

# **TMEA Region XV**

## **High School Vocal Division (Online Version)**

# **Handbook**

**2017-2018**

**\*Red indicates updates and edits for this school year**

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## TMEA Region XV Vocal Division Handbook

### Purpose

This handbook was formulated and revised to better inform our membership of the Region XV practices and procedures. Although it may not cover every situation or circumstance, it serves as a guideline to meet the needs of our region.

### General Information

#### Organizations

In Texas there are two statewide professional associations that all directors should be aware of:

1. Texas Choral Directors Association referred to as TCDA.
2. Texas Music Educators Association referred to as TMEA. This association governs all activities of the District Choir, Region Choir, Pre-Area Auditions and All-State Choir. It also publishes the *Southwestern Musician* magazine.

Directors should also be aware of the University Interscholastic League referred to as UIL. This organization governs activities such as Solo & Ensemble Contest at the local and state levels as well as Concert & Sight Reading Contest.

### Meetings

There are four primary business meetings held by Region XV each year.

*(These meetings will occur on corresponding dates each year.)*

- |                    |                         |
|--------------------|-------------------------|
| 1. Fall Meeting    | Third weekend in August |
| 2. TMEA Convention | February                |
| 3. Spring Meeting  | Third weekend in May    |
| 4. TCDA Convention | July or August          |

Other meetings are held as needed (*i.e. on the same day as auditions, clinics, and concerts*).

### Publications

Directors should also obtain and read current and appropriate sections of the following state issued manuals, which are available online at:

- o *UIL Constitution & Contest Rules (C&CR)* [www.uiltexas.org](http://www.uiltexas.org)
- o *Prescribed Music List (PML)* [www.uiltexas.org/music/pml](http://www.uiltexas.org/music/pml)
- o *All-State Choir Performance Notes* [www.tmea.org](http://www.tmea.org)
- o *Auditions Procedures Manual* [www.tmea.org](http://www.tmea.org)

Other sources of communication regarding region activities are:

TMEA Region XV Vocal Division Handbook

TMEA Region XV Vocal Division minutes

Website: [www.region15choir.com](http://www.region15choir.com)

*Southwestern Musician* Vocal Division Column

TMEA Website: [www.tmea.org](http://www.tmea.org)

UIL Website: [www.uilmusic15.com](http://www.uilmusic15.com)

*UIL Leaguer* (UIL's monthly newspaper)

Region XV Division Chair (See Appendix)

District XV Executive Secretary. (See Appendix)

UIL Region XV Music Contest Duties & Responsibilities (See Appendix)

### TMEA Membership

Each director should become a member of TMEA. Membership is required for any director whose students wish to participate in a TMEA activity. A director must be a member in order to vote on TMEA issues or hold a TMEA office.

There are separate officers for the Region XV Junior High Division and Region XV High School division. However, the high school chair is the official representative of TMEA. All correspondence and information addressed to the Region must be submitted to the high school chair for approval before it may be sent to the membership.

Any additional TMEA information is available from the TMEA Office ([www.tmea.org](http://www.tmea.org)).

### Region Directory

Becoming a member of TMEA does not guarantee that a director's name will appear on the region's mailing list. A director new to the region must attend the Fall Meeting to ensure that their name will appear on the region's roster. Each director listed on the roster will receive notification of all region events via e-mail. If you miss the Fall Meeting, contact the region vocal chair to have your name listed on the roster.

## **TMEA Region XV Choir Information**

### Entry Guidelines for TMEA Auditions

#### **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 Chair 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 Chair immediately so the alternate can be notified.
  - C. District Mixed Choir members may not audition for District Treble Choir unless they are an alternate to the District Mixed Choir.
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.  
NOTE: Entries cannot be deleted after the initial deadline, but can be edited.
  10. 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. If you have students trying out in a different Track Classification, click the "Declaration of Intent" link. Print the form and have all of the required people sign it.
5. Mail the Official Entry Form, Declaration of Intent forms (if applicable) and payment to the address listed on the Official Entry Form. Be sure it is postmarked on or before the contest deadline!

## Music

The District/Region music is selected from the TMEA All-State Choir repertoire at the **fall meeting held at the TCDA Convention**. The selected music is listed in the minutes of the **Fall Summer Convention Meeting**. Corrections and additional information pertaining to the All-State Choir music will be listed on the TMEA Website.

## Rehearsal/Accompaniment CD's

Rehearsal and piano accompaniment CD's and files are available from:  
Educational Enterprises, Inc.  
P. O. Box 4053  
Pasadena, TX 77502  
(713) 475-8555

## Fees

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

Currently the fees are as follows:

- A. A one-time \$18.00 fee for each student entered in the District Mixed Audition.
- B. A one-time \$15.00 fee for each student entered in the District Treble Audition **and a one-time campus fee of \$50.00.**

\*\*\* Fees and proof of membership are due to the Region Secretary on the day of the audition date for the number entered online. Make checks payable to the TMEA Region XV Vocal Division.

