

2014-2015 Region 22 Band Division Audition Policies and Procedures

(New or Updated items are Highlighted)

Elected Positions

****The positions listed below will be elected during the Band Division Meeting at the Spring Region Meeting. These are two year terms and elections are held in the years ending with 2, 4, 6, 8, and 0.**

Band Division Chair-

Responsibilities: This person is responsible for overseeing all TMEA Region 22 Band auditions and clinic/concerts. This person will also maintain the TMEA Region 22 Band Division bank account and handle all financial transactions for the Band Division.

Stipend: There is no stipend for this position. However, Region 22 Band will pay for travel expenses for the Region Band Chair to attend the annual Texas Bandmasters Association Clinic/Convention in order to represent Region 22 Band at all TMEA related activities (Receipts are required). Also, Region 22 Band will reimburse the Region Band Chair for any "out of pocket" expenses related to the operation of Region 22 Band events (Receipts are required). *All of the above will only apply if funds in the Region 22 Band bank account are available.*

Middle School Band Coordinator-

Responsibilities: This person will help the Band Division Chair in organizing the auditions and clinic/concert for Middle School All Region Jazz and Middle School All Region Band.

Stipend: The recommended annual stipend for this position is \$ 200.00. Also, Region 22 Band will reimburse the Middle School Band Coordinator for any "out of pocket" expenses related to the operation of Region 22 Middle School Band events (Receipts are required). *All of the above will only apply if funds in the Region 22 Band bank account are available.*

Assistant Middle School Band Coordinator-

Responsibilities: This person will assist the Middle School Band Coordinator in helping the Band Division Chair organize the auditions and clinic/concert for Middle School All Region Jazz and Middle School All Region Band.

Stipend: The recommended annual stipend for this position is \$ 200.00. Also, Region 22 Band will reimburse the Assistant Middle School Band Coordinator for any "out of pocket" expenses related to the operation of Region 22 Middle School Band events (Receipts are required). *All of the above will only apply if funds in the Region 22 Band bank account are available.*

Jazz Chair-

Responsibilities- This person will assist the Band Division chair in organizing the auditions and clinic/concert for Middle School All Region Jazz and High School All Region Jazz.

Stipend: The recommended annual stipend for this position is \$ 200.00. Also, Region 22 Band will reimburse the Jazz Chair for any “out of pocket” expenses related to the operation of Region 22 Middle School and High School All Region Jazz events. (Receipts are required). *All of the above will only apply if funds in the Region 22 Band bank account are available.*

Director/Active Member Responsibilities

- All directors assigned to a school must attend auditions where students from that school are entered. This will help us insure complete and consistent panels.
- If a director or Active Member/sponsor fails to attend on the day of the audition for which they have entered students, or fails to send a qualified proxy, that member will be subject to the TMEA Grievance Policy.

Region 22- All Region Band Instrumentation

<u>High School:</u>	<u>Honor Band</u>	<u>Symphonic Band</u>	<u>9th Grade Band</u>
Piccolo	1	2	1
Flute	10	10	8
Oboe	2	2	2
Bassoon	2	3	2
Eb Clarinet	1	1	0
Clarinet	12	16	12
Alto Clarinet	1	1	0
Bass Clarinet	3	3	3
Contra Bass Clarinet	1	1	0
Alto Sax	2	4	4
Tenor Sax	1	2	2
Baritone Sax	1	1	1
Trumpet	9	9	9
Horn	8	8	8
Trombone	6	6	6
Bass Trombone	1	2	1
Euphonium	4	4	4
Tuba	3	4	4
Percussion	7	7	6

<u>Middle School:</u>	<u>Symphonic Band</u>	<u>Concert Band</u>
Flute	12	12
Oboe	2	2
Bassoon	2	2
Clarinet	18	18
Bass Clarinet	6	6
Alto Sax	4	4
Tenor Sax	2	2
Bari Sax	1	1
Trumpet	12	12
Horn	10	10
Trombone	10	10
Baritone	5	5
Tuba	6	6
Percussion	7	7

Region 22- All Region Jazz Band Instrumentation

<u>Middle School:</u>	<u>Jazz One</u>	<u>Jazz Two</u>
Alto Sax	2	2
Tenor Sax	2	2
Bari Sax	1	1
Trombone	5	5
Trumpet	5	5
Drums	2	2
Guitar	1	1
Bass Guitar	1	1
Piano	1	1

