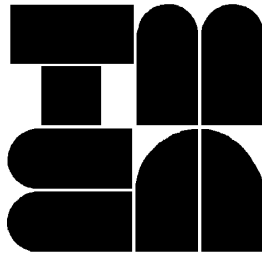


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Texas Music Educators Association  
Region IV Band Division

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Middle School  
Band Division

# REGION 4 M. S. BAND HANDBOOK

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*Middle School Band Coordinator*

Kevin Sutton

School # 903-228-1556

Home # 903-691-4174

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*Directors are encouraged to become familiar with this handbook.*

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## Section I.

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### All-Region Auditions

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#### Audition Process Personnel

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

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

#### Duties of the Middle School Band Coordinator

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

## Duties of the Site Hosts

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

Packet should include:

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

This packet is to be sent as quickly as possible in order to allow participating directors to make plans. (Two weeks prior, if possible, is recommended.)

2. Prepare judging packets to include the following.
  - a. Five copies of the audition music with judging expectations
  - b. Pencils for five judges (2 per judge is recommended)
  - c. Five copies of judging forms, 1 set of the panel chairperson's forms.

Each packet should be labeled with the room letter, classroom number, instrument, and the judge's names (if possible).

3. Provide the necessary number of rooms for auditions, a room to be designated as the office, an area for the judge's refreshments; a judge's meeting area and a student waiting area.
4. Secure audition room monitors. Conduct a monitor's meeting to explain the rules and process. Prepare a monitor's packet, which will contain sign-in sheets for auditioning students. (Sign-in sheets will be provided by the Computer Operator.)
5. Provide sufficient Hall Monitors for security and to keep audition room halls quiet. Monitors should also be stationed in the warm-up room.
6. Contact Computer Operator to determine equipment needed for office.
7. Provide a concession stand, if possible.
8. Ensure that all areas of the building being used are ADA compliant.
9. Host is responsible for providing a set of timpani and a marimba. Percussion rooms should be large enough to accommodate several sets of percussion instruments.
10. Provide a copier in or near the office.
11. Set-up of each audition room is to include seating and table space for five judges. On the student's side there should be one chair and music stand in the performance location.
12. Prepare adequate directional signs for students. Designate locations for result postings.
13. Post room numbers in the student waiting area.
14. By phone, letter, or email, contact all judges to confirm date, location, and time of judge's meetings.

## Duties of the Participating Band Directors

1. For and school entering students, the TMEA sponsor entering the students is required to be present the day of the tryouts. The attendance of all additional directors/staff from the participating school for the purpose of judging or monitoring is requested and appreciated.
2. Directors should screen their student's preparation on their etudes prior to the auditions.
3. Directors should make sure that their students thoroughly understand all aspects of the audition process and rules.
4. Remind students to check the waiting area for updated room assignments lists when they arrive at the audition site.
5. Directors must abide by entry procedures and guidelines.
6. Be prompt in turning in all entries. Be aware of all deadlines.
7. **Be sure that TMEA membership is current at the start of the school year.**

## Duties of the Judging Coordinator (Usually MS Coordinator)

1. Secure from the Computer Operator a list of all schools who have entered students. Use this list to begin filling panels.
2. Provide the Site Host with a list of judges, divided into panels, with an assigned chairman for each room.
3. Contact the Computer Operator to determine the number of rooms (panels) needed for each instrument.
4. Private lesson teachers may be used as needed, keeping in mind the expense to the region.
5. If a school is entering students, then ALL the directors from that school are expected to be available for judging. If a director is unable to judge, then he/she is responsible for providing a qualified replacement, and for paying that person if necessary.

## Duties of the Computer Operator(s)

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

## **Duties of the Band Organizers**

There will be one Band Organizer for each region band.

1. Contact clinicians regarding programming choices. Also get bios and a seating chart from the clinician and forward to Middle School Coordinator.
2. Acquire music by borrowing or ordering through the Middle School Coordinator.
3. Prepare folders for distribution at the clinic/concert.

## **Duties of the Percussion Organizers for Band**

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

1. Obtain percussion parts from the Band Organizers to make part assignments by chair and prepare music folders.
2. Make sure that all necessary percussion equipment will be present on the days of the clinic/concert.
3. Folders are to contain each student's assigned parts.
4. Percussion Organizers are to be present at all sectionals, rehearsals, and the concert.
5. Contact clinic/concert hosts to confirm equipment arrangements.

## **Stipends for Audition Process Personnel**

1. \$200.00 MS Region Band Chairman
2. \$75.00 Judges payment (who do not have students participating)
3. \$150.00 Computer Operator(s)
4. \$75.00 Region Band Organizers
5. \$75.00 Band Percussion Organizers

## Entry and Audition Rules

### Entry procedures and rules

1. Complete the "Auditions Process Entry Cover Sheet" and submit with entries. **This is required by the TMEA State Office.** (A copy of the director's current membership card will be attached to this form. This may be done on the TMEA web site at [www.tmea.org](http://www.tmea.org))
2. Fees are to be included with the entry forms. Checks are to be made payable to Region 4 Middle School Band. (No cash or personal checks will be accepted.) The school name must be indicated on the check. (If the school's central office issues the check, be sure the school name is designated on the check.)
3. Entry fees will be reviewed and determined at the Fall meeting.

