditions Process Entry Cover Sheet from the TMEA online entry process as the official entry form.
- 2. Regions may not limit the number of entries from one school without an approved variance.
- 3. Fees shall be determined by each Region as are necessary to cover expenditures associated with auditions and all related activities.
- 4. Entry deadlines, audition dates and reporting times shall be determined by each Region and posted on the Region website.
- 5. The TMEA Vocal Division District/Region/Pre-Area Entry Form is recommended for use as a financial statement for each school's audition entries.

## **C. Audition Facilities and Equipment**

- 1. The size of the audition site and number of rooms shall vary according to the number of students participating in the audition.
- 2. The following facilities shall be provided at each audition site. It is the Chair's responsibility to notify the Host of these requirements:
  - a. One large holding area, such as a cafeteria, shall be available for the registration and assembly of student participants (with a concession area). In some cases, separate areas may be necessary to accommodate both LSC and SSC track audition.
  - b. A large room for the assembly of judges and directors.
  - c. A second holding area to separate the students who have completed their sight-reading from those who have not (if applicable).

d. Eight non-adjacent rooms, or as many rooms as there are judging panels, for audition rooms. Each room shall have proper heating, cooling, lighting and ventilation. It is imperative that these rooms be free from outside noise or other disturbances that might hamper the fairness of the audition.

e. A warm-up room for students to utilize in the five minutes immediately prior to the vocal audition. No cuts may be sung, however students may vocalize, or emulate sight-reading.

f. Electronic Devices

I. 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.

II. 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.

3. The registration area shall include all of the items below:

a. Eight chairs

b. Long tables to accommodate eight sections

4. The large holding area shall be equipped with the items listed below:

a. A public address system for all announcements and instructions

b. A keyboard for warm-up

c. A playback sound system if cuts are to be played in the holding area

d. A concession area

e. A sufficient number of chairs to accommodate the students who audition

f. Monitor's checklist for the announcer

5. Each audition room shall be equipped with the items listed below:

a. A sign on each door identifying the section

b. Screens (all the way to the floor) to shield auditioning students from judges. Anonymity is required at all TMEA vocal division auditions. Verbal and visual contact shall not be made between students and judges.

c. One adjustable music stand in each audition room for use by the candidate



- d. Sufficient chairs, desks and/or tables for the judges
  - e. A playback system set up with the speakers facing the singer so that the judges will be able to hear the student more easily
  - f. A sufficient supply of pencils for the judges
  - g. A sufficient number of judges' score cards in their packets or the monitor may bring them in as each student comes in to audition. Judges shall always double-check the audition number.
- 6. A sufficient number of audition recordings that have been checked for fidelity
  - 7. A sufficient number of playback systems that are properly labeled and in good working order. Personnel shall be assigned to distribute them to audition rooms and return them at the end of the audition. Players shall play without distortion at a volume sufficient to be heard by singers and judges, and must be tested by judges prior to the beginning of the audition.
  - 8. Sufficient extension cords, tables, desks and chairs in judging, tabulation, registration and holding areas
  - 9. Signs for directions and room identification
  - 10. A lunch area for judges and workers, if necessary

#### **D. Instruction of Workers**

There shall be meeting(s) of key personnel prior to the day of the audition to outline their responsibilities and answer any questions, if necessary. The following is an outline of assignments that may be adapted to the specific requirements of each audition:

- 1. Playback set-up personnel shall have the responsibilities listed below:
  - a. Label all playback systems.
  - b. Compile a list of rooms in which each player is placed. Make sure each playback system is operable.
  - c. If a player does not function properly, or if there is a problem with the accompaniment recording, replace it with another from the tabulation office.
  - d. Remove the audition recordings and return these to the tabulation office when the auditions are complete.
  - e. Check off playback systems as directors pick them up. Make certain that all are returned.
- 2. Registration aides shall follow the procedures listed below:
  - a. Have each student point to his/her own name on the student registration form.

