

TMEA Region 30



Vocal Division Handbook

2016-2017

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High School Officers	Middle School Officers
<p>Eric Cooley-Chair Burleson Centennial High School Cell Phone: (254) 722-4920 Email: region30vocal@gmail.com</p>	<p>Clinton Hardy-MS Chair Trinity Springs Middle School Office Phone: (817) 744-3568 Email: clinton.hardy@kellerisd.net</p>
<p>Amy Fambrough-Chair Elect Timber Creek High School Office Phone: (817) 744-2460 Email: amy.Fambrough@kellerisd.net</p>	<p>Ruben Castanuela-MS Chair Elect Fossil Hill MS Office Phone: (682) 553-7628 Email: ruben.castanuela@kellerisd.net</p>
<p>David Ward-Secretary Fossil Ridge High School Office Phone: (817) 744-1917 Email: DavidLWArd777@gmail.com</p>	<p>Courtney Patten-MS Secretary Kerr Middle School Office Phone: (817) 245-0852 Email: cpatten@bisdmail.net</p>
<p>Wesley Vance-HS Treasurer Cleburne High School Cell Phone: (940) 453-8807 Email: benjamin.vance@cleburne.k12.tx.us</p>	<p>Randall Walters-Treasurer Acton Middle School Office Phone: (817) 408-4817 Cell Phone: (817) 776-1339 Email: randall.walters@granburyisd.org</p>
<p>Karen Paul-Tech Administrator Aledo High School Cell Phone: (817) 975-5556 Email: kpaul@aledo.k12.tx.us</p>	<p>Christine Zimmerman-Technology Administrator Acton Middle School Office Phone: (817) 408-4817 Email: bridges5678@yahoo.com</p>

General & High School Email - region30vocal@gmail.com

Middle School/JH Email - region30mschoir@gmail.com

Remind News Feeds - Text the following codes to “81010” to subscribe

General Information - @r30vocal

High School Information - @r30hsv

MS/JH Information - @r30msv

I. Officers elected by Region 30 Vocal Division

- I. Four officers will be elected BIANNUALLY. These positions include: 1) Chair-Elect, 2) Secretary, 3) Treasurer, and 4) Technology Chair. The Region finds that the demands of the Chairperson are sufficient to require on the job training, therefore the Chair-Elect will advance to the position to the Region Chairperson after the completion of their two year term. In the event of a vacancy, the Chair may appoint a temporary officer to fulfill the required duties. An election will be held at the earliest opportunity to fill the vacancy.

II. Responsibilities of the Officers

- I. All officers, led by the Chairperson, will be responsible for ensuring that the rules contained herein are followed to the best of his/her ability. To assist each director in understand, a copy of these rules will be posted on the Region website. All directors are responsible for ensuring that rules pertaining to students at Region activities are followed at all times.
- II. Authority is given to the Chairperson to make decisions necessary to administer the activities of this region, while using the guidelines contained herein as the primary guidance. When major problems arise that are not adequately covered in the rules, the membership should be advised and polled to determine if revisions or additional rules should be added to our handbook. The region desires to involve the members of the Executive Committee in major matters.

III. Duties of Officers

I. Vocal Chairperson

- I. In General, the Vocal Chair shall....
 - I. Preside at meetings of the Vocal Division membership.
 - II. Attend Vocal Chair Meetings at TCDA and TMEA conventions.
 - III. Maintain communication with Vocal Division Membership regarding information from TMEA and/or updates related to auditions and other Region activities.
 - IV. Fulfill any duties assigned by the State and/or Area Vocal Chairs.
 - V. Attend Area Vocal Auditions.
 - VI. Work with the UIL Executive Secretary on UIL matters.
 - VII. Serve as a member of the UIL Music Advisory Committee
 - I. In the event that he/she is unable to attend, the Chair shall appoint a representative to serve in their absence.
 - VIII. File all necessary forms and reports with the State Chair
- II. Additionally the Vocal Chair will oversee the Region 30 Region Choir process as it coordinates with the TMEA All-State audition process:
 - I. Contact and secure services of Region Choir and Treble Choir clinicians and accompanists.
 - II. Produce the audition cut accompaniment recording for all auditions.
 - III. Register entries and schedule auditions
 - IV. Coordinate logistics with all contest and clinic hosts
 - V. Prepare and manage all auditions for the HS Division
 - VI. Coordinate clinic rehearsals and concert performance
 - VII. Oversee preparation of program in coordination with the High School Secretary
 - VIII. Secure the services of any auxiliary performers as needed for the performance of the Region Choir at the Region Choir Concert
 - IX. Secure all District/Region patches from the TMEA State Office.

X. Serve on the Executive Committee

II. Chair-Elect

- I. In General, the Chair Elect will...
 - I. Work with the Vocal Chair to develop a better understanding of the position they will assume at the end of their term.
 - II. Preside over Vocal Division meetings in the absence of the Vocal Chair.
 - III. Assume the duties of the Chair at the end of the current Chair's term.
 - IV. Take on any additional tasks as assigned by the Vocal Chair.
 - V. Serve on the Executive Committee
- II. The Chair-Elect will oversee the 9-10 Honor Choir audition process. They will:
 - I. Contact and secure the services of a clinician
 - II. Oversee selection of literature and the preparation of rehearsal tracks for this organization in time for distribution at the Fall Vocal Division Meeting.
 - III. Serve as a point of contact for the clinician and coordinate rehearsals and concert performance of this group during Region Clinic and Concert.
- III. Additionally the Chair-Elect will...
 - I. Oversee student check-in and registration at all auditions
 - II. Oversee late-arrival registration and warm-ups at all auditions

III. Secretary

- I. Take minutes of all Division General Meetings and provide a report at the next Vocal Division General Meeting.
- II. Take minutes of High School Sub-Division Meetings and provide a report at the next Vocal Division General Meeting.
- III. Keep and maintain a current and accurate directory of Region 30 Vocal Division members.
- IV. Coordinate with the Region Chair/MS Coordinator to prepare and distribute the Region Handbook and Director to Division members.
 - I. The handbook should be distributed no later than September 1 of the academic school year.
 - II. Minutes from previous meetings should be distributed at least two weeks prior a regularly scheduled meeting of the Division.
 - III. The handbook and directory may be distributed in print or by email and will be available on the Region 30 Website.
- V. Produce and make arrangements for the printing of the Region Choir Concert program.
- VI. Assemble and Distribute judges' packets for each High School audition.
- VII. Arrange for professional recording of concert using a TMEA approved vendor.
- VIII. Arrange for selling Region Choir t-shirts, plaques using a TMEA approved vendor.
- IX. Manage the holding room at High School audition.
- X. Serve on the Executive Committee

IV. Treasurer

- I. Keep all monies in a non-interest bearing checking account.
- II. Notify Region Chair of any school in arrears with the Vocal Division.
- III. Prepare and present, in conjunction with the Region Chair, financial statements and budget proposals for the upcoming year at the Spring Meeting.

