



# **HANDBOOK**

**T.M.E.A REGION XV  
JR. HIGH VOCAL DIVISION**

# Region XV Middle School Division Audition Policies and Procedures

## Elected Positions Responsibilities of Officers

### I. Region Coordinator (MS/JH)

#### A. General Duties

1. Preside at Region XV Vocal Division meetings.
2. Represent Region XV Vocal Division at all TMEA State-wide affairs.
3. Notify each director through written correspondence of TMEA State-wide affairs.
4. Secure clinicians prior to Fall meeting and supply them with appropriate music.
5. Provide links to the following information:
  - a. Region XV Middle School Vocal Division Handbook and Appendix.
  - b. A schedule of all event dates, entry deadlines, sites, and fees for the current year.
  - c. Region Audition Procedure Manuals and all relevant appendixes.
  - d. All-Region Choir Repertoire List and Rehearsal Notes.
6. Provide screens for audition rooms.
7. Provide copy of audition sites, dates, and fee deadlines to each director following the Fall Region meeting.
8. Provide a calendar of events and distribute copies of written procedures and rules which have been approved by the membership.

#### B. Fall Duties

1. Arrange for All-Region patches from the TMEA State Office.
2. Notify directors of selections to be heard at each audition.
3. Notify directors of music to be performed on the concert.
4. Assist in arranging the clinics.

#### C. Spring Duties

1. See that new officers are elected at the Spring Region meeting every two years.
2. Select and secure accompanist for the All-Region Clinic/Concert.
3. See that each participating director is a member of TMEA and have on record a copy of valid TMEA number by the district entry deadline.

#### D. Audition Duties

1. Certify that each student is entered according to audition regulations by the entry deadline.
2. Notify each director by written correspondence in the event of any changes in Region activities.
3. Certify eligible students at each audition.
4. Contact the director of an alternate immediately upon notification of a student withdrawal.
5. See that each audition follows the guidelines of the Audition Procedures Manual.
6. Provide each director with a list of the songs to be auditioned.
7. Be present when auditions scores are tabulated.

8. Provide the following materials:
  - a. MP3s, score sheets, and all other pertinent materials to the contest.
  - b. MP3 Players & Speakers
  - c. Audition Screens
  - d. Pens and Pencils
  - e. Paper clips, rubber bands, scissors, tape, stapler
  - f. Writing paper
  - g. Large envelopes

## **II. Coordinator-Elect Duties**

- A. **Audition Duties**
  1. Duties as assigned by the coordinator.
  2. Conduct a judging workshop at each audition at coordinator's discretion.
- B. **Clinic and Concert Duties**
  1. Make lodging arrangements for the clinician.
  2. Arrange for any additional instruments and players.
  3. Arrange for a professional recording of the concert.
  4. Make seating and standing arrangements (including alternates).
  5. Assign section leaders.

## **III. Secretary/Treasurer Duties**

- A. Take minutes at all meetings.
- B. Post a copy of current minutes on the website within two weeks of the meeting.
- C. Have minutes from previous year available.
- D. Preside over Region meetings when the Coordinator and Vice-Coordinator are in absentia.
- E. Pay all Vocal Division bills.
- F. Prepare and present a financial statement for each Spring meeting.
- G. Be the collecting agent for all monies pertaining to the Vocal Division.
- H. Notify Region Coordinator of any school in debt to the Vocal Division.
- I. Keep all Region monies in a non-interest bearing checking account.
- J. Arrange for the printing of the All-Region concert program.

## **Stipends for Officers**

- A. **Region Coordinator (MS/JH) - \$400**
- B. **Region Vice-Coordinator - \$300**
- C. **Secretary/Treasurer - \$300**

## Director/Active Member Sponsor Responsibilities

### Attendance Policy

#### **A. Director responsibilities:**

1. Directors are responsible for informing their students of all the information in these guidelines and procedures of the audition before attendance at the event.
2. Directors must submit a list of all DNA's to the Middle School Region Coordinator by 10:00pm on the Thursday before Region Auditions.
3. Directors must register immediately upon arrival at the audition site and report student names that are to be withdrawn (DNA's).
4. No one will be allowed to register once the auditions have begun, except those students approved by the coordinator prior to the audition date. Approved late auditionees must register by 1:00 pm to audition, and audition before the panel closes. The Student may not leave the audition site without the approval from the Coordinator. If the student leaves (due to a school related function) they must be back before the panel is closed.
5. Directors are responsible for requesting early or late audition times prior to the DNA deadline (usually at 10:00 pm Thursday before the audition)
6. Only school-sponsored activities shall be considered for approval by the region coordinator.