- b. Have each student initial beside his/her own name on the student registration form.
  - c. Issue the corresponding badge to the student. If a student's name is not listed, get clearance from the Region Vocal Chair before issuing a badge to that student.
  - d. Issue each student a copy of the cuts and the information and instructions for TMEA Vocal Division Auditions.
  - e. If requested, verify the information on the student information form and make any necessary corrections.
3. The director responsible for the judges' registration shall follow the procedure below:
- a. Have judges sign in and verify their assignment for the audition.
  - b. Give each judge a copy of the Information and Instructions for TMEA Vocal Division Auditions and the audition cut.
  - c. Report to the audition host or to the Region/Area Chair when all judges have signed in and are present. If a judge does not appear, notify the Region/Area Chair immediately.
4. The director of student warm-up and cuts rehearsal shall follow the procedure below:
- a. Conduct a brief warm-up once the registration process has been complete.
  - b. Explain clearly where each cut begins and ends.
  - c. Review the Information and Instructions for TMEA Vocal Division Auditions with the students.
  - d. Answer questions, clarifying information with the Region/Area Chair if necessary.
  - e. Play the accompaniment recording of each audition cut two times per section, regardless of whether the cuts are rehearsed together or in separate rooms.
5. The announcer shall have the responsibilities below:
- a. Stay focused and do not be distracted. Timing is very important.
  - b. As a section is taken to audition, call up the next 5 singers
  - c. *Check folders for original copies of music*, notify Region/Area Chair of any discrepancies
6. A designated director shall be assigned by panel chair as the playback system monitor. Unless authorized by the State Vocal Chair prior to the audition, a judge will not serve in this capacity, only a designated director.

- a. Review the operation of the playback system as soon as they are set up, making sure that the volume is adequate and does not distort the sound.
- b. No volume changes checks shall be allowed during the audition. The judging panel and audio monitor are responsible for setting the volume level before the audition begins. Please listen to the entire accompaniment recording to determine the best level for all students. Do not change the volume level once the audition has begun.
- c. Start the recording when the student is ready. A student will be deemed ready to audition after the room monitor has announced the student's audition number, and the audition room door has been closed. Do not stop the recording regardless of what the student does, unless instructed to do so by the chair of the judging panel or unless there is technical difficulty with the playback system.

7. Judges shall follow the procedure below:

- a. As soon as you arrive at the audition site, report to the meeting room set aside for you. From this point on, judges may not make contact with any student who is involved in the audition.

8. Tabulation chairs shall have the responsibilities below:

- a. Review the TMEA Vocal Division Tabulation Procedures.
- b. Make sure that all forms, equipment and supplies are located in their proper places.
- c. Allow only authorized personnel in the tabulation office.
- d. Supervise all work carefully, checking and double-checking every step for accuracy.

9. Section guides shall have the responsibilities below:

- a. Make sure that each student gets to the proper room for their audition.
- b. Make sure that each student is in place prior to his or her audition time.
- c. Report any unauthorized student(s) in the audition area to the Region/Area Chair or the audition host.

10. Door/Room monitors shall have the responsibilities below:

- a. With the copy of the monitors' checklist, verify that the student is auditioning in the proper order.
- b. Working with the section guides and the judges, use the smoothest procedure for getting the singer into the room properly.
- c. Keep the audition running on schedule by working with the section guides.

d. When the playback system is ready and the judges are in place, bring in each student in the proper order, announcing the audition badge number to the judges so that they can make sure they have the correct score card.

11. Tabulation monitors shall have the responsibilities below:

a. Pick up judging scorecards at regular intervals from the audition rooms and deliver them to the tabulations office.

b. Keep the score cards in a large envelope and do not permit anyone to examine them.

12. The corrections monitor shall return scorecards that need signatures or corrections to the appropriate judge in each section.

13. The Region/Area chair or audition host shall have alternate personnel available for any capacity should a worker have an emergency that would prevent the fulfillment of their duties.

## **Responsibilities of Officers**

### **Region Vocal Chair:**

1. Obtaining District, Region and Pre-Area audition personnel is the responsibility of the Region Vocal Chair or Chair's designee. Audition personnel include: audition chair, site chair, tabulation chair, judges and any other necessary workers.

2. The production of the audition cut accompaniment recording is the responsibility of the Region Vocal Chair or Chair's designee for all auditions prior to the Area audition. The TMEA All-State Accompaniment Recording will be the sole source for these cuts.

3. If a Region agrees to do so, the Region Vocal Chair may submit a Variance Request for the Region. Any requests for a variation, exemption or change to the TMEA Audition Policies and Procedures document TMEA Audition Process – Vocal Division Appendix Page 3 of 17 must be submitted to the TMEA State Headquarters on or before August 1. A request for variance must be submitted each year.

4. Meet annually at the TMEA and TCDA conventions to obtain pertinent information regarding all TMEA activities.

5. Preside at the Fall Region vocal meeting.

6. Distribute information regarding auditions (dates, rehearsal notes, historical notes, deadlines for entry, fees information, rules policies, sites, audition cut accompaniment information, audition music and a step-by-step

description of the student audition process the Region shall follow at each audition beginning with student registration and following through to the announcement of final results).

- a. Provide clinic/concert information for TMEA Region choirs.
- b. Provide clinic/concert information for TMEA performing choirs.