- IV. Provide Region 30 President with bank statements and semi-annual financial reports as requested by TMEA.
- V. Be the collecting agent for all monies pertaining to the Vocal Division.
- VI. Pay all Vocal Division bills.
- VII. Serve on the Executive Committee

V. Technology Administrator

- I. Maintain/Update Region 30 Vocal Division Website
- II. Serve as the Tabulations chair during each audition
- III. Including but not limited to:
 - I. Printing Name Badges & Sign-In Sheet.
 - II. Load Cuts/Sync Audio Devices.
 - III. Oversee Score Entry
 - IV. Oversee Printing & Distribution of Contest Results
- IV. Assist Officers/Contest Host with trouble shooting audition irregularities/issues with entries during the audition process.
- V. Support Officers/Coordinators with the creation/distribution of Honor Choir Rehearsal Tracks/Audition Audio Files
- VI. Serve on the Executive Committee

IV. Honorariums

- I. High School Division Officers
 - I. High School Region Chair receives a \$400 Honorarium + expenses
 - I. Region Chair expenses for state training/meetings during the summer TCDA convention will be provided when not provided by the school district at the following amounts:
 - II. Travel not to exceed \$400 including one night hotel and transportation. Receipts will need to be submitted for these expenses (except for mileage which will be calculated on the national ranks).
 - II. High School Region Chair-Elect receives a \$250 Honorarium.
 - III. All Other High School Region Officers receive a \$175 Honorarium.
- II. Other Stipends
 - I. Region Clinicians - \$500, plus travel expenses.
 - II. Clinic & Concert Accompanists - \$300

High School Audition Dates and Information

District Audition:

Date: September 17, 2016
Site: Keller HS - Chi-Chi King, Host
Time: Registration Opens for All Parts at 7:30AM
Fee: \$10 per entry plus a \$60 per school fee
Initial Deadline: September 3, 2016 at 11:59 PM
Change Deadline: September 10, 2016 at 11:59 PM
Cuts Released: September 14, 2016 by 9:00 AM
Audition Material: Sing Joyfully (Byrd), Flight Song (Arnesan), Hymn to the Dawn (Holst), Things that Never Die (Dengler); NO SIGHTREADING

9-10 Honor Choir Audition (AM):

Date: October 8, 2016
Site: Burlison HS - Frank Conlon, Host
Time: Registration Opens for All Parts at 7:15AM
Fee: \$10 per entry, No School Fee
Initial Deadline: September 24, 2016 at 11:59 PM
Change Deadline: October 1, 2016 at 11:59 PM
Cuts Released: October 5, 2016 by 9:00 AM
Audition Material: Gloria (Haydn), Erev Shel Shoshanim (Klebanow); NO SIGHT READING

Region Audition (PM):

Date: October 8, 2016
Site: Burlison HS - Frank Conlon, Host
Time: 11:30am Registration
Fee: \$10 per entry, No School Fee
Audition Material: Come to Me (Chatman) Wechselleid Zum Tanz (Brahms), Dome Epais (Delibes), Beati Mortui (Mendelssohn); SIGHTREADING ADDED

Pre-Area Audition (PM):

Date: November 12, 2016
Site: Weatherford High School - Mac Chestnut, Host (Alternate Site - Texas Wesleyan University)
Time: 1:30pm Registration
Fee: None
Audition Material: **Large School:** Kyrie (Haydn), The Heaven's Flock (Esenvalds), Confirm Hoc Deus (Handl), Fecit Potentiam (Porpora); SIGHTREADING ADDED. **Small School:** He Watching Over Israel (Mendelssohn), Ain'a That Good News (Dawson), In Virtuta Domine (Gorczycki); SIGHTREADING ADDED.

Area Audition:

Date: January, 7 2017
Site: Keller Central High School
Time: TBD
Fee: None
Audition Material: Large School: Kyrie (Haydn), The Heaven's Flock (Esenvalds), Confirm Hoc Deus (Handl), Fecit Potentiam (Porpora); SIGHTREADING ADDED. Small School: He Watching Over Israel (Mendelssohn), Ain'a That Good News (Dawson), In Virtuta Domine (Gorczycki); SIGHTREADING ADDED.

Region Clinic /Concert:

Date: November 11 and 12, 2016
Site: Weatherford High School - Mac Chestnut, Host
Time: Nov. 11 2:00pm-6:00pm
Nov 12 8:45am-5:00pm
5:00pm Concert
Concert Repertoire TBD

All-State Audition Entry Timeline

Date	Event
8/20/16	ENTRY PROCESS OPENS
9/2/16 11:59PM	<p>STATE MANDATED INITIAL ENTRY DEADLINE</p> <ol style="list-style-type: none"> 1. Online entry should be completed at www.tmea.org 2. Submit voice teachers to judge via http://goo.gl/forms/SdhI9I4UHJj42vU72 3. Special time requests submitted via www.tmea.org or http://goo.gl/forms/HGVOjGDkqW6LjMLx2 (See instructions on High School Forms and Links Page of the Handbook for more info). 4. Submit parent chaperones via http://goo.gl/forms/avBqycu3JjXETI7X2 5. Fees requested and copy of PO or check sent with entries (**\$10 per entry). Make checks payable to TMEA REGION 30 VOCAL DIVISION – Mail in advance or bring to the audition. Mail Entries and Required forms to: Region 30 HS Vocal Division, C/O Weslee Vance - 512 College St. Cleburne, TX 76033. 6. Schools will be charged the entry fee for ALL students entered on this date. Deletion (DNA) of a student after this deadline will not result in removal of the fee from the invoice.
9/3/16-9/10/16	<ol style="list-style-type: none"> 1. Corrections can be made to online student entries via the online system without penalty (change voice parts). Deletion of a student will not result in the removal of the entry fee. 2. Submit DNA's via http://goo.gl/forms/WT72KtknTg8F6ftb2 3. Students entries ADDED to this contest during this time will be assessed an additional 100% student late fee per entry (the entry fee will be \$20 per student). 4. Schools that begin entering students during this window will be charged an additional 50% campus fee (\$30) as well as a 100% increase in fees for each student entered (\$20 per entry).
9/11/16-9/16/16	NO CHANGES CAN BE MADE TO STUDENT ENTRIES; continue to submit DNAs via http://goo.gl/forms/WT72KtknTg8F6ftb2
9/17/16	<p>AUDITION DAY</p> <p>WHAT TO BRING: (due at check in for the judges' meeting)</p> <ol style="list-style-type: none"> a. TMEA Audition Cover Sheet printed from entries from the website with TMEA MEMBER CARD ATTACHED b. Student Certification of Information Form c. Unpaid Fees: PO or Check made out to TMEA Region 30 VOCAL DIVISION <ol style="list-style-type: none"> 1. Changes can be made to student entries (voice part) but will result in a 100% additional fee (an additional \$10 will be assessed) 2. Student entries may be added or edited on the day of the contest but any adjustment made to a school's entries will be subject to an additional 50% school fee and an additional 100% student fee per entry. 3. Director must submit payment for late fees, and fees before the start of auditions.