### Proxy Policy

- B. Director Penalty** – All directors are to attend all TMEA activities. Directors failing to fulfill their assignment will be subject to the TMEA Grievance Process. Directors are required to arrange for and pay a fee of \$100.00 for an appropriate proxy, who must be approved in advance by the region coordinator. It is at the discretion of the region coordinator to excuse or not excuse a director.

## Instrumentation or Voicing for each Ensemble

- A. All-Region 8<sup>th</sup> Grade Treble Choir: SSA**
- B. All-Region 7<sup>th</sup> Grade Treble Choir: SSA**
- C. All-Region 7<sup>th</sup> & 8<sup>th</sup> Grade Tenor-Bass Choir: TTB**

### Number of Students Selected

- A. 8<sup>th</sup> Grade Girls Choir – 30 SI, 30 SII, 30 Alto**
- B. 7<sup>th</sup> Grade Girls Choir – 30 SI, 30 SII, 30 Alto**
- C. Tenor-Bass Choir – 30 TI, 30 TII, 30 Bass**
- D. 2 Alternates per section for each choir.**

# Audition Entry Procedures

## Entry Procedures

**A. No limit applies to the number of students entered. However, students must be certified individually on all audition music by the student's director before the audition or the student will not be allowed to audition.**

**B. Notify the Region XV Vocal Division Coordinator of any withdrawals of students as soon as possible. If a student becomes ineligible, the student's director should notify the Region XV Vocal Division Coordinator immediately so the alternate can be notified.**

### C. ENTRY

1. On the campus list, click "View Contests" next to the campus for which you want to enter students.
2. The contest list will display all contests in the selected school's region. Make note of the deadlines for the contest, as you will not be able to add, edit, or delete entries after this date.
3. Click "Enter Students" next to the desired contest.
4. The student list will display the current entries for a contest.
5. Click the "Student Handout" link for a printable form that you can give your students to fill out. This form will contain all of the required student information for the contest you have selected. The form may be different for other contests.
6. You have two options on how to enter students:
  - a. If you have a large number of entries and want to upload them in a file, click the "Enter Students via File Upload" link and continue with the instructions on that page.
  - b. To enter students through a form on the website, click the "Enter Students via Web" link and continue with step 7.
7. Enter all of the required information and click "Enter Student" to save the entry. If errors are present, a message will be displayed and you will be able to correct them.
8. Once submitted you can add another student or return to the student list.
9. To edit or delete an entry click the appropriate button next to the student on the student list.
10. NOTE: Entries cannot be deleted after the initial deadline, but can be edited.
11. See instructions below for finishing your entry.

## Finish Your Entry

1. **Once you have completed entry of students for a contest, go to the student list for the contest.**
2. **Click the "Official Entry Form" link.**
3. **Print and sign the form. Your membership card will already be attached..**
4. **Mail the TMEA Official Entry Form, Region Entry Form, and payment to the address listed in the Region XV Appendix. Be sure it is postmarked on or before the contest deadline!**

## Entry Fees

Fees for each participant are set by the Region at the Spring or Fall Meeting.

**Currently the fees are as follows: (Revised: 8/10/19)**

- A. **A one-time \$12.00 fee for each student entered in the All-Region Audition.**
- B. **A one-time \$50.00 campus fee (attached to the 8<sup>th</sup> Grade Treble Region Choir entries).**
- C. **Late fees are double the original entry fee.**

**\*\*\* Fees and proof of membership are due to the Region Secretary by the registration deadline for the number entered online. Make checks payable to the TMEA Region XV JH Vocal Division**

# The Audition Procedure

## Audition Personnel Responsibilities:

1. All judges must be in attendance at the directors meeting where the judging procedures will be reviewed.
2. All judges have the responsibility to be familiar with all music before the audition.
3. All judges have the responsibility to avoid contact with any students they may be judging.
4. All judges must be silent and sit facing away from the screen once a student enters the audition room.
5. There shall be no discussion between judges about a student's audition.
6. There shall be no use of any electronic devices except a calculator during the auditions.  
\*\*Cell phones, iPads, and iPods may NOT be used as calculators.
7. All judges must remain in the director's lounge until their panel is cleared by the region coordinator.
8. Judges may not duplicate scores.
9. All judges must use a consistent method of scoring. Leave sufficient space between scores to avoid "boxing" oneself in by scoring students too closely together.
10. Audio monitor must ask students if they are ready and move behind the screen, out of the view of the student, after starting the music.