### Entry deadlines

1. **Entries must be completed online by the date announced at the Fall meeting.** (That date is 14 calendar days prior to the audition date.)
2. There are no limits to the number of entries per school.
3. Any student entered in any level of the audition process, and who participates in an ensemble must meet all TEA and UIL academic eligibility requirements for every rehearsal and event. (Eligibility guidelines are detailed in the UIL/TEA publication "Side By Side". This can be obtained from the UIL state office, and can also be found on the UIL website.)

### Audition procedures and rules

The following rules are the official Audition Rules of TMEA. *Those printed in italics are specific regulations of the Region 4 Band Division.*

#### Facilities

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

## General Information

1. Judging Panels will contain 3 qualified members.
2. Etudes will be distributed during the Fall Region meeting to all schools who wish to participate.
3. Audition will also include a short sight reading exercise. (except percussion)
4. Any student entered in any level of the audition process must meet all eligibility requirements. *See Section I of the TMEA Eligibility Requirements.*
5. The Region Chair may exclude visitors and spectators from the halls adjacent to the audition rooms to maintain privacy and control the noise level.

## Audition Procedure

1. Anonymity is vital. No judge shall have visual contact with the students during the audition. At breaks, judges must not mingle with students.
2. To enhance anonymity, all students, including percussion, will play from one designated location in the room as long as it is practical to do so. A chair and music stand will be provided at this designated location for the performing contestant. The student may stand or sit as long as they perform from the designated location in the room.
3. The judges must hear each student play a portion of each of the two official audition etudes and a sight reading exercise, percussion will perform three etudes and no sight reading, before the auditions are completed. At the end of the audition, each student should have performed 3 excerpts.
4. The contestants will audition individually in Audition Letter order. Contestants may audition out of order with approval from MS Coordinator or Site Host if they have other school activities they are participating in.
5. *Students are reminded to behave appropriately during the audition process and follow all instructions from the monitor. Students who refuse to follow instructions, or continually disrupt the audition process, may be disqualified at the discretion of the Middle School Band Coordinator.*
6. Prior to each excerpt, if a student so desires, a brief warm-up of no more than 5 seconds is appropriate. A student may only play the starting note of the excerpt. Mallet percussion may only play a roll on the starting note. Snare drum and timpani may only play a roll on the drum. **Timpani students will be allowed up to 30 seconds for tuning before warm-up timing begins.**
7. A non-audible metronome may be used prior to the performance by the auditioning student – **not during their performance.** Audible metronomes are not to be allowed in the audition area.
8. No electronic devices may be used or accessed by a student participant until the auditions for the student's section have been concluded. Failure to comply with this regulation may result in student disqualification. The list of non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras (within an audition room), and playback systems.
9. *Audition cuts will be posted outside the audition rooms prior to the start of the auditions.*

## Judging Process

1. The judging panels should use the forms provided by the TMEA for tabulating results. Every care should be taken to avoid mathematical errors. The monitor and panel chair have the primary responsibility for ensuring accuracy on the judges' form.



2. *Each judge must break his/her ties before sending paperwork to the office.*
3. *The judges must not face or look at the students at any time during the duration of the audition. During breaks, no judge should converse with any of the students.*
4. *All conversation in the audition room must be conducted quietly through the monitor. The judges should not have any conversation with the contestant during the audition.*
5. *Interpretations and discrepancies in the music often occur and judges should be open-minded and sensible about possible printing and editing errors.*
6. *The Audition Chair shall have the tabulation area off limits to everyone except the staff and the panel chairs whose scores are being checked. Their job shall be to double check math and clerical accuracy of the results. They shall then prepare results for posting.*
7. *Tabulated auditions results shall be available for inspection by director for one hour following the conclusion of the entire audition. At the end of this period the results are subject to the TMEA Appeals Process.*
8. *Posted results should list all students who audition according to rank order.*

#### Ranking the Contestants

1. *Each judge must break their own ties before transferring their ranks to the Form 3.*
2. *In any case where there is a tie, all contestants who are tied shall be awarded a place before going on to another contestant or place.*
3. *The TMEA audition software breaks ties according to TMEA rules. An explanation of the tie-breaking rules is printed in the Region Band Chair notebook.*

## Instrumentation of Region Bands

### Symphonic Band

10	Flute
16	Bb Clarinet
2	Bass Clarinet
2	Oboe
2	Bassoon
4	Alto Sax
1	Tenor Sax
1	Bari Sax
12	Trumpet
8	French Horn
8	Trombone
4	Baritone
4	Tuba
6	Percussion
80	<b>Total</b>

### Concert Band

12	Flute
22	Bb Clarinet
2-3	Bass Clarinet
2	Oboe
2-4	Bassoon
8	Alto Sax
2-3	Tenor Sax
1-2	Bari Sax
16	Trumpet
8	French Horn
12	Trombone
6	Baritone
6	Tuba
8	Percussion
107-112	<b>Total</b>

Region Coordinator and Judging Panel members will help determine the final instrumentation for the Concert Band.