9/10 Honor Choir Audition Timeline & Information Page

Date: October 8, 2016
 Site: Burleson HS - Frank Conlon, Host
 Time: 7:30am Registration
 Fee: \$10 per entry, No School Fee
 Cuts Released: October 5, 2016 by 9:00 AM
 Initial Deadline: September 24, 2016 at 11:59 PM
 Change Deadline: October 7, 2016 at 11:59 PM
 Audition Material: Gloria (Haydn), Erev Shel Shoshanim (Klebanow); NO SIGHT READING

Date	Event
9/7/16	ENTRY PROCESS OPENS
9/24/16 11:59PM	<p>STATE MANDATED INITIAL ENTRY DEADLINE</p> <ol style="list-style-type: none"> 1. Online entry should be completed at www.tmea.org 2. Submit voice teachers to judge via http://goo.gl/forms/Sdhl9l4UHJj42vU72 3. Special time requests submitted via www.tmea.org or http://goo.gl/forms/HGVOjGDkqW6LjMLx2 (See instructions on High School Forms and Links Page of the Handbook for more info). 4. Submit parent chaperones via http://goo.gl/forms/avBqycu3JjXETI7X2 5. Fees requested and copy of PO or check sent with entries (**\$10 per entry). Make checks payable to TMEA REGION 30 VOCAL DIVISION – Mail in advance or bring to the audition. Mail Entries and Required forms to: Region 30 HS Vocal Division, C/O Weslee Vance - 512 College St. Cleburne, TX 76033. 6. Schools will be charged the entry fee for ALL students entered on this date. A \$60 school fee will be added to your contest invoice balance if this is the first contest entered by a campus.
9/25/16-10/1/16	<ol style="list-style-type: none"> 1. Corrections can be made to online student entries via the online system without penalty (change voice parts). Deletion of a student will not result in the removal of the entry fee. 2. Submit DNAs via http://goo.gl/forms/WT72KtknTg8F6ftb2 3. Students ADDED to this contest during this time will be assessed an additional 100% student late fee per entry (the entry fee will be \$20 per student). 4. Schools that begin entering students during this window will be charged 50% campus fee (\$30) in addition to the student entry fees for assessed for this contest (\$20 per entry).
10/2/16-10/7/16	NO CHANGES CAN BE MADE TO STUDENT ENTRIES; continue to submit DNAs via http://goo.gl/forms/WT72KtknTg8F6ftb2
10/8/16	<p>AUDITION DAY</p> <p>WHAT TO BRING: (due at check in for the judges' meeting)</p> <ol style="list-style-type: none"> a. TMEA Audition Cover Sheet printed from entries from the website with TMEA MEMBER CARD ATTACHED b. Student Certification of Information Form c. Unpaid Fees: PO or Check made out to TMEA Region 30 VOCAL DIVISION <ol style="list-style-type: none"> 1. Changes can be made to student entries (voice part) but will result in a 100% additional fee (an additional \$10 will be assessed) 2. Student entries may be added or edited on the day of the contest but any adjustment made to a school's entries will be subject to an additional 50% school fee and an additional 100% student fee per entry. 3. Director must submit payment for late fees, and fees before the start of auditions.

I. Duties and Responsibilities of Participating Directors

I. General Expectations

- I. Maintain a current membership in TMEA.
- II. Submit online entry information and mail forms and fees for each audition and Region Choir participation to the Region Chair or their designee.
- III. Serve as a judge or worker whenever requested according to TMEA guidelines (all directors should be prepared to judge except the Region Chair, Chair-Elect, and the Contest Host)
- IV. Review student eligibility requirements for audition and notify students of:
 - I. Music to be performed at each audition
 - II. Dates, places and times for each events
 - III. Region audition policies and penalties for student infractions
 - IV. Expectations for student attendance and student conduct during auditions and at the Region Clinic and Concert.
 - V. Dress code for the Region Choir Concert.
 - VI. Arrange for lodging, meals and transportation where appropriate.
- V. Notify the Region Chair of DNA's as soon as they occur and before each audition. Turn in final DNAs at director check in table upon arrival at audition site.
- VI. Have a thorough knowledge of the audition music and part to be judged.
- VII. Maintain professionalism in spoken, written and non-verbal communication in reference to student auditions. Maintain physical separation from all auditioning students until auditions are completed.

II. Attendance Policy

- I. The TMEA Active Director/Member Sponsor must be in attendance at all Region 30 events in which they have students participating. They also must be available to serve as an audition staff member for any and all activities in which their students are involved. Failure to adhere to this policy subjects the Active Member Sponsor to the TMEA Penalties for Rules and Policies Infractions process.
- II. Directors must adhere to correct entry procedures. This includes online entry (via www.tmea.org and the online Region 30 required voice teacher availability, parent helper, and special time requests), paper entry (TMEA Cover Sheet), and fees or P.O. by the deadlines stated.

III. Proxy Policy

- I. Directors will not be excused from judging and other audition responsibilities because of conflicting rehearsals or performances.
- II. If extenuating circumstances prevent a director from attending any Region 30 event, it is the responsibility of the director to 1) work with the Chair to secure a proxy and 2) reimburse the Region for the stipend paid to the guest judge; \$100 for full day events or \$75 for a partial day for their duties. Checks or cash for judging stipends should be made payable to "Region 30 Vocal Division."
- III. In addition to the proxy, a designated district employee must accompany students to the audition as a chaperone.
- IV. Directors who do not honor their judging commitments will be subject to TMEA Grievance policy.

IV. Grievance Statement:

- I. Failure to comply with the guidelines in this handbook may lead to the initiation of the TMEA Grievance Policy.
- II. The TMEA Grievance Policy may be viewed online at <http://www.tmea.org/about/grievances>

II. Sequence of Events/Advancement Procedures for Each Contest

I. Round I (District)

- I. Small School and Large School Track students will both audition at Round I.
 - II. 42 students plus 2 alternates per voice part will be selected from the LST and 6 students plus 2 alternates per voice part will be selected from the SST.
 - III. In cases where panels are divided into 2 zones, 21 students and 1 alternate from the LST and 3 students and 1 alternate from the SST will be selected from each zone.
 - IV. If registration for a voice panel is less than 55 singers, a maximum of 36 LSC and 6 SSC singers will be advanced to Round II.
- V. Zoning Voice Parts
- I. If any section exceeds 100 singers at the time of registration, that section will split into 2 equal audition zones to be judged by 2 separate 5-member judging panels. If any section exceeds 150 singers at the time of registration, that section will split into 3 equal audition zones and will be judged by 3 separate 5-member judging panels.
 - II. Audition numbers will be generated at random by a computer selection process. Room assignments will therefore be made as a result of this computer generated data. As each room completes the scoring process, the computer will rank each singer.
 - III. Audition Cuts will be released by 9:00AM on the Wednesday prior to the audition for student and director review.

II. Round II (Region)

- I. Small School and Large School Track students will both audition.
- II. At this audition students are selected for placement in the District and Region Choirs. Large School Track students are identified for advancement to Round III and Small School students are selected for advancement to the SS Area Audition.
- III. Both Literature and Sight-Reading are auditioned at this Round.
 - I. Sight-reading selections will follow TMEA guidelines and will account for 20% of a student's overall score.
- IV. Make Up of Choirs
 - I. Chairs 1-16 in each voice part from the Large School Track and Chairs 1-4 in the Small School Track will make up the Region Choir.
 - II. Large School Chairs 1-14 will advance to the Pre-Area level audition, with Chairs 15-16 serving as alternates to that audition.
 - III. Small School Chairs 1-4 will be in the Region Choir and will be certified for advancement to the Pre-Area audition.
 - IV. Large School Chairs 17-34 (Treble Parts) and Small School Chairs 5-6 (Treble Parts) will make up the District Treble Choir.
 - V. Any 9th or 10th grade student who advances to Round II but is not named to the Region Mixed or District Treble Choir, will be automatically granted a place in the

9-10 Honor Choir. *Directors must notify the Region Chair following the Region audition if the students will be accepting these positions.*

- V. Non-Auditioned/Supplemental pieces for the students who place in the District Treble Choir will be available for purchase following the posting of results. Invoices will be created for each campus based on the number of student selected to this ensemble.
- VI. Students in the District Treble Choir will receive District patches.
- VII. Region Choir members will receive both District and Region patches.
- VIII. Audition cuts will NOT be released in advance of this audition.