## Etiquette

1. Judges should have the courtesy and professionalism not to make remarks that might be heard by a student and be misinterpreted.
2. All judges should be actively involved in the audition process and not involved in doing other tasks.
3. Avoid making visual contact with any auditionees.
4. Abstain from entering tabulations and computer room.

## Stipends Associated with Auditions

1. Any person outside the Region Membership who is asked to serve as a judge will receive a stipend of \$100.00, to be paid by Region check on the day of the audition.

# Audition Procedure

## Registration/Audition Guidelines and Procedures

### **A. Director responsibilities:**

1. Directors are responsible for informing their students of all the information in these guidelines and procedures of the audition before attendance at the event.
2. Directors must submit a list of all DNA's to the Middle School Region Coordinator by 10:00pm on the Thursday before Region Auditions.
3. Directors must register immediately upon arrival at the audition site and report student names that are to be withdrawn (DNA's).
4. No one will be allowed to register once the auditions have begun, except those students approved by the coordinator prior to the audition date. Approved late auditionees must register by 1:00 pm to audition, and audition before the panel closes. The Student may not leave the audition site without the approval from the Coordinator. If the student leaves (due to a school related function) they must be back before the panel is closed.
5. Directors are responsible for requesting early or late audition times prior to the DNA deadline (usually at 10:00 pm Thursday before the audition).
6. Only school-sponsored activities shall be considered for approval by the region coordinator.

**B. Director Penalty** – All directors are to attend all TMEA activities. Directors failing to fulfill their assignment will be subject to the TMEA Grievance Process. Directors are required to arrange for and pay a fee of \$100.00 for an appropriate proxy, who must be approved in advance by the region coordinator. It is at the discretion of the region coordinator to excuse or not excuse a director.

### **C. Student's Responsibility:**

1. Each student will receive a badge with an audition number that is worn throughout the audition day. Late arrivals will report to the late registration table to receive further instructions. If a student loses their badge during the day, they must immediately report to the late registration table to receive further instructions.
2. Students will sing portions of the selected music: The "cuts" will be provided via email to all directors by 8pm the Thursday before the auditions. Students should have pencils and paper clips. Students may use their photocopies to audition however directors must have original music for each student auditioning. Music does not have to be memorized.
3. Students will have the opportunity to sing their cuts with the recording..
4. After cuts have been sung, no students will be allowed to sing, hum or play any music including the cuts. Late students receive the same procedure.
5. No electronic devices may be used or accessed by a student participant until all auditions for the student's section have been concluded. Failure to comply with this regulation will result in the student's

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. (Revised 4/24/16)

6. When the student's number is displayed or announced, the student will proceed to the monitor. The first set of students will go directly to the audition room. Late auditionees report to the late registration table upon arrival.

7. The monitor will direct the student to the proper audition area.

8. Upon entering the audition room, the student's number will be announced by the monitor. The student should remain behind the screen throughout the audition.

9. Each student will sing the assigned part of the selected literature with the recorded piano accompaniment. The recording on the CD will play all voice parts on unaccompanied numbers. Pieces having a piano accompaniment independent of the voice parts will be played as printed. If the "cut" of a song with a piano accompaniment contains passages that are unaccompanied, the recording will play the voice parts until the regular accompaniment is resumed. The CD used in all auditions will be the same accompaniment CD sent by the Region Coordinator.

10. All students will return to the waiting area at the conclusion of their audition.

11. Students should remain attentive during the calling of audition numbers and remain attentive to the announcer for last call on auditions.

12. If a student is permitted to leave the audition site early, it is understood that if the forfeit any possible placing in the auditioned choir.

13. All students should accept the announcement of results with a display of good taste and good sportsmanship.

14. All school rules and regulations apply.

15. The use of tobacco products, alcohol, drugs, and other illegal substances will not be permitted.

**\* Failure to adhere to any of the above listed student responsibilities are grounds for dismissal.**

**\*\*Chaperones may use electronic devices such as laptops, tablets, etc. but may NOT allow students to use them. Any emergencies requiring the use of cell phones by students must be cleared with the Region Coordinator. Situations will be taken on a case-by-case basis.**



## Audition Music

The All-Region music is selected at the Region Selection meeting (August 5, 2019). The selected music is listed in the minutes of the Fall Meeting and can be found our Region Website.

