
Texas Music Educators Association
Region IX - Band Division



High School
Band Division

REGION IX BAND

Policies and Procedures

2020-2021

Region Band Chairman

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*Directors are encouraged to become familiar with this handbook.
It is a detailed guide to the procedures governing the operations of the
Region IX Band Division's activities.*

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Elected Positions

Region Band Chairman

1. Preside over Fall and Spring Band Division Meetings
2. Attend Region Band Chairs Business Meetings at TBA and TMEA
3. Disseminate information received from the TMEA State Band Chair
4. Complete paperwork required by the TMEA State Office
 - a. Region band handbook
 - b. January and July financial reports (As per the TMEA State Office, each division having a bank account must file the Region Financial Report twice a year. This report is submitted via the TMEA website under the Region Band Chair Resources section.)
5. Contact, hire, and create contracts for region band clinicians
6. Purchase district and region patches
7. Distribute Region, Area, and State Audition Procedures and Guidelines
8. Set up region auditions as per instructions from the TMEA State Band Chair
9. Secure necessary personnel for each audition and clinic (judge coordinators, organizers, hosts, etc.)
10. Create contests for online audition entry
11. Facilitate online audition entry process
12. Secure accommodations for clinicians
13. Plan to utilize region grant money
14. Facilitate auditions
 - a. Preside over judges' and monitors' meetings
 - b. Pay expenses
 - c. Complete required paperwork for certifications
 - d. Communicate with region members
 - e. Fulfill area judge requirements
15. Facilitate clinic/concerts
 - a. Create concert programs
 - b. Assist hosts as needed
 - c. Accommodate clinicians
 - d. Oversee concert details
16. Facilitate online TMEA Honor Band entry
17. Contact, hire, and create contracts for honor band judges
18. Secure necessary personnel for honor band judging
19. Coordinate honor band judging
20. Submit Variance/Waiver requests to the TMEA State Office
21. Prepare and distribute agendas for the fall and spring meetings
22. Resolve problems and disputes relative to any TMEA activity
23. Maintain responsibility for the Region IX Band Division's funds, bank account, and financial records
24. Work with the Region Band Treasurer on all financial aspects
25. Be on site of all TMEA region activities
26. Maintain a region directory
27. The Region Band Chairman shall serve for a period of two academic years

Region Band Secretary

1. Take minutes of meeting and distribute those minutes to directors
2. Assist in running Fall and Spring Band Division meetings as needed
3. Assist in distributing Region, Area, and State Audition Policies and Procedures
4. Assist in collecting information from Directors
5. Assist the Region Band Chair as needed

Region Band Treasurer

1. Maintain the Region's bank account and financial records
2. Pay all TMEA Region related bills
3. Present a financial report at Fall and Spring Band Division meetings
4. Assist in running Fall and Spring Band Division meetings as needed
5. Assist the Region Band Chair as needed

Region Jazz Coordinator

1. Contact and Hire Clinicians
2. Communicate with directors about all jazz events
3. Secure jazz audition judging panels
4. Facilitate audition (along with the Region Band Chair)
5. Act as Band Organizer for the Region Jazz Band
6. Assist audition and clinic/concert hosts as needed
7. Accommodate Clinicians
8. Oversee Concert Details

Stipends for Elected Officers

Region IX does not pay stipends or honorariums to elected region officers or coordinators.

Director / Active Member Sponsor Responsibilities

Audition Process

1. Arrive at the site in a timely fashion (students and directors) so the event can begin on time and have sufficient chaperones with students in the audition site waiting/warm-up area.
2. Directors should screen their students' preparation on their audition material prior to the auditions.
3. Directors should make sure that their students thoroughly understand all aspects of the audition process and rules, including the requirements for scale performance.
4. Remind students to check the waiting area for updated room assignments when they arrive at the audition site. Advise students to not leave the site until the audition is complete.
5. Directors must abide by state and region entry procedures and guidelines.
6. Notify the Region Band Chair/Computer Operator of any DNA's as soon as possible.
7. Be prompt in turning in all entries. Be aware of and comply with all deadlines.
8. **Be sure that TMEA membership is current at the start of the school year. The State Office will not process "last-minute" membership applications. The region chair will accept an e-mail reply from TMEA of online registration.**

Clinics and Concerts

1. Attend the clinic/concert with your students for adequate supervision.
2. Arrive at the site in a timely fashion (students and directors) so the event can begin on time and have sufficient chaperones with students.
3. In the event that a student is unable to participate in any part of the clinic and concert process, the student's band director is to contact the Region Chairman (Orchestra Chairman for orchestra activities) as soon as possible before the clinic. The student's director is then responsible for making sure the music folder arrives at the first rehearsal and is given to the appropriate student. See the Audition Contract for more detailed information.
4. Check roll for your own students at each clinic segment and immediately call students who are missing to find out their status.

Attendance Policy

All directors from each school who enter students, regardless of the number of participating students for the audition, are to be available for all phases of each audition, on all days. Failure to fulfill a judging responsibility, once assigned and confirmed, will result in the director being assessed the current region judging fee and a grievance against them filed with TMEA. **In case of emergency, inform the Region Chairman and Judging Coordinator immediately.**

Proxy Policy

Should a director who has students entered in the audition find it necessary to be absent from the audition for a reason that cannot be avoided, then that director is responsible for securing a proxy with appropriate musical skills to replace them. Said director is financially responsible for paying the proxy the current judging fee for each service.

Student Attendance

1. Student candidates must agree to attend all rehearsals of the Region Bands or Orchestra if selected. A student's place in the ensemble will be forfeited if the student fails to attend all rehearsals and the performance. (Any deviations from this policy are to be considered by the Region Chairman, Ensemble Organizer, the student involved, and their director.) See Region IX Audition Contracts.
2. Students who have not completed the rehearsal/performance obligations of their respective groups (Region, All-State, etc.) will not be eligible for an official participation patch or other award and risk being removed through the Appeals Process from further participation in the All-State process.