7. Prior to each audition, give notice to all directors of details pertaining to that audition in a timely manner.

8. Assist the Area Vocal Chair with the Area audition responsibilities.

9. Preside at the Spring Region divisional meeting.

- a. Schedule all TMEA-related activities for the next school year at the spring meeting.
- b. Make preliminary plans for all TMEA-related activities for the next school year.

10. Preside at the Region meetings at the TCDA and TMEA convention.

### **SSC (or LSC) Region Vocal Coordinator:**

1. Assist the Region Vocal Chair with Region and Pre-Area audition, and All Region Clinic and Concert responsibilities

2. The production of the audition cut accompaniment recording is the responsibility of the Region Vocal Chair or Chair's designee for all auditions prior to the Area audition. The TMEA All-State Accompaniment Recording will be the sole source for these cuts.

3. If a Region agrees to do so, the SSC (LSC) Coordinator may request that the Region Vocal Chair may submit a Variance Request for the Region. Any requests for a variation, exemption or change to the TMEA Audition Policies and Procedures document TMEA Audition Process – Vocal Division Appendix Page 3 of 17 must be submitted to the TMEA State Headquarters on or before August 1. A request for variance must be submitted each year.

4. Meet annually at the TMEA and TCDA conventions to obtain pertinent information regarding all TMEA SSC (LSC) activities.

5. Preside at the SSC (LSC) portion of the Fall Region vocal meeting.

6. Distribute SSC (LSC) information regarding auditions (dates, rehearsal notes, historical notes, deadlines for entry, fees information, rules policies, sites, audition cut accompaniment information, audition music and a step-by-step description of the student audition process the Region shall follow at each audition beginning with student registration and following through to the announcement of final results).

- c. Provide clinic/concert information for TMEA SSC (LSC) Region choirs.

- d. Provide clinic/concert information for TMEA performing choirs.
7. Prior to each audition, give notice to all SSC (LSC) directors of details pertaining to that audition in a timely manner.
  8. Assist the Area Vocal Chair with the Area audition responsibilities.
  9. Preside over the SSC (LSC) portion of the Spring Region divisional meeting.
    - c. Schedule all TMEA SSC- (LSC-)related activities for the next school year at the spring meeting.
    - d. Make preliminary plans for all TMEA SSC- (LSC-)related activities for the next school year.
  10. Preside over the SSC portion of the Region meetings at the TCDA and TMEA convention.

**MS Region Vocal Coordinator:**

1. During meetings, conduct business that pertains only to MS/JH
2. Communicate pertinent info to MS/JH directors
3. Acquire judges, clinicians, and clinicians for MS/JH TMEA events
4. Produce the vocal rehearsal tracks for the MS All Region Choirs, or designate someone to produce.
5. The production of the audition cut accompaniment recording is the responsibility of the MS Region Vocal Coordinator or Coordinator designee for all MS Region auditions

**Region Vocal Secretary:**

1. Take minutes at all meetings (fall, TMEA, spring, and TCDA) and then disseminate them to the region directors via email.
2. Get clinic/concert information to t-shirt & plaque company in a timely fashion
3. Type up clinic/concert program and have it printed

**Region Vocal Treasurer:**

1. Responsible for all incoming and outgoing monies from our region vocal account and for keeping accurate records of all transactions
2. Report balance information at each scheduled meeting
3. Fill out and turn in financial reports to TMEA as requested

**Technology Director:**

1. Responsible for setting up contest entries through TMEA website
2. Set up, run, and oversee the computers at each audition
3. Train the technology director elect

# **STIPENDS for Officers**

## **Vocal Chairperson**

1. \$300 per year (to be paid in Spring of each school year).
2. Expenses for attendance of required State meeting when chairperson's school district will not pay for or reimburse expenses entailed for meetings (hotel, meals, mileage @ stated Region allotment, etc.)

## **SSC Coordinator**

1. \$275 per year (to be paid in the spring of each school year)
2. Expenses for attendance of required State meeting when coordinator's school district will not pay for or reimburse expenses entailed for meetings (hotel, meals, mileage @ state Region allotment, etc. )

## **Junior High Coordinator**

1. \$150 per year (to be paid in the Spring of each school year)

## **Secretary**

1. \$75 per year (to be paid in the Spring of each school year).
2. Expenses for purchases and production related to creation of Region Concert Program.

## **Treasurer**

1. \$100 per Region Contest or Clinic/Concert for which they do not have students present
2. Mileage (per Region allotment) to Region events at which Treasurer has no students entered in contest.
3. Reimbursement for postage for mailing Region materials to directors for hosting Region Contests or other materials that a director is in need of to prepare for contests (i.e. Region practice CD's, etc.)
4. Treasurer will only conduct Region payment business at contests, meetings, and clinic/concerts.