<u>High School:</u>	<u>Jazz One</u>	<u>Jazz Two</u>
Alto Sax	2	2
Tenor Sax	2	2
Bari Sax	1	1
Trombone	3	4
Bass Trombone	2	1
Trumpet	5	5
Drums	2	2
Guitar	1	1
Bass Guitar	1	1
Piano	1	1

Audition Entry Procedures

- All entries will be done on line using the TMEA Audition Entry Process (State Mandated).
- **REMINDER:** High School Orchestra Wind and Percussion entries will be handled by the Band Division. The entry window will be the same as for High School Region Band. Entry fees are \$10 and will be paid to TMEA Region 22 Band. This needs to be paid as a separate check from the High School Region Band entries in order to help facilitate accounting procedures. **The High School Band Director will now be responsible for entering their wind and percussion students via the TMEA Audition Entry Process, NOT the High School Orchestra Director. Those Wind and Percussion students making the All Region Symphony Orchestra are subject to Region 22 Orchestra Division membership guidelines.**
- Entry fee is \$10 per student per audition. The only exception is for those 9th grade students who enter BOTH high school AND 9th grade Region Band audition. In this situation, only one \$10 fee is required.
- **Online entry for ALL auditions will be open starting on Monday August 25.**
- Entry deadline will be 14 days prior to the audition date(State Mandated).
- A confirmation of your entries will be sent to you via email from the Auditions Coordinator. 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 7 days prior to the contest will result in an additional 100% student late fee (State Mandated).
- Late Entry deadline will be 7 days prior to the audition date. All late entries are an additional \$10 per late entry (State Mandated).
- Entry Fee deadline will be the same day as the LATE entry deadline (7 days prior to the audition date.) Fees to enter students must be paid by check and into the hands of the Band Division Chair before midnight on the Entry Fee deadline day. Checks are to be made out to TMEA REGION 22 BAND. **High School Directors- Please have a separate check for your High School Orchestra Wind and Percussion entries made out to TMEA Region 22 Band.**
- Prior to the entry deadline, an email, from the Band Division Chair and/or the Middle School Coordinator, will be sent to each director. This email will explain the Region Band audition process, audition dates, entry fees per person, entry deadlines and penalties, and the director's responsibility to the process and to their students.
- If a director or Active Member/sponsor fails to attend on the day of the audition for which they have entered students, or fails to send a qualified proxy, that member will be subject to the TMEA Grievance Policy.
- Once entry fees have been paid, there will be **no** refunds or substitutions.
- 5 (five)-days prior to the audition, the Audition Coordinator will send, via email, a schedule and list of students. Please inform the Audition Coordinator directly concerning students that will not be attending the audition. Prior knowledge of these students allows the Audition Coordinator the chance to set up the most time effective audition possible. We are fully aware that some students will choose not to show up on the audition date.

Audition Personnel

- The Band Division Chair, Jazz Chair, Middle School Coordinator and/or the Audition Coordinator will ask and assign people to serve as Judge Panel Chair.
- It is the responsibility of the Judge Panel Chair to secure the correct number of judges AND an adult to serve as the inside monitor for that room. The judges selected should be band directors, but private teachers and university students may be used. The room monitor can be a band director, private teacher, university student or a responsible band parent. Anyone else willing to help should be cleared with the Band Division Chairman.
- Audition Host
 - Responsibilities- The Audition Host will secure the correct number of rooms and students to act as helpers and outside room monitors. The Audition Host will also arrange for food and drinks for the judges.
 - Stipend- The recommended annual stipend for this position is \$ 200.00. Also, Region 22 Band will reimburse the Audition Host for any “out of pocket” expenses related to the operation of Region 22 Band auditions (Receipts are required). *All of the above will only apply if funds in the Region 22 Band bank account are available.*
- Audition Coordinator
 - Responsibilities- The Audition Coordinator will be responsible for scheduling Region 22 Band auditions via the TMEA online entry system. The Audition Coordinator will also manage the tabulation of all Region 22 Band auditions and coordinate all results and certification with the Band Division Chair.
 - Stipend- The recommended annual stipend for this position is \$ 200.00. Also, Region 22 Band will reimburse the Audition Coordinator for any “out of pocket” expenses related to the operation of Region 22 Band auditions (Receipts are required). *All of the above will only apply if funds in the Region 22 Band bank account are available.*