Instrumentation of the Region Ensembles

	6A District Patch	6A Symphonic Winds	6A Wind Symphony	6A Wind Ensemble	6A Area	5A District Patch	5A Symphonic Band	5A Area	9 th Grade Band
Piccolo	1	1	1	1	1	1	1	1	1
Flute	8	9	9	7	4	4	8	4	9
Oboe	2	2	2	2	2	1	3	2	3
English Horn	1	1	1	1	1	1	1	1	0
Bassoon	4	4	4	2	3	1	3	2	4
Eb Clarinet	1	1	1	1	1	1	1	1	0
Bb Clarinet	8	12	12	9	9	6	12	6	12
Bass Clarinet	2	2	2	2	2	1	4	2	3
Contra Bass Clarinet	1	1	1	1	1	1	1	1	0
Alto Saxophone	2	5	5	2	2	2	5	2	4
Tenor Saxophone	1	2	2	1	2	1	2	1	2
Bari Saxophone	1	2	2	1	2	1	2	1	1
Cornet/Trumpet	6	8	8	8	7	5	9	5	8
French Horn	6	8	8	6	5	4	8	4	8
Tenor Trombone	4	6	6	4	4	3	6	3	6
Bass Trombone	1	2	2	2	1	1	2	2	2
Baritone	2	3	3	3	2	2	5	2	3
Tuba	3	4	4	3	3	3	6	2	3
Percussion	6	7	7	7	4	4	8	2	7
Total per band	60	81	81	62	57	43	86	44	75

	Jazz Band A	Jazz Band B
Alto Saxophone	2	2
Tenor Saxophone	2	2
Bari Saxophone	1	1
Trumpet	5	5
Tenor Trombone	3	3
Bass Trombone	2	2
Piano	1	1
Rhythm Guitar	1	1
Bass Guitar	1	1
Drum Set/Percussion	2	2

Total per band	20	20
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	Philharmonic Orchestra	Symphony Orchestra	6A Area
Piccolo	1	1	1
Flute	4	2	2
Oboe	2	2	2
English Horn	As needed	As needed	0
Bassoon	4	2	2
Bb Clarinet	4	2	2
Bass Clarinet	As needed	As needed	0
Cornet/Trumpet	6	3	3
French Horn	8	4	3
Tenor Trombone	4	2	2
Bass Trombone	2	1	1
Tuba	2	1	1
Percussion	5	5	2
Total per orchestra	42	25	21

Region Band Auditions

Entry procedures and rules

1. Be specific regarding the instrument (i.e. Tenor or Bass Trombone).
2. Complete the Auditions Entry Process online at www.tmea.org. A copy of the director's current TMEA membership card will be printed on the Audition Process Entry Sheet. Directors must sign and date the Directors Statement of Responsibility.
3. Fees (a check or a school purchase order) are to be included with the entry forms. Checks are to be made payable to TMEA Region IX Band. The school name must be indicated on the check. (Please do not send cash. Personal checks are accepted for late fees and may be held until a school check can be acquired.) Entry forms and checks must be postmarked by midnight on the deadline date.
4. Mail entries to Andy Easton 12618 Hobbs Terrace Drive Tomball, TX 77377
5. Each student who enters the audition must have the Region IX Audition Contract on file with the Region Chairman prior to the first audition. These forms can be mailed with the entry or hand delivered to the Region Chairman at the audition site before the audition begins. This form contains the student Region Band attendance policy for Region IX and can be found in the appendix of this handbook.
6. Students will enter on one instrument only with the following exceptions:
 - a. The following instruments may enter the audition on two different instruments: English Horn and Oboe, Piccolo and Flute, Eb and Bb Soprano Clarinet, Alto and Bass Clarinet or Contra and Bass Clarinet. The auxiliary instrument will audition first and the students that get those chairs must accept that seat. Those that do not get a chair may audition for the primary instrument in the succeeding audition.
7. Be certain to enter the proper contest – 5A or 6A. 5A students who are going 6A must be entered in the 6A audition and not in the 5A contest.
8. Area fees are \$7 for band and \$10 for jazz band. The Area Band fee will be collected by the band director and turned in at checkout from the region audition. The Area Jazz fee will be collected at the Area Jazz taping session. If your school pays this fee, a check will be expected as soon as possible after the audition. An Area Band Fee Invoice can be supplied upon request.
9. The All-State fee is \$20 and will be paid by the students at Area Auditions.

Entry deadlines

1. Entries must be completed online by the date announced at the Fall Region Meeting. Send entry fees and hardcopies of entry form by US mail to the Region Chairman. A confirmation of your entry will be sent to each school by email prior to the final change deadline to be carefully checked for accuracy.
2. The Region IX Band Division will adhere to all TMEA Audition Policies and Procedures, including those pertaining to late fees.
3. There are no limitations on how many students a school may enter.
4. All students entered in any level of the audition process, and all students who participate in an ensemble, must meet all TEA and UIL academic eligibility requirements for every rehearsal and event. (Eligibility guidelines are detailed in the UIL/TEA publication "Side By Side". This can be obtained from the UIL state office and can also be found on the UIL website.)

Entry Fees

Entry fees will be reviewed and determined at the fall meeting. Current entry fees are:

Jazz - \$15 per student and \$100 per school

Band - \$15 per student and \$100 per school

Freshman Band - \$15 per student and \$100 per school

Audition Procedures

Audition Personnel

1. Region Band Chairman
2. Site Hosts
3. Participating Band Directors
4. Judging Coordinator(s)
5. Computer Operator(s)
6. Band Organizers
7. Band Percussion Organizer
8. Monitors, concession stand workers