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## Method of Choosing Cuts

- A. Audition cuts shall be prepared by the Region XV Vocal Division Chair.
- B. Suggestions may be submitted by any director by calling or emailing cut suggestions. Please do not send suggestions via text message. All suggestions must be received no later than two weeks prior to the audition. The final responsibility of choosing the cuts from the suggestions will be the decision of the Region XV Vocal Division Chair.

## 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 register immediately upon arrival at the audition site and report student names that are to be withdrawn (DNA's).
  3. No one will be allowed to register once the auditions have begun, except those students approved by the chair prior to the audition date. Approved late auditionees must register by 1:00 pm to audition.
  4. Directors are responsible for requesting early or late audition times prior to the DNA deadline (usually at 4:00 pm Thursday before the audition).
  5. Only school-sponsored activities shall be considered for approval by the region chair.
- 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 \$75.00 for an

appropriate proxy, who must be approved in advance by the region chair. It is at the discretion of the region chair to excuse or not excuse a director.

C. Student's Responsibility:

1. Each student will receive a badge with an audition number and sight reading number that is worn throughout the audition day.
2. Students will sing portions of the selected music: The "cuts" will be announced before the beginning of the audition. Students should have pencils and paper clips.
3. Students will have the opportunity to sing their cuts.
4. After cuts have been sung, no students will be allowed to sing or play the cuts. Late students receive the same procedure.
5. 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.
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. All others will go to the warm-up room before auditioning.
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 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 accompaniment used in all auditions will be the same accompaniment that is available from Educational Enterprises. (See Rehearsal/Accompaniment CD's above).
10. All students will return to the waiting area at the conclusion of their audition.
11. Students should remain attentive to the announcements and/or screens for possible call backs. If there are call backs it is the responsibility of the student to be available to sing again. Any student not available for a call back may forfeit their possible selection.
12. If a student is permitted to leave the audition site early, it is understood that if the student is called back to sing, they will 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 chair. Situations will be taken on a case-by-case basis.**

## Certification Procedures (HS only)

Through this is the process, students may qualify for Area auditions in both Wind/Percussion and Vocal, and then choose the one in which to audition. The TMEA Eligibility Rules state: *A student may audition in band and/or choir and/or orchestra, but once notified of placement in either the All-State Jazz Ensemble or All-State Orchestra (strings) may not advance to Area for another All-State group*

Each director/member sponsor documents which students wish to audition in both the Wind/Percussion and Vocal Divisions on the web-based Official Entry Document, which is submitted to the Region Chair. Following the final audition for Area certification, the director(s) must have all dual certified students from their organization complete the **Area Declaration Form**. The student must complete the Area Declaration Form which must also be signed by both Divisional Directors/Sponsors of that student. The form must then be submitted to the TMEA Deputy Director via fax or email by December 15 in order than an alternate may be notified.

Choir Selection Criteria

- A. Technical knowledge of the music (rhythm, pitch, and intonation).
- B. Voice quality (vocal technique and appropriate sound).
- C. Overall musicianship (diction, phrasing, style, and dynamics).

Number of Students Selected

Audition:	District Mixed	Region Mixed	Pre-Area Mixed	District Treble
Members:	20	10	5	26
Alternates:	2	2	2	2

Announcement of the selected members will be made at the conclusion of the audition by the Region XV Vocal Division Chair or designee.

Judging Procedures

A. Protocol

- 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 chair.
- 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 move behind the screen, out of the view of the student, after starting the music.

B. 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.

Tabulation of Scores

All ties will be broken by the audition software program as outlined in the TMEA Audition Procedures Manual.

Announcement of Results

- A. The Region XV Vocal Division Chair shall announce the results to the students by section beginning with the alternates and proceeding from the lowest to the highest rank.
- B. The student's name is announced followed by the name of the student's school.

## District/Region Choirs:

### Clinics and Concerts

1. Clinic: **Region** Mixed Choir ..... Friday afternoon  
 Schedule: 1:45 – Roll call  
 2:00 – Clinic begins  
 5:00 – Dinner (students must remain on campus)  
 5:45 – Clinic resumes  
 8:00 – Clinic concludes
2. Clinic: District and **Region** Mixed Choir,  
 District Treble Choir ..... Saturday morning and afternoon  
 Schedule: 8:15 – Roll call  
 8:30 – Clinic begins: **District Treble on stage, District Mixed in Choir Room**  
**9:30-10:30 District Mixed sectionals**  
 11:30 – Lunch  
 12:45 – Roll call  
 1:00 – Clinic resumes: **District Mixed on stage, District Treble in Choir Room**  
 4:00 – Clinic concludes
3. Concert: District Treble Choir, District Mixed Choir,  
 Region Mixed Choir ..... Saturday at 6:00 p.m.