Audition Procedures

General Guidelines

- All directors and students participating in TMEA auditions must follow all TMEA policies including :
 - **The 2014- 2015 Region 22 Band Division Audition Policies and Procedures**
 - **The TMEA Band Division Audition Procedures and Guidelines Appendix***Both of the above documents are available on www.tmearegion22.com and also listed through the director's contest campus page in the TMEA contest entry page on www.tmea.org*
- Any violation of TMEA audition policies may result in student disqualification through the TMEA Appeals Process.
- No student may audition on more than one instrument.
- All directors assigned to a school must attend auditions where students from that school are entered. This will help us insure complete and consistent panels.
- Students enrolled in the 6th, 7th and 8th grades may audition for any and all Region 22 Middle School Region Bands.
- Students enrolled in the 9th, 10th, 11th and 12th grades may audition for placement in the Jazz, Symphonic, and Honor Region Bands.

- Students enrolled in the 9th grade may also audition for placement in the 9th Grade Region Band. If any 9th grade student makes either the Symphonic or Honor Band, they will not be allowed to audition for the 9th Grade Region Band. The 9th Grade Region Band Audition will always happen after the audition for the Symphonic and Honor Region Bands.
- It is the responsibility of the director to certify that their students meet all TMEA Eligibility Requirements and are also academically eligible for any and all Region Band auditions and concerts.
- It is also the responsibility of the director to inform the All Region Band Organizer and/or Audition Coordinator if any of their students will not be participating in an audition or clinic/concert. **Please inform them of no-shows for an audition 7 days prior to that audition.**
- No refunds will be given for a student that does not show for an audition.
- No other student can be used to replace or substitute a no show student at an audition.
- All judging panels will consist of five judges and one monitor. Only in extreme cases where the audition is NOT part of the All State process (e.g. Middle School Region Bands, 9th Grade Region Band) will different numbered panels be used. This will be at the Band Division Chairman's discretion. Anything less than a 5-member panel requires a Variance Request from the Executive Board, which must be submitted before August 1. If a 3 person panel is used, THOSE JUDGES CANNOT JUDGE ANY OF THEIR OWN STUDENTS.
- **High School Auditions:**
 - When Phase 1 and Phase 2 processes are utilized, the judging panels will be the same. The Band Division Chair, Audition Coordinator, and the Judging Panel Chair will make the determination whether Phase 1 and Phase 2 is needed based on the number of entries for that particular instrument.
 - **ANY STUDENT NOT ATTENDING PHASE TWO WILL BE DISQUALIFIED FROM THE AUDITION.**
 - **ADVANCING TO PHASE 2 DOES NOT GUARANTEE MEMBERSHIP IN THE ALL REGION BAND. THERE ARE MORE STUDENTS ADVANCING TO PHASE 2 THAN AVAILABLE REGION BAND CHAIRS.**
 - Audition Music for all Region 22 High School Bands will be selected from the TMEA All State music. The TMEA magazine, The Southwestern Musician, is the official publication for the All State Music. The TMEA website (www.tmea.org) will have updated errata for each etude.
 - **It is the responsibility of each director to notify the Region Band Chair of any students with special needs PRIOR to the audition date.**
- **Middle School Auditions(PROCESS SAME AS 2013-2014, PHASE ONE SITE IS BEL AIR HS)**

Every instrument will have two phases for the audition. Each Phase will occur on a separate day. The audition set to be used will be drawn randomly at the Fall Region Meeting.

- **PHASE 1-** Phase 1 will take place on **Saturday November 8 at Bel Air HS** and will consist of two etudes. On the audition set listing, one of the three etudes for the winds has been marked (**) to be eliminated leaving the other two etudes for Phase 1. For Percussion, the Timpani etude will be eliminated leaving the Snare and Mallet Etudes for Phase 1.
 - Students will be scheduled randomly and grouped into hours throughout the morning/afternoon. Once their hour has completed the audition, they will be done for the day.
 - Each hour of students will audition in Round Robin format. Round 1 will begin with letter A and proceed alphabetically to the end.
 - Round 2 will begin ½ of the way down the alphabet and proceed alphabetically to the end and then back to the top moving down to the ½ mark.
 - Every student will be scored and ranked in Phase 1. Each etude will be scored with a possible 100 points per etude. Maximum total possible would be 200 in Phase 1. Phase 1 results will be posted after the last hour for that instrument has completed the audition and tabulation has been completed. **THESE RESULTS ARE ONLY FOR PHASE 1 AND ARE SIMPLY MEANT TO DETERMINE THOSE ADVANCING TO PHASE 2. FINAL CHAIR PLACEMENT AND/OR MEMBERSHIP IN THE MIDDLE SCHOOL REGION BAND WILL BE DETERMINED IN THE PHASE 2 AUDITION.**
 - **ADVANCING TO PHASE 2 DOES NOT GUARANTEE MEMBERSHIP IN THE ALL REGION BAND. THERE ARE MORE STUDENTS ADVANCING TO PHASE 2 THAN AVAILABLE REGION BAND CHAIRS.**