General Information

1. Every judging panel shall adhere to TMEA eligibility requirements (5-member panels). Region IX will pay private instructors, retired teachers, and teachers from outside of Region IX to assist with the judging of region auditions as per region policies.
2. Any audition that is involved in the selection (or elimination) of students for the All-State Band must include excerpts from each of the state-prescribed etudes.
3. The Region Band Chair shall submit to the State Band Chair a Form 13 (recommended list of judges for the State Auditions) no later than September 1st.
4. The Region Chair may exclude visitors and spectators from the halls adjacent to the audition rooms to maintain privacy and control the noise level.
5. Region IX will select three 6A Region Bands, one 5A Region Band, one Jazz Band, and one Freshman Region Band by audition.
6. Any 5A, 4A, 3A, 2A or 1A band student wishing to audition on the 6A Track must have the appropriate 6A Declaration Form on file with the TMEA Office in Austin no later than December 15. If a 5A, 4A, 3A, 2A, or 1A student enters the orchestra contest and wants to be considered for All-State by selecting Region and All-State, they are selecting the 6A track and are prohibited from advancing to the 5A Area Band Audition. Once a student enters the 6A track, they must remain there. All-State orchestra is the 6A track. If they do not want to be considered for All-State or do not want to be on the 6A track then they should select Region Only for the Orchestra Audition.
7. All directors must accompany their students to all TMEA events. The Region IX Proxy Policy: Should it become necessary for a director to be absent, the Region Band Chair must be notified and the director must secure a proxy to accompany their students. The proxy that accompanies the students must be a music educator who is qualified to judge in the assigned capacity and carry out the duties of the band director they are to replace. The Region will not be responsible for paying proxies for judging.
8. A Region IX middle school director may volunteer their time to judge at as many high school region events as they wish. No stipend will be paid to any director in Region IX for judging a contest in Region IX. All high school directors at a given school will judge at each audition in which they have students entered.
9. Policy for Changing Judging Commitments: Directors who do not follow through with their judging assignments, once they are set and confirmed will have their school assessed the judge fee and a grievance filed against them with TMEA. (Said directors will decide where the money is to be paid from – i.e. budget, activity account, boosters etc.) Emergencies will be dealt with individually. This policy refers to those who commit to a judging assignment, confirm, and acknowledge the assignment and then fail to show up for the audition. Miscommunication between the director and the proxy that results in a “no show” by the proxy will result in assessing the judge fee and a grievance filed with TMEA. Directors who refuse to judge will have a grievance filed on them with TMEA.
10. At the discretion of the Region Band Chair, full audition results, including judge ordinals and scores,

may be made available to band directors in the contest office. This information is for participating band directors only (not private lesson teachers, hired judges, students, parents, or anyone else). No one, including band directors, may take pictures of these sheets for any reason.

Duties of the Region Band Chairman

1. At the region meetings prior to the auditions, make the following arrangements.
 - a. Fill auditions process personnel positions (as listed above)
 - b. Secure sites and hosts for auditions, sectionals, and clinic/concerts
2. Make all region band audition information (including rules, scale requirements, and other pertinent information) available at least 45 days prior to the first region band audition. Information may be hard copy or online.
3. Place the order for Region and District patches.
4. Pay for concert music as needed.
5. Receive and check entries and fees. Coordinate with computer operator(s) as soon as possible.
6. Determine, based on entry numbers, the number of panels needed for each instrument and instruments that will require multiple rooms. Contact the site hosts, judging coordinators, and computer operator(s) with the number of panels per instrument. (This information is needed to determine the number of rooms required for the auditions.) Every attempt should be made to limit rooms to 40 students auditioning.
7. Prepare judging packets to include the following.
 - a. Five copies of the audition music with judging expectations.
 - b. Pencils for five judges (2 per judge is recommended).
 - c. Five copies of judging forms, 1 set of the panel chairman's forms.
8. Enforce auditions process rules (state and region) and handle any infractions that might occur.
9. Prepare monitors' packets which will contain copies of the music, "call lists", and sign-in sheets for auditioning students.
10. Provide each band organizer with a final results roster.
11. Provide judging coordinators with information regarding payment amounts for hired judges, as well as times to report for judges' meetings.
12. Preside over the judges' meetings prior to the start of the auditions.
13. Forward Area qualifiers data to Area Chairman (and State Band Chair) with fees and the appropriate quota of judges and monitors within 48 hours of the conclusion of the region audition.
14. Make necessary payments for judges, catering, and site host expenses.

Duties of the Site Hosts

1. Provide the necessary number of rooms for auditions, a room to be designated as the office, an area for the judges' meal(s), a judge's meeting area and a student waiting/warm up area. (Contact Chairman or Computer Operator for the number of rooms needed.)
2. Secure audition room monitors. Band Parents are preferred. Two per room are essential.
3. Conduct, with the Region Band Chair, a monitors' meeting to explain the rules and process.
4. Send an information packet to all schools entering students.
5. Packet should include:
 - a. Times and locations for judges' meetings
 - b. Student check-in procedures and times
 - c. Percussion room information and a list of equipment to be provided
 - d. Student concession stand information
 - e. Directors' lounge and judge meeting location
 - f. General information for students (campus rules, audition procedure, etc.)

- g. Directions to school, map of school, room assignments
6. This packet is to be sent as quickly as possible in order to allow participating directors to make plans. (Two weeks prior, if possible, is recommended.)
7. Provide sufficient hall monitors for security and to keep audition room halls quiet and clear of spectators.
8. Contact computer operator to determine equipment needed for office.
9. There are to be three percussion rooms (one each for snare, keyboard, and timpani). Host is responsible for providing a set of timpani and a marimba. Percussion rooms should be large enough to accommodate several sets of percussion instruments.
10. Provide a copier in or near the office.
11. Set-up of each audition room is to include seating and table space for five judges with a screen to separate the students from the judges. (Be sure there are no reflective surfaces – i.e. TV screens, windows – which might allow judges to have a view of the students.) On the student's side of the screen there are to be two chairs and one music stand (a "ready" chair, and a "performance" chair and stand). Larger rooms should implement 5 chairs and stands in a performance area instead of the traditional "one performer chair / one ready chair set up".
12. Prepare adequate directional signs for students. Designate locations for result postings. Post room numbers in the student waiting area.
13. Provide a concession stand for students and food for judges and directors.
14. Provide central location for multiple panel instruments to sign in with adult supervision.