## **Technology Director**

1. \$75 per event for Data Entry
2. Mileage (per Region allotment) to Region events at which TD has no students entered in contest.
3. Reimbursement for materials related to data entry.

Computer operators and tabulators who are directors from participating schools/students should not be paid a fee for their services unless their duties exceed data entry and processing on the day of the auditions. Such duties could include but not be limited to contest set-up and student data entry. *Duties on the day of the competition should be viewed as a responsibility equal to judging.* District technicians who are present to assure network accessibility and functionality of the campus computer system may be paid a maximum honorarium of \$285.00.

# Code of Ethics & Standard Practices

The Texas Music Educators Association firmly believes music is an essential component in the education of Texas school children. Therefore the conduct of music educators in the practice of the profession shall be above reproach. The purpose of this document is to define the ethical standards of Texas music educators. Texas music educators must clearly understand their duties and obligations to perpetuate the dignity and honor of the profession. This code is not intended to supersede, but rather enhance, any other codes to which the TMEA member might be subject.

## **SECTION 1: RESPONSIBILITIES TO THE PROFESSION**

### *An Ethical Teacher:*

- 1.10 Shall recognize that the profession demands integrity, high ideals, and dedication to music education.
- 1.11 Shall recognize that maintaining the integrity of the profession is the responsibility of each member.
- 1.12 Shall build a professional reputation based upon ability and integrity.
- 1.13 Shall endeavor to promote positive professional relations with colleagues in education.
- 1.14 Shall exhibit and model to colleagues and students ethical and legal practice with digital media and conduct positive, responsible behavior when using social network communications.
  
- 1.15 Shall neither accept nor offer any gratuity, favor, service, or gift that would appear to result in special concession or diminished capacity of impartial professional judgment.
- 1.16 Shall respect the confidentiality of information that is privileged or that, if disclosed, may needlessly injure individuals or the school.
- 1.17 Shall at all times make a distinction between official policies of the school district or educational organization and personal opinion.
- 1.18 Shall not intentionally violate or misrepresent official policies of the school district or other educational organization.
- 1.19 Shall not falsify documents or compel others to do so.
- 1.20 Shall be aware of and abide by existing copyright laws and guard against any infringement thereof.
- 1.21 Shall maintain records accounting for all monies and conduct financial affairs with integrity.
- 1.22 Shall enter into a contract or agreement only if it will allow the maintenance of professional integrity.
- 1.23 Shall respect and support colleagues and other school personnel in the proper performance of their duties.
- 1.24 Shall report to the appropriate entity any conduct by a colleague which is considered detrimental to the profession.

## **SECTION 2: RESPONSIBILITIES TO THE STUDENT**

### *An Ethical Teacher:*

- 2.10 Shall not grant any advantage, deny benefits, or unfairly exclude any student from participation in any program on the basis of race, color, creed, sex, disability, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation.
- 2.11 Shall not take physical, emotional or financial advantage of any student.
- 2.12 Shall make every effort to protect the physical and mental health and safety of all students.



- 2.13 Shall not solicit or engage in sexual conduct or in a romantic relationship with any student.
- 2.14 Shall model and guide students to professionally and ethically utilize social network communications.
- 2.15 Shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- 2.16 Shall consider the individuality of each student when resolving problems (including discipline) and such resolutions shall be accomplished according to laws and school board policy.
- 2.17 Shall not use professional relationships with students for private advantage.
- 2.18 Shall design and employ methods of instruction that provide the highest educational and musical experiences and instill a lifelong appreciation of music and the arts.
- 2.19 Shall continually engage in activities fostering professional growth.

### **SECTION 3: RESPONSIBILITIES TO THE COMMUNITY**

#### *An Ethical Teacher:*

- 3.10 Shall model conduct at all times in such a manner as to merit the respect of the public for members of the music education profession.
- 3.11 Shall maintain an active role in developing positive school and community relations.
- 3.12 Shall remain cognizant of the impact of the students' home environment on their education and shall attempt to understand and work within existing community cultures.
- 3.13 Shall make every effort to communicate with parents when the interests of students would be best served by such communication.
- 3.14 Shall use social network communications professionally, ethically, and with cultural sensitivity when engaging families and the community.
- 3.15 Shall strive to improve the musical culture of the community and instill an appreciation for the arts.
- 3.16 Shall accept the professional responsibility to serve as an advocate in the community for matters relating to music education.
- 3.17 Shall remain aware of current legislation affecting education in general and the arts in particular.