III. Round III (Pre-Area)

- I. Small School and Large School Track students will both audition.
- II. Both Literature and Sight-Reading are auditioned at this Round. The sight-reading excerpt shall be the same for each track.
- III. Sight-Reading will account for 20% of a student's overall score.
- IV. Singers and necessary alternates will be advanced to the Area Round based upon the guidelines created by TMEA.
 - I. LSC Chairs 1-5 from each voice part advance to Area with chairs 6-7 serving as alternates.
 - II. SSC Chairs 1-4 from each voice part will be ranked and certified for advancement to Area level audition. No alternates will be called.
- V. Audition cuts will NOT be released in advance of this audition.
- VI. No patch is awarded as a result of this audition.

IV. Round IV (Area)

- I. Region 30 is aligned with Regions 5, 24, and 31 to create Area B.
- II. Both literature and sight-reading are auditioned.
 - I. Sight-Reading will account for 20% of a student's overall score.
- III. Students will be placed in the following manner:
 - I. HS Area Audition (Large School)
 - I. Chairs 1-4 in all eight sections make up the Mixed Choir; chairs 5 and 6 are alternates. Chairs 5-10 in the treble sections make up the Treble Choir; chairs 11 and 12 are alternates. Chairs 5-8 in the Tenor-Bass sections make up the Tenor-Bass Choir; chairs 9 and 10 are alternates.
 - II. High School Area Audition (Small School)
 - I. Chairs 1-4 in the divided voice parts (SI, SII, AI, AII, TI, TII, BI, BII) will audition at the Area Round of SS All State Choir. The top 3 from each combined voice part (SATB) will advance to the Small School Mixed All State Choir.
- IV. Area Patches will be awarded to all LSC and SSC that participate in this audition.
- V. Audition cuts will NOT be released in advance of this audition.

V. 9-10 Honor Choir

- I. A maximum of 48 singers (24 per voice excluding ties) will be selected: Soprano/Alto.
- II. A maximum of 36 singers (18 per voice part excluding ties) will be selected: Tenor/Bass.
- III. Zoning and Judging Panel Size

- I. If a section exceeds 100 contestants, the section will be split into 2 equal audition zones. The top 24 singers (S/A) and the top 18 singers (T/B) will become members from each voice part. In the case of split rooms, an equal number of singers will be taken from each zone; 12 singers (S/A) and 9 singers (T/B) for 2 zones. If a tie occurs for the last chair, both students will become members.
- II. The panels for this audition will contain three judges each.
- IV. The region will provide mp3 files with voices and accompaniment for preparation.
- V. Non-Auditioned/Supplemental pieces for the students who are chosen for the 9-10 Honor Choir will be available for purchase following the posting of results. Invoices will be created for each campus based on the number of student selected to this ensemble.
- VI. 9th and 10th grade students have the opportunity to audition for both the All State Choir and for the 9-10 Honor Choir. Students wishing to do so may prepare and audition for Round I of the All-State Process. If they do not qualify for Round II, they can may choose to prepare and participate in the 9th and 10th Honor Choir Auditions. If a 9th or 10th grade student advances to Round II of the All State Process, they will prepare the assigned audition repertoire. At the conclusion of the Region audition, if they do not qualify for either the Region Choir or the Region Treble Choir, they will be offered a place in the 9th and 10th Honor Choir. They and their director are responsible for learning the entire repertoire for the 9th and 10th Grade Honor Choir. *Note: Directors are responsible for communicating their students intent to participate in this ensemble.*

III. Audition Policies and Procedures

I. Entry Procedures

- I. Submit online entry information and mail forms and fees for each audition and Region Choir participation to the Region Chair or their designee.
- II. All contest deadlines will be 14 days prior to the day of the audition. The late and final online entry deadline will be seven days prior to the day of the audition.
- III. Correction to an existing student entry may be made between 13 and 7 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.
- IV. A campus entry initiated less than 14, but more than 7 days prior to the contest, will be assessed a 50% additional campus fee charge and 100% student fee charge.
- V. A campus entry created less than 14 days prior to the contest will be subject to the TMEA Grievance Process. 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.

VI. Registration Requirements

I. Visit the High School Forms and Links Page of this handbook or the Region Vocal Website for more information [www.region30vocal.com]

II. Director Judging Commitment Form {ONLINE ONLY**}**

- I. All Region 30 Directors/Member Sponsors are required to complete this form prior to the first audition for the current school year.

III. REGISTRATION [Enter Online, Print to Submit in Person**]**

- I. Directors will NOT be allowed to register students online if their membership is not current with TMEA. Join online at www.tmea.org. Directors will print this form and bring a copy of the registration cover sheet

to the District Audition. A separate entry form will need to be printed and submitted for 9/10 Honor Choir Auditions.

IV. VOICE TEACHERS AVAILABILITY FORM [ONLINE ONLY]

V. PARENT CHAPERONES FORM [ONLINE ONLY]

- I. Note that each school will provide at least ONE parent chaperone.

VI. STUDENT CERTIFICATION FORM [PAPER FORM]

- I. Print and Complete with you to the audition. Available at www.region30vocal.com.
- II. Note that there is one form for All District/Region/PreArea and there is one for 9-10 Honor Choir.
- III. Each student entered in the contest will print and sign his/her name and voice part, agreeing to the terms of the contract (Adherence to Rules and Guidelines of TMEA All-State Competitions). Directors will sign the document, verifying all entered students have signed the agreement.

VII. DECLARATION OF INTENT (Small Schools Only) [PAPER FORM]

- I. This form must be completed by all students entering the All-State process whose home campus qualifies to participate in the Small School audition process. This form must be signed and submitted prior to the first round of auditions. A copy of this form is made available to you after submitting your contest entries. Print and complete this form as requested.

VIII. SPECIAL AUDITION TIME REQUEST FORM [ONLINE ONLY]

- I. Note that special time requests will only be permitted in sections with more than one section at the District Level. You cannot do a specific AM/PM request for 9/10 or Region Auditions as 9-10 is all AM and Region is all PM. You can, however, do early/late requests within these blocks for valid school conflicts.
- II. If the director has appropriately submitted a special time request via region policy, the following will apply to the audition process. Having filed Special Audition Time Request does not guarantee an audition.

II. Registration Policy

- I. Registration for each contest closes when the last singer in their assigned audition room is called by the announcer.
- II. Any student arriving once registration has closed for their audition room will not be allowed to audition. Registration will close per the policy stated above.
- VII. It is the director's responsibility to communicate to the student the rules regarding late arrivals.