Duties of the Participating Band Directors

1. All directors from each school entering students, regardless of the number of participating students for the audition, are to be available for all phases of each audition, on all days. Failure to fulfill a judging responsibility, once assigned, will result in the director being assessed the judging fee and a grievance filed on them with TMEA. In case of emergency, inform the Region Chairman and Judging Coordinator.
2. Arrive at the site in a timely fashion (students and directors) so the event can begin on time and have sufficient chaperones with students in the audition site waiting/warm-up area.
3. Directors should screen their student's preparation on their etudes prior to the auditions.
4. Directors should make sure that their students thoroughly understand all aspects of the audition process and rules, including the requirements for scale performance.
5. Remind students to check the waiting area for updated room assignments lists when they arrive at the audition site. Advise students to not leave the site until the audition is complete.
6. Directors must abide by both state and region entry procedures and guidelines.
7. Notify the Region Band Chair/Computer Operator of any DNA's as soon as possible.
8. Be prompt in turning in all entries. Be aware of all deadlines.
9. Be sure that TMEA membership is current at the start of the school year. The State Office will not process "last-minute" membership applications. The region chair will accept an email reply from TMEA of online registration.

Duties of the Judging Coordinators

1. Secure from the Region Chairman a list of directors from participating schools and fill all judge panels.
2. Contact the Region Band Chair to determine the number of rooms (panels) needed for each instrument.
3. Provide Region Band Chair with a list of judges, divided into panels, with an assigned chairman for each room. This list is to be given to the chairman one week before the audition. Include a list of several extra judges that will be on hand in case of an emergency absence of a judge.
 - a. Each panel is to have five judges, as per TMEA State Office.
 - b. Use high school and middle school band directors whenever possible. Private lesson teachers, retired teachers, and teachers from outside of Region IX may be used as needed, keeping in mind the expense to the region. Judges will be paid as per Region policies.
 - c. Appoint an experienced chairman for each panel. (Region IX Band Directors should be used for

this position except in extreme circumstances.)

- d. Fill panels with band directors first, hired judges and lesson teachers second.
 - e. Every attempt should be made to limit representation on panels to no more than one person from a school, including private lessons teachers.
4. If a school is entering students, then ALL the directors are expected to be available for judging assignments. If a director is unable to judge, then he/she is responsible for providing a qualified replacement to the judging coordinator, and for paying that person if necessary. See Proxy Policy.
 5. Contact all judges to confirm date, location, and time of judges' meetings. Make certain to obtain some form of confirmation from each and every judge.
 6. Secure Director Monitors for Phase II. If not possible, notify the Site Host as soon as possible so they can find student monitors for the positions.
 7. Maintain a very accurate list of who was assigned to judge, who did and did not fulfill their judging assignments and give the list to the Region Chair when the audition is complete.

Duties of the Computer Operator(s)

1. Participate in online TMEA training for computer operators at the Region's expense
2. Provide Site Host with the following items, prior to the audition.
 - a. Monitor letter call sheets
 - b. Room sign-in sheets for monitor packets
 - c. Judging forms (one copy each) for each instrument and room
3. Send confirmation list of entries to each school to check for any errors prior to the final deadline and make changes as necessary according to director feedback.
4. Supply the Region Chairman with a composite list of results at the close of the auditions and forward Area candidate information to Austin.
5. Upon the completion of Phase I, items 2a, b and c listed above will need to be repeated for Phase II auditions.
6. Make sure that items 9 and 10 under Judging Process are handled correctly.
7. Co-chair with the Region Chairman, the judges meeting in order to answer any computer questions.
8. Make the stand name tags for the Band Organizers.
9. Print results including designations for advancement to Phase II and District, Region, Area
10. Many of these duties will be handled jointly by the computer operator(s) and the Region Band Chair.

Stipends Associated with the Auditions

Region 9 does not pay any stipends to any audition personnel that are band directors in Region IX.

Stipends for non-Region IX judges is \$75 per service.

Audition procedures

1. All students will play from one location in the room as long as it is practical to do so. A chair and music stand will be provided at this one location for the performing contestant. The student may stand or sit as long as he/she performs from that location in the room. If a percussionist chooses to use his/her own instruments, he/she is waiving the right to play from the "one" location in the room.
2. At the discretion of the Region Band Chair, the region may implement a "fiver performance chair" procedure instead of the traditional "one performer chair / one ready chair set up".
3. All 6A students will be auditioned in a two-phase format. Scales and the three prescribed etudes will be used during "Phase I" and ONLY the etudes in "Phase II". Multiple panels may be used in "Phase I". In this event, each panel will be assigned a scale and one of the etudes and will hear every student play that material. The 3 panel scores will be combined to determine the outcome of the audition. The judges will move from room to room and the students will stay in their assigned audition room. (Percussion panels

will be designated for snare, timpani and mallets and there will be no scales) In “Phase II”, all students will be heard by one panel on all etudes. All students must play an audition that will certify him/her to the “Phase II” audition. There will not be any automatic advancement to Phase “II” because enough students did not show up. 5A band auditions may or may not use the Phase I/II format.