### General Information

#### Clinic/Concert Participation:

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

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



## Section II.

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### **All-Region Clinics and Concerts**

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#### **Duties of the Clinic and Concert Hosts**

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

#### **Duties of the Middle School Band Coordinator**

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

#### **Duties of the Band Organizers**

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

## **Duties of the Band Percussion Organizers**

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

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

## **General Information**

1. In the event that a student is unable to participate in any part of the clinic and concert process, the student's band director is to contact the MS Band Coordinator as soon as possible.
2. As with the auditions, all TEA and UIL academic eligibility rules apply to rehearsals and performances.
3. Students who do not participate in or complete the process (through performance) will not receive a Region patch.
4. Schools with students participating in the clinics and concerts must have a director, or representative, on site for the clinic/concert at all times.

## Section III.

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# Region Organization

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### Duties of the Middle School Band Coordinator

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

### List of Meeting Agenda Items

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

#### Fall Meeting

- 1.Fill any vacancies for organizers, hosts, and sites.
- 2.Distribute Region Etudes.

#### Spring Meeting

- 1.Determine dates for middle school band activities.
- 2.Discuss Region Etude selection.
- 3.Elect new officers as needed.

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# MONITOR INSTRUCTIONS

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## Room Monitor Instructions

### Student Check-In Procedures

- ◆ Ask each student his/her name, and find his/her name on the check-in lists that you will be given. Have the student sign his/her name on the check-in sheet, indicating that he/she has arrived. You will be turning in one of these sheets, and you will keep the other. If a student appears and their name is not on your list have that student find their band director so that any problems can be resolved. **Do not just add a student to the audition that shows up without a letter.**
- ◆ Next to each student's name on the check-in lists is an audition letter. Tell the student his/her audition letter.
- ◆ Students should audition in Audition letter order unless Region Coordinator or Site Host has allowed an exception.
- ◆ Acquire the cuts from the head judge.
- ◆ Post or inform the students the cuts that have been chosen.

### Instructions from Monitors to Students

- ◆ Playing of instruments should occur nowhere but in the audition room.
- ◆ Make sure student knows the performance cuts and order.
- ◆ After the prepared etudes are performed show the student the sight reading exercise. (percussion does not sight read)
- ◆ No electronic devices are permitted in the room (walkmans, gameboys, etc.).
- ◆ Water bottles are the only food/drink permitted in the audition room.
- ◆ Audition results will be posted in the warm up area after the audition is completed.

### Instructions from Monitors to Judges

- ◆ Announce each student by Audition Letter Only. Speak clearly so judges understand the letter clearly.
- ◆ Make special note when an audition letter is skipped or a person is auditioning out of order.

### General Information

1. **NEVER** express your opinions about anyone's playing or allow your body language to indicate any expression of opinion. To do so is to exhibit poor character and manners.

Date \_\_\_\_\_  
 Pay To \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

**TMEA Region 4 Band Division Allowances**

HS All Region Judge – 40 – Staff  
 HS All Region Judge – 50 – Non-Staff

Honor Band Judge – 250 OT-50.00

Host All-Region - 150  
 Host All-Region Jazz, Orchestra or Honor Band - 150

MS or HS All Region Tabulation - 200  
 9th All Region Tabulation - 100

All Region Band Clinician-MS/9th – 600  
 All Region Band Clinician-HS – 1000/850  
 All Region Folder Preparation – 75/Band  
 All Region Perc Organizer MS/9<sup>th</sup> (1 day) – 50  
 All Region Jazz Clinician – 350

Custodian - 100

Travel - .50/mile  
 Miles one way \_\_\_\_\_ X 2 = \_\_\_\_\_ X.50 = \_\_\_\_\_

Meals  
 Breakfast – 10  
 Lunch - 12  
 Dinner – 20

Select the appropriate category:

**Administrative**

\_\_\_\_\_  
 \_\_\_\_\_

**All Region Jazz**

\_\_\_\_\_  
 \_\_\_\_\_

**Region 21/4 Orchestra Wind Tryouts**

\_\_\_\_\_  
 \_\_\_\_\_

**MS All Region Tryouts & CI/Concert**

\_\_\_\_\_  
 \_\_\_\_\_

**9<sup>th</sup> & HS All Region Tryouts & CI/Concert**

\_\_\_\_\_  
 \_\_\_\_\_

**Area Tryouts**

\_\_\_\_\_  
 \_\_\_\_\_

**Region & Area Honor Band**

\_\_\_\_\_  
 \_\_\_\_\_

Travel: \_\_\_\_\_  
 Meals: \_\_\_\_\_  
 Hotel: \_\_\_\_\_

Total: \_\_\_\_\_  
 Check # \_\_\_\_\_