III. Entry Fees

- I. Entry Fees will be assessed as follows:
 - I. School fee of \$60 will be due at the first contest entered by a member/sponsor.
 - II. A student fee of \$10 will be assessed per entry for Round I (District).
 - III. An additional \$10 student fee will be assessed for students advancing to Round II.
 - IV. A student fee of \$10 will be assessed for per entry the 9/10 audition process.
- II. Fees, as set by the Region, will be paid prior to the student participation in any contest hosted by the Region. School Fees, will be paid one time, and will be due prior to the first

contest enter each the campus. Late fees and penalties have been set by the state and can be found with entry procedures in the region handbook.

III. ONE CHECK will be made payable to "TMEA REGION 30 VOCAL DIVISION."

IV. Fees are incurred for EACH registered participant whether or not they audition. Please note that a singer cannot be substituted after the window closes for changes www.tmea.org.

V. Fees must be presented before the director's meeting the morning of the audition for which fees are owed in the form of a school check OR a copy of the purchase order for student fees. ALL FEES INCLUDING LATE PENALTIES MUST BE PAID AT THIS TIME.

IV. Small School All-State Process:

I. a. Students in High Schools classified as 4A or under can choose to participate in the Large School or Small School audition track. It's the student's choice which track they'd like to participate.

II. Small School Directors need to have written commitment from each student as to their track choice (LSC or SSC) by prior to the entry deadline for Round I - See the region handbook for a copy of this form.

V. Home School Students

I. A student representing a home school must enter the audition process in the same region as the public school ISD in which the home school is located.

II. Home school classification is considered to be the same as the public high school boundary in which the student resides.

III. A student enrolled in home school may not participate after the end of the fourth year following the first audition entry. The four-year rule may be waived under certain circumstances.

IV. Each student's TMEA Active member director or member sponsor must be in attendance at all TMEA auditions and any other TMEA activities in which the student participates.

VI. Audition Personnel

I. All Directors from a campus with participating students in an audition are required to be present at the audition and will be assigned duties by the Chair.

II. Judges will be selected from the pool of Region 30 directors, voice teachers, and other qualified members of TMEA.

III. In the event that additional judges are necessary, members of Region 30's judging pool (as submitted by Region 30 directors) will be secured. These judges will be paid \$100 for full day auditions and \$75 for all half day auditions.

IV. Judges must be present for the judges' meeting in order to judge.

VIII. Audition Hosts will

I. Receive \$150, plus reimbursement of contest related expenses up to \$200.

II. Reserve the contest facilities

I. Region 30 will pay custodial fees if host school will not assume expense.

III. Provide and train the following personnel:

I. Student Guides

II. Hall Monitors

III. Door Monitors

IV. Score Runners

IV. Provide the following materials and facilities:

I. Registration Area and Equipment

I. Tables & Chairs

II. Contest Signage (directions, rooms, etc.)

III. General holding area for audition participants

I. PA System for announcements, instructions

II. Piano for Warm-ups

IV. Meeting room for contest judges

V. Tabulations Room (Separate from Judges Room)

VI. Contest Audition Rooms

I. Non-adjacent contest rooms conducive to student performance

II. Access to power, including any necessary extension cords

III. At least one must stand per room

IV. Work surfaces for contest judges

V. Desk outside of each room for monitor/announcer

VI. Frames/support structure for audition screen

VII. Access to wireless network for contest computers.

VIII. Access to copy machine for copying of final results.

V. Make arrangements related to snacks/meals for judges, contest workers if required.

IX. Lead Judges will...

I. Maintain an efficient and timely audition panel.

II. Ensure that members of the audition panel follow all audition policies, procedures, and norms established for this process.

III. Prepare or secure another member of their panel to perform the cuts in the audition room for sound check.

IV. Collect and send scores to the tabulations room as requested by the Vocal Chair.

V. Collect all necessary forms at the conclusion of the audition for submission to the tabulations team.

VI. Serve as a point of contact for your panel in the event of any contest irregularities.

VII. Audition Procedures

I. General Rules & Regulations

I. A student must meet all TMEA eligibility requirements in order to audition.

II. Students may enter on their voice part

III. A student must be academically eligible on the date of the audition as summarized by State law and in the State Audition Procedures Manual.

IV. A student must be a member of the school's performing organization unless one does not exist.

V. Except for emergency situations, directors and students will not be allowed to make contact with each other once registration has begun.

VI. In accordance with state policy, electronic devices (including but not limited to phones, electronic games, computers, camera phones, and playback systems) may not be used or accessed by a student participant until results have been announced

- or posted. Failure to comply with this regulation may result in student disqualification. The Region may set up an adult-monitored “call station” where students may access their phones in emergency situations without penalty.
- VII. Once the contest has begun, students will not be allowed to rehearse the audition music after the group cut rehearsal. Students who have been assigned late arrival times are not to be informed of cuts prior to their arrival at the audition site.
- VIII. For auditions including sight-reading, students who have completed the sight reading audition are not allowed to have contact with any student who has a later audition.
- IX. Students will wear their assigned numbered name tag for identification at all times and will not exchange numbered name tags with anyone.
- X. Students will not be permitted to rehearse the cuts after the pre-audition meeting and warmup period.
- XI. Students are expected to adhere to copyright laws, and to audition with original copies of the music or legal copies.

II. Audition Process

- I. All contests will be adjudicated using five-member judging panels. Any deviation from this process will be addressed by the TMEA State office.
- II. Audition will be performed as a solo with the official recorded accompaniment.
- III. Students are required to learn ALL audition pieces. Cuts will be made available to all participating schools by 9:00AM on the Wednesday prior to the District & 9-10 Honor Choir Auditions. Cuts for the Round II-IV will not be distributed in advance of these auditions.
- IV. The initial warm-up process for each round shall include a vocal warm-up prior to the start of the contest and a time during which students will sing through the audition cuts two times.
- V. Vocal Warm-ups will occur approximately every two hours. Singing through the cuts will occur only at the beginning of the day.
- VI. Students who are approved for Late Arrivals will be warmed up separately in a manner similar to that used by the larger group. Students will be provided with the opportunity to sing through the cuts for their part two times before returning to the holding area.
- VII. Privacy Screens will be used at all auditions.
- VIII. Posting of Results
- I. 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.
- II. Each director will be provided with a written school report which clearly shows the final ranking of all students from their campus. This report will be generated on paper and via email to the director’s email on file with TMEA.
- III. Each Director is responsible for communicating/confirming results to their singers at the conclusion of each audition.

III. Audition Music

- I. All-State Audition Material will be selected from the All-State Repertoire by the Region Chair and presented for approval at the TCDA Convention & distributed via at the Fall Meeting of the Region.
- II. The Region Chair will work with the Technology Chair to prepare audition mp3s from the rehearsal material provided by TMEA. Sight-reading will be included in the Region, PreArea, and Area auditions.
- III. Music for Area Auditions will be selected from the TMEA State Office.
- IV. The Chair Elect will coordinate with clinicians and a committee of Region 30 Directors to determine repertoire for the 9/10 Honor Choir.