- **PHASE 2-** Technical Etude (Winds) /Keyboard Etude(Percussion) and Sight Reading
 - Phase 2 will take place on **MONDAY November 10 at Wiggs MS.**
 - Students advancing to Phase 2 will be randomly assigned a NEW audition letter.
 - Phase 2 will consist of two rounds. Round 1 will be an excerpt taken from the technical etude for the Winds and the Keyboard etude for the percussion. This excerpt will consist of 8 – 12 measures of the most challenging section of the etude. This cut will be made by the judging panel just prior to the beginning of the Phase 2 audition.
 - All students will begin Round 1 together and will audition in Round Robin format. Round 1 will begin with letter A and proceed alphabetically to the end.
 - Round 2 (Sight Reading) will begin ½ of the way down the alphabet and proceed alphabetically to the end and then back to the top moving down to the ½ mark.
 - For the Sight Reading, the students will remain in the same room they just auditioned in for Round 1. This room will now be designated the “Holding Room”. The judges will move to a separate room for the sight reading audition. There will now be a monitor in both rooms. **The monitor for Round 1 will move with the judges and be the monitor in the Sight Reading Audition Room.**

Students will follow the same guidelines for audition room etiquette (sitting quietly, general warm-up every five students, “on deck” chair close to door to help expedite the transition time between students). There will also be a monitor in the hallway between the waiting and audition rooms. This monitor will make sure the student that just sight read exits and then this monitor will get the next student from the Holding Room. This will avoid any students having contact with other students that have not yet sight read.

- Once a student has completed Round 2 (Sight Reading) they will **not** return to the Holding Room and are expected to exit the audition area.
- As the student enters the sight reading audition room, the monitor for this room will direct them through the following procedure:
 - Once seated, the monitor will say “This is Letter A. You will now have 30 seconds to silently study and finger along through the sight reading music.” The monitor then turns over the music and starts the stopwatch. (Region 22 Band will purchase a set of exactly the same stopwatches for this purpose. This will avoid anyone using cell phones, ipads, etc...). At the conclusion of the 30 second study period, the monitor will say “STOP. Here is your starting pitch.” The monitor sets the McAdams on the starting pitch. “You may now play your starting pitch.” The monitor will indicate that the student is on the correct starting pitch. The monitor is allowed to give direction to the student in order to help them establish the first note.
 - The monitor will then reset the McAdams metronome on 80 b.p.m. with no accent or subdivision turned on. The monitor will then say “Letter A will now perform.” The monitor starts the metronome. The student will get 4 clicks, then the monitor says “One, Two, Three, Four”. The student will then be expected to begin the sight reading etude. The metronome will stay on until the student finishes the etude, or stops playing and indicates that they are finished. The monitor will then say “That was letter A.” The student exits the Sight Reading room and the process starts over with the next student.
- Each Round in Phase 2 will be scored with a possible 100 points per Round:
 - Round 1 (Technical Etude/Keyboard Etude excerpt)- 100
 - Round 2 (Sight Reading)- 100
 - **Total Possible Score-** **200**
- Following the conclusion of the Round 2 (Sight Reading), scores will be tabulated and **FINAL REGION BAND MEMBERSHIP AND CHAIR PLACEMENT WILL BE POSTED.**
- **IMPORTANT- A STUDENT ADVANCING TO PHASE 2 ARRIVING LATE WILL BE ALLOWED TO AUDITION AS A LONG AS ROUND 1 IS STILL IN PROGRESS AND ROUND 2 (SIGHT READING) HAS NOT BEGUN. IF ROUND 1 HAS BEEN COMPLETED AND ROUND 2 (SIGHT READING) HAS BEGUN, ANY STUDENTS ARRIVING LATE WILL NOT BE ALLOWED TO AUDITION AND THAT STUDENT WILL BE DISQUALIFIED. THIS IS TO PROTECT THE INTEGRITY OF THE SIGHT READING PORTION OF THE AUDITION.**