4. In Region IX, students are required to play a chromatic scale and two other major scales in “Phase I”. The scales are to be performed by memory and full range. Prescribed scale ranges are listed in this handbook. The scales to be heard will be announced in the room at the audition. Major scales (15pts) are to be tongued up and slurred down in the quarter and eighth note rhythm pattern. Chromatic scale (20 pts.) articulation and rhythm is the choice of the performer so long as it is consistent. Judges should not give credit to students who fail to play scales in the prescribed octaves. Scales not conforming to the prescribed octaves should get zero points.
5. Etude cuts will be determined by the judging panel the day of the audition.
6. Each student will perform three times. Round 1 - one major scale and an etude, round 2 – one major scale and an etude, round 3 – chromatic scale and the remaining etude. Each woodwind and brass etude will be scored 100 points. Percussionists will not perform scales. Percussion etudes will be scored as follows: snare etude 100 pts., timpani etude 100 pts., 2 mallet etude 50 pts., 4 mallet etude 50 pts. In the multiple panel rooms, it may be necessary to triple the point values to create a point spread wide enough for the larger number of contestants.
7. A student, who arrives late to the audition, but before the end of the first round, must report to the contest office immediately and may be admitted to the contest at the discretion of the Region Band Chair. Any student arriving after the completion of the first round will not be admitted to the audition.
8. The judges must hear each student play a portion of each of the official TMEA audition etudes before auditions are completed. The etudes are those that have been posted on the TMEA website. There will be three rounds with one excerpt performed during each round. (Exception: This may not be possible if there is not enough room to seat all the students at the same time). In each round, the audition excerpt should be one minute’s worth of the etude. This timing should be based upon the prescribed metronome marking. This will obviously be approximate. If the complete etude is less than one minute in length, it should be played in its entirety. At the end of the audition, each student should have performed 3 excerpts.
9. Students must perform in the following order: Round 1: Top to bottom, Round 2: 1/3 down to bottom, top to 1/3 down, Round 3: 2/3 down to bottom, top to 2/3 down.
10. Prior to each excerpt, if a student so desires, a brief warm-up of no more than 5 seconds is appropriate. A student may only play the starting note of the excerpt. Mallet percussion may only play a roll on the starting note. Snare drum and timpani may only play a roll on the drum. Timpani students will be allowed up to 30 seconds for tuning before warm-up timing begins. After each fifth person plays, all students shall warm-up simultaneously for 20-30 seconds. There will be no restrictions on what the students can play during the group warm-up. However, disruptive activity could be subject to disciplinary action.
11. Metronome markings should be closely adhered to so as to maintain the intent of the music. Judges should be cognizant of the intent and be willing to penalize the student who does not adhere to the metronome markings. Flagrant abuse should be penalized and reflected in the judges’ scores. More consideration will be given to the student who adheres to the metronome marking.
12. A non-audible metronome may be used prior to the performance by the auditioning student— not during their performance. Non-performing students may not use a metronome during another student's audition. Audible metronomes are not to be allowed in the audition area.
13. 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.

Judging Process

1. The judging panels should use the forms provided by the State Band Chair for tabulating results. Every care shall be taken to avoid mathematical errors. The panel chair should help to ensure accuracy on the judges' forms.
2. Students are not to talk out loud in the audition room for any reason. In the event of such an occurrence, the student may be disqualified. (This will be handled by the Region Band Chairman and not by any member of the judging panel.) All conversations in the room will be conducted quietly through the monitor.
3. The judges must not face or look at the students at any time during the duration of the audition. During breaks, judges should not converse with any of the students.
4. Interpretations and discrepancies in the music often occur and judges should be open-minded and sensible about possible printing and editing errors. The official notice of errata or special performance problems with the music is www.tmea.org
5. Judge the entire performance. There is much more to finding the best player in the room than just finding the one who can play the right notes and rhythms the fastest. Very important consideration should be given to tone quality, articulation, dynamic control and contrast, style, appropriate use of vibrato and general musicianship.
6. Record your score for each performance on the Form 1. At the completion of the audition, use a calculator and check your addition. Each judge is responsible for breaking their own ties if they exist on form 1 and double checking their addition before moving on.
7. When using the computer program, Form 1 should complete the judging process. The computer will drop the high/low scores and complete the rankings. Use Form 2 to break ties. This procedure is now mandated by the TMEA State Office.
8. The Audition Chair shall have a tabulation area off limits to everyone except the staff and the panel chairs whose scores are being checked. The Panel Chairman will personally return all materials to the office. He/She will also be responsible for completing all of the necessary reporting forms and verifying final results. Their job shall be to double check math and clerical accuracy of the results. The office staff shall then prepare results for posting.
9. Results shall be posted with the following statement on each page: "Tabulated audition results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period, the results are subject to the TMEA appeals process. (1/09)" This one-hour period should serve as a final period for directors (not students) to investigate any problems that might arise concerning results.
10. Posted results should list all students who audition according to rank order.

Audition Music

Audition music shall consist of excerpts of the TMEA All-State audition music for the current academic year. Excerpts will be chosen from the music that are approximately 60 seconds in length when performed at the slowest recommended metronome marking.

The students will also perform 2 major scales and the chromatic scale in the prescribed ranges. The scales are to be memorized. The scales to be heard will be announced in the room at the audition. Major scales (15pts) are to be tongued up and slurred down in the quarter and eighth note rhythm pattern. Chromatic scale (20 pts.) articulation and rhythm is the choice of the performer so long as it is consistent. Judges should not give credit to students who fail to play scales in the prescribed octaves. Scales not conforming to the prescribed octaves should get zero points. Scales will not be performed in the Phase Two audition.

Certification Procedures

Region IX follows TMEA audition procedures and completes the necessary paperwork to certify individuals to the next level of the All State audition process.

Prescribed Scale Ranges / Octaves

Instrument	Concert C	Concert G	Concert D	Concert A	Concert E	Concert B/Cb	Concert Gb/F#	Concert Db/C#	Concert Ab	Concert Eb	Concert Bb	Concert F	Chromatic (written)
Piccolo	1	2	2	2	2	1	2	1	2	2	2	2	low D- high Bb
Flute	3	2	2	2	2	2	2	2	2	2	2	2	low C- high C
Oboe	2	1	2	1	2	2	1	2	1	2	2	2	low Bb- high F
Eng. Horn	1	2	1	2	2	1	2	1	2	1	1	2	low B- high E
Bassoon	2	2	2	2	2	2	2	2	2	2	3	2	low Bb- high Bb
Eb Clarinet	2	3	2	2	3	2	2	2	2	3	2	3	low E- high G
Bb Clarinet	2	2	3	2	3	2	2	2	2	3	2	3	low E- high G
Eb Alto / Contra Clar	2	3	2	2	2	2	2	2	2	2	2	2	low E- high E
Bb Bass / Contra Clar	2	2	3	2	2	2	2	2	2	2	2	2	low E- high E
Alto/Bari Sax	1	2	2	1	2	1	2	2	2	2	1	2	low Bb- high F
Tenor Sax	2	1	2	2	1	2	1	2	2	2	2	1	low Bb- high F
French Horn	2	2	2	2	2	2	2	2	2	3	2	2	low Bb- high Bb
Tpt / Bar TC	1	2	1	2	2	1	2	1	2	1	2	2	low F#- high C
Tenor Tbn	1	2	1	2	2	1	2	1	2	1	2	2	low E- high Bb
Bass Tbn	2	2	2	2	2	2	2	2	2	2	3	2	low Bb- high Bb
Euphonium	1	2	1	2	2	1	2	1	2	1	2	2	low E- high Bb
Tuba	1	2	1	2	2	1	2	1	2	1	2	2	low E- high Bb

Clinic and Concert

Stipends and Honorariums

Honorariums for Region Clinicians will be as follows

6A Wind Ensemble	\$1200
6A Wind Symphony	\$900
6A Symphonic Winds	\$900
5A Symphonic Band	\$1200
Region Jazz Band "A"	\$900
Region Jazz Band "B"	\$900

With a vote of the Region membership the Region Chair may enter into negotiations with a specific clinician in order to retain the services of a highly reputable conductor/clinician.