IV. Use of Alternates

- I. Where specified, alternates will be used under the following conditions:
 - I. A selected student becomes ineligible.
 - II. A selected student becomes ill and unable to attend.
 - III. A selected student gives notice to his/her director that he/she does not intend to participate.
 - IV. A selected student fails to show for the scheduled audition.
 - V. Other circumstances evaluated by the Chairperson as valid and fair to others.
- II. All-State Auditions
 - I. Directors will notify the Chairperson of a selected student who will not audition. After being notified, the Chairperson will notify the alternate or succeeding alternates. **No alternates will be selected from Round at I.**
 - II. All alternates will be present at the PRE-AREA audition group meeting. Until all participants are accounted for, the alternates will remain at the audition site.
 - III. Should the prescribed number of audition candidates change from the set numbers printed in Section IV, A; all directors with audition candidates shall be notified prior to the audition. Information will also be included in a final email. This only applies to the second and third auditions (Region and PreArea).
- III. For 9th/10th Region Choir and Treble Choir
 - I. Directors should notify the Vocal Chair if a selected student will not participate in the 9th/10th Honor Choir or Treble Choir Clinic and Concert. After being notified, the Chair-Elect will notify the alternate or succeeding alternates.

IV. Certification of Area Candidates and Alternates

- I. In order for a student to obtain certification to the Area audition, all music respective to each track, with 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.

- II. Any student who is selected for Pre-Area or Area, but is unable to participate in the District/Region concert due to a pre-approved, school-related conflict or extenuating circumstance, may acquire certification for the next level of competition by submitting a recording to or performing live for the Region Chair or a qualified designee, their complete vocal part of any music certified only by the Region concert. The recorded audition 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.
- III. The Region shall be responsible for establishing and following procedures for using alternates for Region/PreArea auditions and for Region choirs.

V. Region Clinic & Concert

I. Event Personnel & Volunteers

I. Region Clinic & Concert Hosts will...

- I. Host will receive \$150, plus reimbursement of contest related expenses up to \$200.
- II. Secure all facilities for the HS All-Region and/or MS All-Region Choir Clinic/Concerts.
- III. Secure rehearsal and performance areas.
- IV. Provide piano, risers, chairs, choral shell, and necessary music stands.
- V. Provide refreshments for clinicians, directors and accompanists (included in the expenses described above).
- VI. Provide restaurant and hotel information for participating students, directors and accompanists.
- VII. Be available to assist Region Chair/Clinicians throughout clinic and concert.

II. Choir Organizers will...

- I. Serve as a point of contact for Clinician and Accompanist for assigned choirs.
- II. Secure section leaders for their assigned performing ensemble.
- III. Assist Region Chair and Site Host to develop seating and standing arrangements for performing choirs.
- IV. Collect attendance records for assigned choir and report any issues to Chair.
- V. Work with the Region Chair to coordinate creation and distribution of rehearsal CDs, supplemental literature selected for performance (District & Honor Choir).
- VI. Assist with the coordination of auxiliary instrumentalists, etc. required for the performance of assigned choir.
- VII. Be available to assist and support choir clinician during Region weekend.

III. Section Leaders will...

- I. Be present and in attendance during all rehearsal periods.
- II. Track student attendance as requested, report any issues to the Choir Organizer.
- III. Assist with distribution of information to assigned sections regarding check-in times, logistic plans, other relevant information.
- IV. Monitor student behavior throughout the clinic and concert experience, reporting any issues to the Choir Organizer.
- V. Be available to assist and support choir clinician during Region weekend.

II. Student & Director Expectations

- I. Full attendance throughout the clinic and concert weekend is required of all honor choir members and their directors. All Directors and Member Sponsors shall hold their students to the expectation that if they are named to one of the Region 30 Honor Choirs they will perform

with the group. If the director is not able to attend this event for any reason, a qualified proxy or chaperone must be sent in their place.

III.Student absences Policy

- I. Any absence shall require an explanation to be submitted in advance of all events to the Region Vocal Chair for approval by email at region30vocal@gmail.com. Exceptions to this rule may only be granted by the Region Chair.
- II. Definition of Absences:
 - II. Excused Absences include but are not limited to:
 - I. Personal illness of a serious nature. If a student becomes ill during rehearsal, they must check in with a section leader. When the student is able to return to rehearsal, the Region Chair or MS Coordinator will make a decision regarding the student's ability to continue in the rehearsals and performance.
 - II. Death or serious accident in the student's immediate family.
 - III.UIL post-season athletic events or other TMEA performances, if scheduled at exactly the same time. A realistic rehearsal and performance schedule will need to be worked out with your director and the Region Chair/Coordinator ahead of time.
 - III.Unexcused Absences include but are not limited to:
 - I. College entrance exams
 - II. Athletic or other UIL practices
 - III.Non-district athletic contests (such as basketball tournaments)
 - IV.Competitive cheer, dance or other non-UIL sporting events.
 - V. Job schedules
 - VI.Illness in family (consult with Chair/Coordinator in severe cases)
 - VII.Non-school related activities and contests (rodeo, scouts, church trips, family events, etc.)
 - VIII.Non-UIL related school activities (FFA, clubs, homecoming, etc.)
- V. Any conflicts not listed above must be cleared with the Region Chair before the first rehearsal. It will be possible for all students traveling together in a school group to earn unexcused tardy if they are late to rehearsal. Being present at the rehearsal site but not in the rehearsal location and assigned seat will be counted as an unexcused tardy.
- VI.Depending on the length and nature of an absence from rehearsal, any unexcused tardy may be counted as an unexcused absence at the discretion of the Region Chair/Coordinator.
- VII.Students with any unexcused absences or 2 unexcused tardies will not be permitted to perform with the Region, District Treble, or 9-10 Honor Choir.
- III.All students are required to have a black folder and pencil for the clinic/concert.
- IV.Students must wear their official school choir uniform to the concert.

IV.Distribution of Patches/Awards

- I. All singers who participate in the Clinic/Concert (9-10 Honor Choir, District Treble, Region Mixed Choir) will receive appropriate patches for their performance.
- II. Directors are responsible for obtaining these patches from the Vocal Division officers the day of the clinic/concert.

IV.Student Elimination

- I. Once a student enters the TMEA audition process, the student may be eliminated by the:

- I. Audition process itself
 - II. Student's TMEA Director/Member Sponsor
 - III. TMEA Appeals Process
- II. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections prescribed by the State Vice-President.

High School Forms and Important Links

- **Director Judging Commitment Form [Online Only]** - <http://goo.gl/forms/5x8Qw2zhbAur2NDE2>

All Region 30 Directors/Member Sponsors are required to complete this form prior to the first audition for the current school year.

- **VOICE TEACHERS AVAILABILITY TO JUDGE [Online Only]** - <http://goo.gl/forms/SdhI9I4UHJj42vU72>

We will hire judges from our Region's voice teachers when recommended by the sponsoring teacher. Please ask qualified voice teachers about their availability to judge and submit their names, contact information, and dates they are available to judge via the link above.

- **Student Certification Form [Paper Form]** - Print & complete this form from www.region30vocal.com
- **PARENT CHAPERONE FORM [Online Only]** - <http://goo.gl/forms/avBqycu3JjXETI7X2>

This form is to be submitted by the paperwork deadline of September 3 for ROUND I and then as soon as possible after auditions for ROUND II and ROUND III. Remember that parent workers are A REQUIRED PART OF YOUR ENTRY. Please be sure parents are contacted and know of the commitment. Parent chaperones are crucial to a smooth, fair, and positive audition for all of our students.