- **ANY STUDENT NOT ATTENDING PHASE TWO WILL BE DISQUALIFIED FROM THE AUDITION.**

- The number advancing to Phase 2 is the number of available region band chairs plus a minimum of 4 **OR** 125%...whichever is the larger amount:
 - Flute 24 x 1.25%=30
 - Oboe 4 + 4=8 (125% would have only been 5)
 - Bb Clarinet 36 x 1.25%=45
 - Bass Clarinet 12 + 4=16 (125% would have only been 15)
 - Bassoon 4 + 4=8 (125% would have only been 5)
 - Alto Sax 8 + 4=12 (125% would have only been 10)
 - Tenor Sax 4 + 4=8 (125% would have only been 5)
 - Bari Sax 2 + 4=6 (125% would have only been 3)
 - Trumpet 24 x 1.25%=30
 - Horn 20 x 1.25%=25
 - Trombone 20 x 1.25%=25
 - Euphonium 10 + 4=14 (125% would have only been 13)
 - Tuba 12 + 4= 16 (125% would have only been 15)
 - Percussion 14 + 4=18

- Judging Panels for Phase 1 and Phase 2 will consist of five judges. These panels do NOT necessarily need to be the same since the students advancing to Phase 2 will have new audition letters.

- The Sight Reading etudes will be written by Marty Nelson, Former Band Director at Arbor Creek Middle School in the Lewisville ISD. For the winds, the etude will consist of 8 measures in 4/4 time. **For the percussion, the format will be 4 measures of xylophone, 2 measures rest, 2 measures of snare drum, 2 measures rest, and then 2 measures of timpani (two drums already pre-tuned: Monitor will double check timpani pitches before each student begins the process)—all in 4/4 time. There will be a copy of the Sight Reading music on each music stand for each percussion instrument used.**

- The criteria used in writing the etudes will be taken from the UIL Level 3 Sight Reading criteria.

- Mr. Nelson will send the etudes to the Region Band Chair only. The Region Band Chair will not make these available to anyone until the day of the Middle School Region Audition. New etudes will be written each year.

- Sight Reading music will be available in either standard 8.5 x 11 or the enlarged 11 x 17 version. The Monitor will ask each student which size they want to use for their audition.

- ***It is the responsibility of each director to notify the Region Band Chair of any students with special needs PRIOR to the audition date.***

Region Band Clinic/Concerts Stipends and Honorariums

- **Region Band Clinicians-** **\$800 plus travel expenses**
- **Region Band Organizer-** **\$200***
- **Region Band Percussion Organizer-** **\$100***

*For Region Band Organizers- Region 22 Band will reimburse the Organizers for any “out of pocket” expenses related to the operation of All Region Band events. (Receipts are required).
Stipends for Organizers will only apply if funds in the Region 22 Band bank account are available.

Region 22 All Region Band Rehearsal Attendance Guidelines

Once a student has earned a position in one of the Region 22 All Region Bands (All Region Middle School Bands, All Region High School Bands, All Region Middle School Jazz Bands, All Region High School Jazz Bands) it is required of that student to attend every and all announced and scheduled rehearsals. The rehearsals are announced and scheduled prior to the audition date for the respective bands. Region 22 does understand that there may be unavoidable conflicts, such as a school basketball game or SAT test. If the Band organizer or Region Band Chairman has been given notification by a student or the student’s band director that they have a conflict of this nature, then arrangements can be made. It is in the best interest of the student if they inform us prior to the event.

Students who knowingly miss a rehearsal, without notifying their director, the Band Organizer or the Region Band Chairman risk losing their position or chair in the band or placement in the band altogether. Again, it is the Region’s position to work with each student. But if they do not inform the leadership about missing rehearsals, they put us and themselves in a very difficult position. It is not fair to those who are in attendance at all rehearsals. Everyone has to make adjustments to their schedules in order for these organizations to be successful. Please keep this in mind: Region 22 has a very good reputation around the state because of the quality of our students, their behavior, their rehearsal etiquette and especially their playing ability. We certainly want to maintain that reputation by making sure our students are all in attendance.