### Patches

Students selected for the District and/or Region Choir will receive a district and/or region patch upon the completion of the Region Clinic and Concert requirements.

### Participation

Any student selected for the District/Region Choir is required to participate in the rehearsals and performance of the District/Region Choir. Any deviation from this rule must be approved by the Region XV Vocal Division Chairperson **BEFORE** the rehearsal or performance that will be missed and must be a school-related activity.

### Guidelines for Clinic/Concert Attendance

1. The first unexcused tardy to a rehearsal will result in a reprimand.
2. The second unexcused tardy to a rehearsal will result in dismissal from the District/Region Choir and all District/Region Choir honors will be forfeited.
3. Any unexcused absence from a rehearsal will result in dismissal from the District/Region Choir and all District/Region Choir honors will be forfeited.
4. An unexcused tardy to the concert can result in dismissal from the District/Region and all District/Region Choir honors will be forfeited. A student’s tardiness is determined by the section leader. No student may leave the area without the permission of the section leader after roll call.
5. The use of tobacco products, alcohol, drugs, and other illegal substances will be grounds for dismissal.
6. All school rules and regulations will apply during the region clinic and concert.
7. The obvious use of visual or verbal profanity and/or obscene acts will result in disciplinary action by the student’s director and may be grounds for dismissal from the choir.

### Alternates

If any member of the District/Region Choir cannot participate in the region clinic and concert, that student’s director must notify the Region XV Vocal Division Chair by 5:00 PM on the Thursday before the clinic so that the next alternate may be notified. Alternates will be called in order. Directors are encouraged to bring their alternates to the site. They may rehearse and perform with the choir but will not receive a patch. All names will be listed in the program in chair order including alternates.



### Clinicians

The Mixed Choir clinician will receive an honorarium of \$750.00, plus actual hotel cost; a maximum \$40 per diem; and transportation costs of actual airfare or state allocated mileage. A maximum of \$300.00 will be allotted for travel. The District Treble clinician will receive \$500 plus the listed expenses.

### Accompanists

The accompanists shall be selected by the Region Chairman and will receive an honorarium of \$500.00 for the Mixed Choir and \$300.00 for the Treble Choir.

**Additional instrumentalists shall be hired by the Region Vice-Chairman and will receive an honorarium of no more than a total of \$100.00 for both rehearsal and performance.**

### Pre-Area Clinician

The selected clinician will receive an honorarium of \$300.00 plus actual hotel cost; a maximum \$40 per diem; and transportation costs of actual airfare or state allocated mileage. A maximum of \$300.00 will be allotted for travel.

### Pre-Area Accompanist

The accompanist shall be selected by the Region Chair and will receive an honorarium of \$200.00

### District Treble Recordings

1. Recording Engineer fee: not to exceed \$300.00
2. Vocalist fee: not to exceed \$100 per voice part (not to exceed \$300 if the parts are sung by the same person).
3. Accompanist: not to exceed \$125.00

## **Officers and Volunteers Region XV Vocal Division**

### I. Offices

Elected by Region XV Vocal Division

- A. Chair – stipend not to exceed \$500.00
- B. Vice-Chair – stipend not to exceed \$300.00
- C. Secretary – stipend not to exceed \$500.00

### II. Volunteers

A. Appointed by Region Chair

1. Computer Operator – stipend not to exceed \$500.00
2. Region Clinic/Concert Section Leaders
3. Webmaster – stipend not to exceed \$300.00

B. Volunteers from Region XV Vocal Division

1. Audition Hosts
  - a. District/Region Mixed Audition Host
  - b. District Treble Audition Host
  - c. Pre-Area Audition Host
2. Region Clinic/Concert Hosts
  - a. Region Clinic/Concert Host
  - b. Pre-Area Clinic Host

### III. Elections

- A. Elected in even numbered years at spring meeting
- B. Two year term

## Duties of the Officers and Volunteers Region VX Vocal Division

### I. Region Chair

#### 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. Secure UIL Judges and serve as liaison with the UIL Executive Secretary.
6. Complete State Office reports.
7. Provide links to the following information:
  - a. Region XV Vocal Division Handbook and all appendixes.
  - b. A schedule of all event dates, entry deadlines, sites, and fees for the current year.
  - c. State Audition Procedure Manuals and all relevant appendixes.
  - d. Entry fee forms for UIL Solo & Ensemble and UIL Concert & Sight Reading Contests.
  - e. All-State Choir Repertoire List and Rehearsal Notes.
8. The chair or designee shall post audition results on the region website.
9. Provide screens for audition rooms.