- **SPECIAL TIME REQUESTS [Online Only]**- <http://goo.gl/forms/HGVOjGDkqW6LjMLx2>

Please communicate to singers and parents that there are no exact times assigned for any singer at any contest and all singers will need to be flexible. These time requests are for school-related conflicts only. Every effort will be made to accommodate requests that are submitted as instructed below. Some auditions are planned for certain portions of the day, AM/PM requests are not possible always.

- **District Round and 9/10 Honor Choir Audition** - www.tmea.org

Any singers wishing to perform early should be registered through the TMEA Website for AM and any singers wishing to go late should be registered for PM. Please verify with your singers that they are registered accurately prior to the deadline. Should special time requests need to be made after that deadline, should email region30vocal@gmail.com **at least 24 hours prior to registration for a given contest.**

- **Region and Pre-Area Auditions**

All singers will compete in the afternoon for this audition. Requests for early or late audition requests can only be made in the within the confines of this time frame. Auditions will begin following the conclusion of the 9/10 Honor Choir Auditions. Please submit special time requests for this audition via the link above.

- **Special Note:** Any directors who plan to enter their entire school as AM or PM will need to contact the Region Chair prior to doing so for approval. Keep in mind that if approval is given, the director is expected to judge for the entire duration of the contest.

- **DNA FORM** - <http://goo.gl/forms/WT72KtknTg8F6ftb2>

Complete this form to remove a singer from an Audition. Once a singer is removed from the contest, they will be removed from the All-State or 9-10 Process. Please see the Region 30 Handbook for more information regarding removing singers from contest. PLEASE SUBMIT THESE (ONE PER STUDENT) AS SOON AS YOU ARE AWARE THAT A SINGER WILL NOT PARTICIPATE. This will help the contest run more effectively and quickly! **DNAs can be submitted up to 5 PM the day prior to the contest.**

**TMEA Region 30
MS/JH Vocal Division Appendix
2016-2017**

Clint Hardy, MS/JH Coordinator

Updated 7/29/16

I. Elections

- A. Officers will be elected by the vocal division of Region 30 on even numbered years at the Spring meeting.
- B. Each office will be voted upon every two years.

II. MS/JH Region Officers

- A. MS Chair/Coordinator
- B. MS Chair/Coordinator Elect
- C. Secretary
- D. Treasurer
- E. Technology Specialist

III. MS/JH Region Officer Duties

A. MS/JH Region Chair/Coordinator

- A. General: the MS Region Chair/Coordinator shall -
 - Preside over all MS/JH Vocal Division meetings
 - Represent Region XXX at all State TMEA meetings
 - Notify each director through written correspondence or e-mail of all TMEA state-wide affairs
 - Secure Region Choir Clinicians prior to the Fall Region Meeting and supply him/her with the appropriate music/literature
 - Serve as MS/JH liaison with the UIL Executive Secretary
 - Complete State Office reports
 - Notify each director by e-mail or written correspondence in the event of any changes in Region activities
 - Select a committee to choose music for the MS/JH All-Region Concert each Spring.
 - Arrange for MS/JH voice part and accompaniment tracks to be recorded before the fall meeting.
 - Perform other duties as needed
- B. Spring: the MS/JH Region Chair/Coordinator shall -
 - Ensure that new officer are elected at the Spring meeting every two years.
 - Select and secure accompanist(s) for the Region Clinic/Concert
 - Appoint a Region representative for the UIL Advisory Committee, which meets preceding the TCDA convention, in the event that the elected representative is not able to attend
- C. Summer: the MS/JH Region Chair/Coordinator shall -
 - Conduct any MS/JH business
 - Discuss any UIL Music Advisory Committee Business.
- D. Fall: the MS/JH Region Chair/Coordinator shall...
 - Electronically submit an updated Region Handbook to the State
 - Participate in audition training supplied by the State
 - Verify that each participating director is a member TMEA and have on record a copy of a valid TMEA card by the MS region audition entry deadline
 - Arrange for all MS Region patches from the TMEA State Office
 - Provide to each MS director a list of music to be auditioned, audition sites and dates and all deadlines including cut suggestion and entry deadlines
 - Notify directors of music to be performed at the Region Concert
 - Assist in arranging the Region Clinic

- Provide a calendar of events and distribute copies of written procedures and rules that have been adopted by the membership
- E. Auditions: the MS/JH Region Chair/Coordinator shall...
 - See that each audition follows the guidelines of the TMEA Audition Procedure Manual.
 - Certify that each student is entered according to audition regulations by the entry deadline
 - Be present when the scores are tabulated.
 - Bring all pertinent materials to the contest
 - a. A digital copy of the audition cuts
 - b. Cut sheets
 - c. Registration materials
 - d. Student badges
 - e. Correction forms
 - f. Information for the clinic/concert
 - g. Judges' packets; which are to include:
 - 1. Cut sheet
 - 2. Score sheet
 - 3. Pencils
 - 4. Rank Sheets
 - 5. Judge's roster
 - 6. Payment sheet, if applicable
 - 7. Judge's instructions
 - 8. Lead judge's instructions, if applicable
 - Assign judging and tabulation panels
 - Proof all region cuts prior to the audition
 - Provide a copy of combined audition results for each participating director at the conclusion of each audition.
- F. MS Region Clinic/Concert: the MS Region Chair/Coordinator shall...
 - Contact the director of an alternate immediately upon notification of a student withdrawal or disqualification
 - Assign director duties with the MS Chair/Coordinator-Elect
 - Arrange lunch and dinner for MS clinicians and accompanists
 - Prepare school packets for distribution
 - Emcee the Region Concert
- B. Chair/Coordinator-Elect shall -
 - A. The Chair/Coordinator-Elect is to work closely as possible with the MS Chair/Coordinator to assume whatever duties the Chair requests.
 - B. The Chair/Coordinator-Elect will preside over Region meetings, if the Chair/Coordinator is not present.
 - C. Arrange for additional instrumentalists for the Region Concert
 - D. The Chair/Coordinator-Elect will perform other duties as needed
- C. Secretary shall -
 - A. Take minutes of all meetings.
 - B. Take attendance at all meetings.
 - C. E-mail a copy of the typed minutes to the MS/JH Region Chair/Coordinator within one week of each meeting.

- D. Keep and maintain a directory of directors' information.
- E. E-mail a copy of the current minutes to all participating directors two weeks prior to the next meeting.
- F. Have the past minutes available at each meeting.
- G. Check TMEA numbers of all visiting judges to ensure that they are current TMEA active members.
- H. Arrange for the printing of the All-Region Concert program.
- I. Arrange for professional recording of the All-Region Concert using a TMEA approved vendor.
- J. Arrange for selling All-Region Choir t-shirts and plaques using a TMEA approved vendor.