Region IX does not pay a stipend to any site host, organizer, or other personnel of a region band.

Duties of the Clinic and Concert Hosts

1. Provide adequate rehearsal space, chairs and stands for the number of ensembles.
2. Work with Percussion Organizers to insure adequate percussion equipment for all rehearsal areas.
3. Arrange for public address equipment to be available at the concert.
4. Provide a stage set-up crew, and custodians for the weekend. Check with Region Chairman on reimbursement of necessary expenses.
5. Contact the Region Chairman to obtain concert programs.
6. Provide table and set up for the t-shirt and plaque vendor
7. Provide lounge/refreshment area for directors

Duties of the Region Band Chairman

1. Arrange for the recording the concerts.
2. In August, confirm hotel (and travel, if necessary) arrangements for clinicians.
3. Be available with the checkbook to pay for food and clinicians (along with Region Band Treasurer)
4. Attend all rehearsals (including sectionals) and the performances.
5. Introduce the clinicians at the concert.
6. Supply organizers with personnel lists for the clinic
7. Take audition results to sectionals and rehearsals, for the purpose of calling alternates, if needed. Directors should be able to contact their alternates if needed.

Duties of the Band & Jazz Band Organizers

1. There will be one Band Organizer for each region band.
2. Contact clinicians regarding programming choices and special needs (i.e. risers). Also get bios and a seating chart from the clinician and forward the bio to Region Chair.
3. Acquire music by borrowing or ordering through the Region Band Chair.
4. Prepare folders for distribution upon completion of the auditions. (Folders may be obtained free of charge from a local music merchant.)
5. Prepare a letter for the folders. (sample letter may be obtained from Region Chairman)
6. Communicate closely with the percussion organizer. Provide Percussion Organizers with scores for sectionals.
7. Secure/provide transportation for the clinician to and from the airport, hotel and clinic site and back as necessary.
8. Handle any and all needs of the clinician during the clinic/concert.
9. Attend all rehearsals and concerts.
10. See to the set-up of rehearsal areas prior to their use.

11. Introduce the clinician to the ensemble at the start of the first rehearsal.
12. Check roll at the beginning of each rehearsal segment
13. Have spare parts to all selections on hand at each rehearsal.
14. Pass out region patches to the band students at the end of the concert.

Duties of the Band Percussion Organizers

1. One Percussion Organizer will be designated for each region band. They will be responsible for all aspects of each ensemble's percussion section.
2. Organize individual folders at the audition and have them ready for distribution at the end of the auditions. Folders are to contain each student's assigned parts, as well as a letter informing the student of all instruments/equipment that he/she will be required to bring to every rehearsal and the concert.
3. Work with Clinic/Concert Hosts to ensure that large percussion equipment needs are met. Assign small instrument needs to schools as necessary.
4. Attend all rehearsals, including sectionals, and the performance.
5. Have each percussion section on stage, prior to its ensemble's performance, to set up equipment.
6. Assist percussion section in moving equipment at the rehearsals as the ensemble changes rehearsal rooms.
7. Be prepared to make necessary arrangements for any "unusual" instrument needs.

Duties of the Orchestra Wind/Percussion Organizer (to assist Orchestra Chair)

1. Contact the Orchestra Chair and obtain all necessary wind and percussion parts for the orchestra concert.
2. Assist in preparation of folders for the wind and percussion students as necessary.
3. Contact clinic/concert hosts to confirm equipment arrangements.
4. Deliver the wind/percussion rosters to the orchestra director in charge of the program.
5. Acquire section rehearsal spaces and directors for winds and percussion section practice.
6. Attend all rehearsals and concerts, as needed.

Responsibilities of Participating Directors

1. Attend the clinic/concert with your students for adequate supervision.
2. Arrive at the site in a timely fashion (students and directors) so the event can begin on time and have sufficient chaperones with students.
3. In the event that a student is unable to participate in any part of the clinic and concert process, the student's band director is to contact the Region Chairman (Orchestra Chairman for orchestra activities) as soon as possible before the clinic. The student's director is then responsible for making sure the music folder arrives at the first rehearsal and is given to the appropriate student. See the Audition Contract for more detailed information.
4. Check roll for your own students at each clinic segment and immediately call students who are missing to find out their status.

Alternates

If a student is unable to fulfill their obligation to perform in the Region Organization, an alternate will be called to fill in the instrumentation. Alternates will be selected from the students that received a District designation at the Region Audition. They will sit at the bottom of the section of the group with the vacancy and every one above them in the band in which they sit will move up one chair until the vacancy is filled. If the vacancy is in the top group, the next chair from the audition will move up to the top group and the alternate will fill the bottom chair in the group from which they were moved. The Region Chair, in consultation with the clinician and the band organizer, may elect to cease calling alternates when the list of students with District designation has been exhausted or go beyond the All District students.

Elimination of a student from the TMEA All Region / All-State Process

A student may not be eliminated from the All Region – All State audition process except by following TMEA Policy as indicated below.

A student may be removed only by: (1) the audition process itself, (2) the TMEA Appeals Process, or (3) the student's TMEA active member director or active member sponsor.

TMEA Policies and Procedures specify an appeals process that shall be used in connection with protests arising from any TMEA selection procedure or failure to fulfill any rehearsal/performance obligation.