### 8 Grade Region Treble Choir (SSA)

<u>Title</u>	<u>Composer/ Arranger</u>	<u>Publisher</u>	<u>Publishe r/ #</u>	<u>J.W. Pepper #</u>	<u>\$</u>
Confitemini Domino	Drennan	Hal Leonard	HL08749 631	10066461	2.10
Celebrate This Day Together	Liebergen	Hal Leonard	HL08551 182	3085917	2.10
Oceans and Stars	Bernon	Shawnee Press	HL 35030105	10680940	2.10
Paruparong Bukid	Ellis/Leck	Hal Leonard	HL08551 720	3701375	2.25

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### 7<sup>th</sup> Grade Region Treble Choir (SSA)

<u>Title</u>	<u>Composer/Arranger</u>	<u>Publisher</u>	<u>Pub/ #</u>	<u>Pepper #</u>	<u>\$</u>
Sigh No More, Ladies	Gray	Heritage Music	15/2758H-3	10275988	2.20
Alle Meine Kleide	Jones	Brilee Music	BL959	10735253	1.95
Listen To The Wind	Martin	Heritage Music	15/3621H-3	10953843	2.20
Gerakina	Leck	Hal Leonard	HL08750 800	10082685	2.10

7<sup>th</sup> & 8<sup>th</sup> Grade Region Tenor-Bass Choir (TTB)

<u>Title</u>	<u>Composer/Arranger</u>	<u>Publisher</u>	<u>Pub/ #</u>	<u>Pepper #</u>	<u>\$</u>
Gloria in Excelsis Deo	Porterfield	Heritage Music	15/1610H	3294571	2.05
Workin' on the Railroad	Moore	Alfred Pub	SV9438	1907641	2.05
My Love is Perfection To Me	Courtney	BriLee Music	BL1074	10990307	1.95
Dawns Awake	Farnell	BriLee Music	BL819	10443513	2.25

**Alternates**

A. Two alternates for each voice part in each choir will be selected. These alternates are strongly encouraged to rehearse and perform with the Region Choir. However, the alternates will not receive a Region Choir patch

# Clinic/Concert

## Stipends/Honorariums Associated with Clinic/Concert

### Clinicians (Revised: 8/11/18)

All Clinicians will receive an honorarium of \$400.00 and a \$20 per diem for each travel day (Friday and Sunday). All meals (Breakfast, Lunch, and Dinner) and snacks shall be provided for Clinic Day (Saturday) by the Region XV M.S. Choir Division.

Hotel expenses will be fully paid excluding incidentals.

Transportation costs of actual airfare or state allocated mileage will be fully reimbursed with receipts.

### Accompanists

The accompanists shall be selected by the Region Coordinator and will receive an honorarium of \$200.00 for the clinic and concert.

### Instrumentalists

Instrumentalists as to accompany the choir on any one song will receive a \$50.00 honorarium, to be paid on the date of the clinic and concert. Must be present for afternoon clinic rehearsal with ensemble and concert.

## Student and Director Attendance Requirements

1. Those students who are placed in the region choir will receive a rules and procedures and contract for their signature (and the signature of parent and director), signifying their agreement to fulfill their responsibility as a member of the region choir and explaining the consequences if they don't.
2. Those students who are placed in the region choir must not miss more than 1/3 of the clinics rehearsals. If the student cannot attend 2/3 of the clinics rehearsals they will be ineligible to participate. Any request must be submitted and approved by vocal coordinator no later than one week before Clinic/Concert. (As voted by the region on 4-26-15)
3. Students must meet the attendance requirements listed above and perform in the Region Concert to receive their All-Region patch at the conclusion of the concert.

## Student Elimination

1. Once a student enters the TMEA audition process, he may be eliminated only by either:
  - a. Audition process itself
  - b. Discretion of the Region Coordinator.
  - c. Student's TMEA Director/Member Sponsor
2. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections and/or etudes prescribed by the State Vice-President. The judges must

**hear each student play/sing a portion of each of the prescribed selections, etudes, or excerpts before auditions are complete.**

**Region XV JH Vocal Division Handbook last revised: August 2019**