D. Treasurer shall -

- A. Present a budget for the upcoming year at the Spring Meeting
- B. Pay all MS/JH Vocal Division bills
- C. Prepare and present a financial statement for presentation at each Region meeting
- D. Prepare deposits for all monies pertaining to the MS/JH Vocal Division after receipt for the MS Chair/Coordinator
- E. Notify the MS Chair/Coordinator of any school owing fees to the MS Vocal Division
- F. Keep all Region monies in a non-interest bearing checking account
- G. Perform other duties as needed

E. Technology Specialist shall -

- A. Serve as webmaster for the MS region website
- B. Load digital audition cuts to the iPods/MP3 players
- C. Bring charged iPods/MP3 players to audition
- D. Serve as the tabulations chair during each audition
 - 1. Including, but not limited to:
 - a. Printing sign in sheets and name badges
 - b. Entering scores
 - c. Printing
 - d. Distributing results

IV. Honorariums

- A. MS/JH Region Chair/Coordinator - \$ 350, plus expenses
- B. MS/JH Region Chair/Coordinator Elect - \$ 250
- C. Secretary, Treasurer & Technology Specialist - \$ 175
- D. Region Clinicians - \$375, plus expenses
- E. Region Accompanists - \$200
- F. Audition Site Host - \$100, plus expenses
- G. Clinic/Concert Host - \$100
- H. Guest Judges - \$100, plus lunch

V. Duties of the Region Audition Host:

- A. Reserve the contest facilities
 - 1. Custodial fees will be paid by Region XXX if hosting school will not assume the expense.
- B. Assist in the registration of students upon their arrival.
- C. Provide and train the following personnel:
 - 1. Audio monitors (1 per audition room)
 - 2. Student guides (1 per room)

3. Adult Hall monitors (1 per hallway)
4. Student runners
5. Registration personnel
6. Adult caller

D. Provide the following materials and facilities:

1. Piano for warm up
2. Tables, desks and chairs in the judging, tabulation, registration and waiting rooms.
3. Floor length screens in the audition rooms.
4. Music stands in each audition room.
5. Signs for direction, room identification, etc.
6. Lunch area and arrangements for judges and workers.
7. Access to a copy machine for copying of final results.
8. Extension cords for audition rooms as needed.
9. Audio system for announcements and instructions.
10. Separate holding area if sight-reading is included as part of the audition.

E. Lead Judge Responsibilities:

1. Work the iPod/MP3 player that is provided by Region XXX.
2. Document the scores of all judges for each singer on official score keep sheet.
3. Bring a stapler for the judging room.

VI. Duties of Region Clinic/Concert Host

A. Clinic Arrangements:

1. Make lodging arrangements for clinicians, if needed
2. Secure all clinic facilities for the MS Region Choirs
 - a. Secure rehearsal and performance areas
 - b. Provide piano, risers, chairs, and music stands
3. Provide refreshments for clinicians, directors and accompanists
4. Provide restaurant and hotel information for participating students, directors, accompanists.

VII. Entry/Clinic Fees (Make all checks payable to TMEA, Region XXX Vocal Division)

A. Middle School:

1. A school participation fee of \$50 is to be submitted with the Region fees. This fee also includes one director packet of all the region music and a digital copy of the region audition tracks.
2. MS Region Audition Student Fee - \$8 per student

VIII. Audition Procedures

A. Audition Ranking Process

1. Voice parts Sop 1, Sop 2, Alto, Ten 1, Ten 2 and Bass.
2. Auditions are open to any student enrolled in the 7th and 8th grade who are actively involved in the school's choral program, unless the school does not have an active choral program. In this case entry will depend upon an active TMEA member sponsorship.
3. There is no sight-reading involved in the MS Region Audition.
4. MS audition cuts are to be sent to the MS directors no later than Wednesday afternoon prior to the day of the audition (Saturday).
5. Students are divided into random zones for each voice part as needed, at least 2 and sometimes more for certain voice parts.
6. Selection of the singers is divided equally between zones to equal 20 students per part in the treble ensembles and 26 students per in the tenor-bass ensembles.

7. Alternates who are called up to sing in the region choir will be awarded a patch.
8. The MS Choirs consists of 2 Treble and 1 Tenor-Bass Choir that combine to form a Mixed Choir.

IX. Director Absences

- A. Please refer to the HS policy outlined earlier in this document. It applies to all region members and contests.

X. Handbook Audition Forms

A. Middle School Forms

1. MS Entry Checklist [Paper Form]
2. MS Region Cuts Suggestions Form [Online]
3. MS Summary Sheet [Paper Form]
4. MS Certification Form [Paper Form]
5. MS Parent Volunteer Form [Paper Form]

MS/JH All-Region Choir Check List

TMEA Region XXX - Vocal

Audition:

Saturday – October 22, 2016

Fossil Ridge High School

Description	Deadline
1. Student Online Entries – www.tmea.org Print the online “Official Entry Page” (list of students) You may print off and have principal sign 2. Entry Fees – Student and School Participation Fees Make Checks Payable to: TMEA Region 30 MS Vocal Division 3. Student Certification Form 4. Mail off items # 1, 2 & 3 (listed above) – These MUST be postmarked by the official deadline. No exceptions. Mail to: Clinton Hardy 3550 Keller Hicks Road Fort Worth, TX 76244	October 8
Audition Summary Sheet – There is a printable copy of this form in our region handbook. Some school districts may require this sheet to process payment. Please submit this form online.	October 8
Special Audition Requests – To request an early or late (a.m./p.m.) audition time for a student, check the requirements in the handbook and if they qualify for an special audition time, submit this online.	October 8
Voice Part Change – If you need to change a student’s voice part, please do so online.	October 15
Cut Suggestions – If you’d like to suggest cuts for the audition, please submit those online.	October 15
Late entry fee – you only need to pay a late entry if you miss the original entry deadline.	October 15
DNA Notification Form – Submit this online	October 21 No later than noon

**Middle School Region Audition
SUMMARY SHEET
TMEA VOCAL DIVISION**

School: _____ City/Zip _____

Director: _____ TMEA ID # _____

Required:

Copy of your TMEA ID Card **OR** other
verification of current TMEA
Membership.

Number of Entries:

Soprano 1: _____

Tenor 1: _____

Soprano 2: _____

Tenor 2: _____

Alto: _____

Bass: _____

Total number of student entries _____ @ \$8.00 = \$ _____

School Participation fee = \$ \$50.00

Total fees = \$ _____

PO/PA/Check # _____

Postmark Deadline: Saturday, October 8, 2016

Make Checks Payable to:

TMEA Region 30 MS Vocal Division

**Student Certification of Information Received
2016 MS Region Audition/Region Clinic & Concert**

School Name: _____

Director's Signature: _____

Each student auditioning must verify that:

I have read the TMEA Region XXX Policies for Attendance and agree to abide by the rules set forth by TMEA and Region XXX. By signing this, I am committing to participate in the rest of the activities on the following dates:

All-Region Choir Audition – October 22, 2016 @ Fossil Ridge HS

All-Region Clinic/Concert – November 5, 2016 @ Chisholm Trail HS

<u>Student Name (print)</u>	<u>Student Signature</u>	<u>Voice Part</u>
1.		
2.		
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Parent Volunteer Information

Please Print Clearly

School: _____

Director: _____

Audition Date: _____

Number of entries	Parent Names	Voice Part Of Their Child	Cell Phone
1-10	1.		
11-20	2.		
21-30	3.		
31-40	4.		
41-50	5.		
51-60	6.		
61-up	7.		