A student who does not complete the rehearsal/performance obligations (Region, All-State, etc.) will not be eligible for an official participation patch or other award and risk being removed through the Appeals Process from further participation in the All-State process.

Honor Band Information

State Honor Band Entry Information

1. All entries are to be done online before the entry deadline of March 1. Fill in all necessary information and familiarize yourself with all rules and regulations on the TMEA website regarding Honor Band Procedures. Be sure to fill in all performance dates and sites and the clinician list. Any last-minute additional clinicians must be reported to the Region Band Chair immediately so the judge ballot can be prepared accurately. The total entry fee for Region IX is \$350.
2. Region IX requires a non-refundable \$100 application fee that must be postmarked to the Region Band Chair by March 1. The remaining \$250 will be due to the Region Band Chair on or before the date of the Spring Region meeting. Allow enough time for your business office to prepare the check before the deadline.
3. Schools that do not bring the remaining fee to the Region meeting will no longer be considered for Honor Band competition. All fees must be turned in for a director to vote for judges.
4. All subsequent materials: hard copy of the entry form, scores, superintendent letters (MS only), must be postmarked or delivered to the Region Band Chair on or before June 1 each year in order to set up the Region listening session.
5. Selection of the Honor Band Judges panel will begin shortly after March 1st by the directors who have entered and turned in their fees. The procedure take place via email as follows:
 - a. The judge ballot will be compiled from the names submitted on each director's online entry form.
 - b. Each school represented will have one vote.
 - c. The judge list will be presented to the competitors and each director will, by secret ballot, be able to list five judges they are not comfortable with for the potential panel.
 - d. The Region Band Chair will delete those names from the original judge list and send out an updated ballot.
 - e. Each director will then rank the entire list of names according to his/her preference. They will email their ballot (numbered 1-to the end of the list of names) back to the Region Band Chair within 24 hours of receiving the ballot.
 - f. The Region Band Chair will compile the votes. The judge with the lowest number will be the first choice, the judge will the next lowest number will be the second choice etc. and judges will be contacted in that order. All state rules for judge panel make up will be followed.
6. Any shortage of Region expenses will be divided equally among the bands in the Honor Band process.

TMEA REGION IX AUDITION CONTRACT

REGION ORCHESTRA 2020-2021

This form is to be collected and retained by the student's director and submitted to the Region Chair prior to the first audition.

First Name	M.I.	Last Name	M or F	Grade	Instrument
Street Address		City	Zip Code	10 digit Home Phone	
Parent Emergency Cell Phone	School		Director's Name		
Student email	Father's name	Mother's name		Preferred parent email	

Is this student auditioning for Region Choir and Region Band? YES / NO If this student advances to Area auditions in both divisions they will have to choose which area contest they will attend on the night of the Phase Two Band audition.

Before the applicant will be allowed to audition for the Region Organization, the applicant and applicant's parent must sign the following agreement.

We, the undersigned, understand and accept the obligations and responsibilities that come with membership in the TMEA Region IX Band. We agree to attend all scheduled rehearsals and follow the code of conduct of an All-Region Band member. As the parent, or legal guardian of the applicant, I authorize Region IX Band officials to seek medical help for my child if necessary.

Applicant's Signature

Parent's Signature

Orchestra Wind & Perc. Auditions	Monday, Nov. 16	Klein Collins HS (online)	5:00 PM Check in
Orchestra Clinic	TBA		
Orchestra Clinic	TBA		
Orchestra Concert	TBA		

Performance attire for the Region Concerts shall be the band concert uniform of the student's school organization. Students must bring a pencil, music, and all necessary accessories to the rehearsals and performance.

TMEA REGION IX AUDITION CONTRACT

5A / 6A HS REGION BAND 2020-2021

This form is to be collected and retained by the student's director and submitted to the Region Chair prior to the first audition.

First Name	M.I.	Last Name	M or F	Grade	Instrument
Street Address		City	Zip Code	10 digit Home Phone	
Parent Emergency Cell Phone	School		Director's Name		
Student email	Father's name	Mother's name		Preferred parent email	

Is this student auditioning for Region Choir and Region Band? YES / NO If this student advances to Area auditions in both divisions they will have to choose which area contest they will attend on the night of the Phase Two Band audition.

Before the applicant will be allowed to audition for the Region Organization, the applicant and applicant's parent must sign the following agreement.

We, the undersigned, understand and accept the obligations and responsibilities that come with membership in the TMEA Region IX Band. We agree to attend all scheduled rehearsals and follow the code of conduct of an All-Region Band member. As the parent, or legal guardian of the applicant, I authorize Region IX Band officials to seek medical help for my child if necessary.

Applicant's Signature

Parent's Signature

5A & 6A Band Auditions	Friday, December 4	Oak Ridge HS	5:00 PM Check in
<i>Phase 1 – Piccolo, Oboe, Eng Horn, Eb/Alto Clarinets, Bass/Contra Clarinets, Alto/Tenor/Bari Sax, Bassoon, Tenor/ Bass Trombone, Euph, Tuba</i>			
5A & 6A Band Auditions	Saturday, December 5	Oak Ridge HS	2:00 PM Check in
<i>Phase 1 – Flute, Bb Clarinet, Trumpet, Horn, Percussion</i>			
5A Band Audition: PHASE 2	Monday, December 7	Huntsville HS (online)	5:00 PM Check in
6A Band Audition: PHASE 2	Monday, December 7	College Park HS (online)	5:00 PM Check in
5A Band Clinic	TBA		
5A Band Clinic	TBA		
5A Band Concert	TBA		
6A Band Clinic	TBA		
6A Band Clinic	TBA		
6A Band Concerts	TBA		
<i>6A Symphonic Winds – 5:30 PM / 6A Wind Symphony – 6:15 PM / 6A Wind Ensemble 7:00 PM</i>			
TMEA Area F auditions	Saturday, January 9	Dekaney HS (online)	10:00 AM check in

Performance attire for the Region Concerts shall be the band concert uniform of the student's school organization. Students must bring a pencil, music, and all necessary accessories to the rehearsals and performance.