#### B. Spring Duties

1. See that new officers are elected at the Spring Region meeting every two years.
2. Select and secure accompanists for the Clinic/Concert.
3. Arrange for all District and Region patches from the TMEA State Office prior to June 1.

#### C. Fall Duties

1. See that each participating director is a member of TMEA.
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.

#### 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. **MP3 players prepared with cut material**, score sheets, and all other pertinent materials to the contest.
  - b. **MP3 players and speakers**
  - c. 4-8 extension cords
  - d. Pens and Pencils
  - e. Paper clips, rubber bands, scissors, tape, stapler
  - f. Writing paper
  - g. Large envelopes

## **II. Vice-Chair Duties**

### **A. Audition Duties**

1. Duties as assigned by chair.
2. Conduct a judging workshop at each audition at chair'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 the printing of the concert program.
4. Arrange for a professional recording of the concert.
5. Make seating and standing arrangements (including alternates).
6. Assign section leaders.

## **III. Secretary 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. Provide a copy of audition sites, dates, and fee deadlines to each director following the Fall Region meeting.
- E. Provide a calendar of events and distribute copies of written procedures and rules which have been approved by the membership.
- F. Preside over Region meetings when the Chair and Vice-Chair are in absentia.
- G. Pay all Vocal Division bills.
- H. Prepare and present a financial statement for each Spring meeting.
- I. Be the collecting agent for all monies pertaining to the Vocal Division.
- J. Notify Region Chair of any school in debt to the Vocal Division.
- K. Keep all Region monies in a non-interest bearing checking account.

## **IV. Audition Host Duties**

- A. Reserve contest facilities
- B. Provide students for registration of participants.
- C. Provide the following personnel:
  1. Audio Monitors (1 per audition room – adults)
  2. Guides (2 per audition room – students or adults)
  3. Hall Monitors (1 per audition room or hallway – adults).
  4. Tabulation Runners
- D. Provide the following materials and facilities
  1. Tables, desks, and chairs in the judging, tabulating, registration, and waiting areas as needed.
  2. Music stands in audition room.
  3. 2 computers and 2 compatible printers.
  4. Piano for warm-up.
  5. Signs for directions, room identification, etc.
  6. Lunch area and arrangements for judges and workers.
  7. Audio system for announcements and instructions.
  8. Separate holding area if sight reading is included in the audition process.
  9. Make sure school bells have been turned off.

## V. Clinic/Concert Host Duties

### A. Clinic Arrangements

1. Secure clinic facilities
  - a. Rehearsal and performance areas.
  - b. Provide piano, risers, chairs, and music stands.
2. Provide refreshments (Region expense) for clinician and directors. **As per minutes, April 23, 2017, "At each audition, the Region XV H.S. Choir Division will reimburse/pay up to \$12.00 per working director/adult for lunch, breakfast and hospitality items to be allocated as the host school sees fit. All directors/adults will pay \$9.00 to the region for food/drink/hospitality (including hosts, officers and guest judges; excluding UTRGV student monitors). Up to \$150.00 will be reimbursed to the host school for student workers' meals and drinks."**
3. Be available to assist the clinician.

### B. Concert Arrangements

1. Secure concert facilities.
  - a. Provide pianos, risers, and acoustical shells.
  - b. Reserve seating area for choirs.
2. Be available to assist the clinician.

## VI. Clinic/Concert Section Leader Duties

- A. To be selected by Vice-Chair.
- B. Check roll for your section at the beginning of each rehearsal and at the concert.
- C. Notify Region Chair of any absences or tardies.

## VII. All Directors

- A. Notify students of ...
  1. Rules of conduct for all TMEA and UIL activities.
  2. Music to be used at each audition.
  3. Dates, places, and events
  4. Dress for Region Choir (each school's uniform). Appropriate concert attire shall be worn under robes.
- B. Arrange for lodging, meals, and transportation where appropriate.
- C. Bring all forms and fees to each audition.
- D. Pay ~~\$7.00~~ **\$9.00** to the Region for lunch
- E. Be present at all Region events in which your students are involved or send a qualified proxy to be responsible for your duties and/or be responsible for the payment of a qualified judge in the amount specified by the region chair.
- F. Notify the Region Chair at the earliest possible time in the event of a person's inability to participate.
- G. Get District and Region patches from the Region Chair and distribute patches to the qualified students.