TMEA REGION IX AUDITION CONTRACT

9TH GRADE REGION BAND 2020-2021

This form is to be collected and retained by the student's director and submitted to the Region Chair prior to the first audition.

First Name	M.I.	Last Name	M or F	Grade	Instrument
Street Address			City	Zip Code	10 digit Home Phone
Parent Emergency Cell Phone		School		Director's Name	
Student email	Father's name		Mother's name		Preferred parent email

A student will be unable to participate with the All Region Jazz Band and the All Region 9th Grade Band because the clinic and concert is on the same dates. If a student makes the Jazz Band, they should not audition for the 9th Grade Band.

Before the applicant will be allowed to audition for the Region Organization, the applicant and applicant's parent must sign the following agreement.

We, the undersigned, understand and accept the obligations and responsibilities that come with membership in the TMEA Region IX Band. We agree to attend all scheduled rehearsals and follow the code of conduct of an All-Region Band member. As the parent, or legal guardian of the applicant, I authorize Region IX Band officials to seek medical help for my child if necessary.

Applicant's Signature

Parent's Signature

Freshman Band Audition	Monday, January 11	Oak Ridge HS	8:00 AM Check in
Freshman Band Clinic	TBA		
Freshman Band Clinic	TBA		
Freshman Band Concert	TBA		

Performance attire for the Region Concerts shall be the band concert uniform of the student's school organization. Students must bring a pencil, music, and all necessary accessories to the rehearsals and performance.

Region IX Code of Conduct for All Students Participating in Music Activities:

1. All directors who have students competing or observing music activities in Region IX are to be directly responsible for the conduct of their students. The director may provide additional teachers and chaperones to assist the director in supervising students.
2. All directors who have students competing in music activities in Region IX **MUST ATTEND** the event with their students or cancel the entry. A proxy for the director may be accepted by the Region Chair only if the following conditions are met:
 - a. The Region chair is notified of the conflict immediately.
 - b. The proxy is capable of assuming the assigned duties of the director with the conflict.
 - c. Said proxy is a certified school official, or a certified school official is present to supervise the behavior of the students from that organization. Parents are not to act as a proxy, unless they are also a certified school official. Exception for home-schooled students, whose parents must be present to represent their child.
3. No student shall interfere with another audition or prohibit any student from performing to the best of their individual ability.
4. In the event that the applicant becomes a member of the Region IX High School Band, the applicant agrees to attend all rehearsals and performances. Students tardy to Region Band events are subject to loss of their chair and/or removal from Region Band by the Region Band Chair. Failure to attend rehearsals will result in loss of membership in the Region Band. The Region IX Band Division believes that All-State participation is one of the highest educational processes open to the high school music student. Therefore, it is absolutely necessary that every student selected to the All-State Band will have participated in all TMEA Region, Area, and State activities, rehearsals, and concerts to the best of their abilities.
5. A student who fails to meet their obligations to the Region Band will be entered into the appeals process, possibly jeopardizing their entry in the Area/All State selection process. Conflicts with other organizations, personal discomforts, personal schedules, etc. will not constitute a reasonable excuse for missing any activities in this region. Absolutely no deviation from this schedule will be allowed. If you cannot meet these obligations, please do not audition for, or accept membership in these organizations.
6. Personal illness, hospitalization, and doctor's notes will be dealt with individually at the discretion of the Region Chair. The Region Chair must be notified of such special circumstances immediately.
7. Conflicts with UIL events only will be dealt with on an individual basis. The student's director must notify the Region Band Chair immediately upon discovery of the conflict.

Sample Folder Letter

CONGRATULATIONS REGION BAND STUDENT!

Your hard work has earned for you membership in one of the finest and most prestigious Region Bands in the state of Texas. We hope you will grow as a musician, enjoy this weekend's experience and be able to take something back to your own band program. We look forward to working with you in order to make this a rewarding and memorable experience for you.

Hosts: Klein Forest HS. Please take care of their facility and be polite guests.

Band Organizers: 5A: Nick Luggiero, Huntsville HS
6A Symphonic Winds: Linda Eubanks, Klein Forest HS
6A Wind Symphony: Jessica Loggins, Tomball HS
6A Wind Ensemble: Frank Chambers, Conroe HS

Rehearsals: Klein Forest HS Please be in your seat early with all the materials you need.
Friday, December 10, 2010 6:00 pm to 9:00 pm
Saturday, December 11, 2010 8:30 am to 3:30 pm Lunch break 12:00-1:30pm

Concerts: Klein Forest HS Free to the public
5A Concert 5:45 PM
6A Concerts: Wind Symphony 6:30 pm, Symphonic Winds 7:15 pm, Wind Ensemble 8:00 pm
CDs, t-shirts and plaques will be available for purchase as in past years

Call time: Will be as designated by your conductor.

Dress: Band uniform or concert attire required at your school.

Patches: Will be passed out after your performance - see your band organizer.

Preparation: Come Friday night with your part thoroughly prepared so the conductor can make the most out of every minute of rehearsal.

Attendance: Attendance at all rehearsals and the performance is required. If any conflict arises you must consult with your band director and they will help you with the resolution. Anyone who is not present for a rehearsal will be replaced by an alternate.

Instrument: Make sure your instrument is in good playing condition and that you have all the necessary extra equipment you will need i.e. mutes, mallets, reed, valve oil etc. Make sure your case is easily identifiable.

Responsibilities: Represent your band, school and family with distinction.
Be a positive influence in your section.
Be attentive and quiet during rehearsals. There are only a few hours of rehearsal.
Be cooperative and respectful to the band and percussion organizers and clinician.

Music: You should find in your folder:

Percussion: Bring any small instruments assigned by your part such as triangles, crash cymbals, tambourine etc. Be sure to mark them with your name or your schools name. Don't forget all mallets and bring your snare drum and stand if you are assigned that part. The Percussion Organizer for your band will help you with this.

Congratulations once again on your successful audition. You can be proud of your accomplishment. We are very proud of you. Have a great Region Band experience!