

**Audition**

**Policies and Procedures**

**for**

**TMEA**

**REGION XXI**

**For the**

**2024-2025**

**School Year**

(ADOPTED – 1999)

**HANDBOOK FOR BAND DIRECTORS  
REGION XXI  
AUDITION POLICES AND PROCEDURES**

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## GENERAL INFORMATION

### TMEA MEMBERSHIP

All active Band Directors (not retired) within Region XXI may become active members, run for an officer position, and participate in TMEA activities. To be a fully active member in all Region and State-wide affairs of TMEA, a member must pay the State TMEA dues and be a member in good standing with the State TMEA Office.

### OFFICERS, COMMITTEES, AND DUTIES

**Region XXI Band Division Chairman:** The Band Division Chairman shall be the presiding officer at meetings of the Band Division of Region XXI. He/She shall be a member of the Region Steering Committee and shall be responsible for implementing the Region programs of TMEA within his/her division. He/She shall be the treasurer of his/her division, including HS Band, MS Band, Jazz Band, and Orchestra Winds activities. A stipend of \$500 shall be paid plus expenses. Additionally, there are three other band division offices:

- 1) Middle School Band Coordinator. This person shall be elected to handle middle school band activities and will receive the same stipend as the Band Division Chairman.
- 2) Region Jazz Coordinator (when deemed necessary). This person shall be elected to handle jazz band activities of the region.
- 3) Region Band Secretary (when deemed necessary). This person shall be elected if the Region Secretary is from a division other than band. Their responsibility shall be to record the proceedings of the band division portion of the region meetings.

### NOMINATION AND ELECTION OF OFFICERS

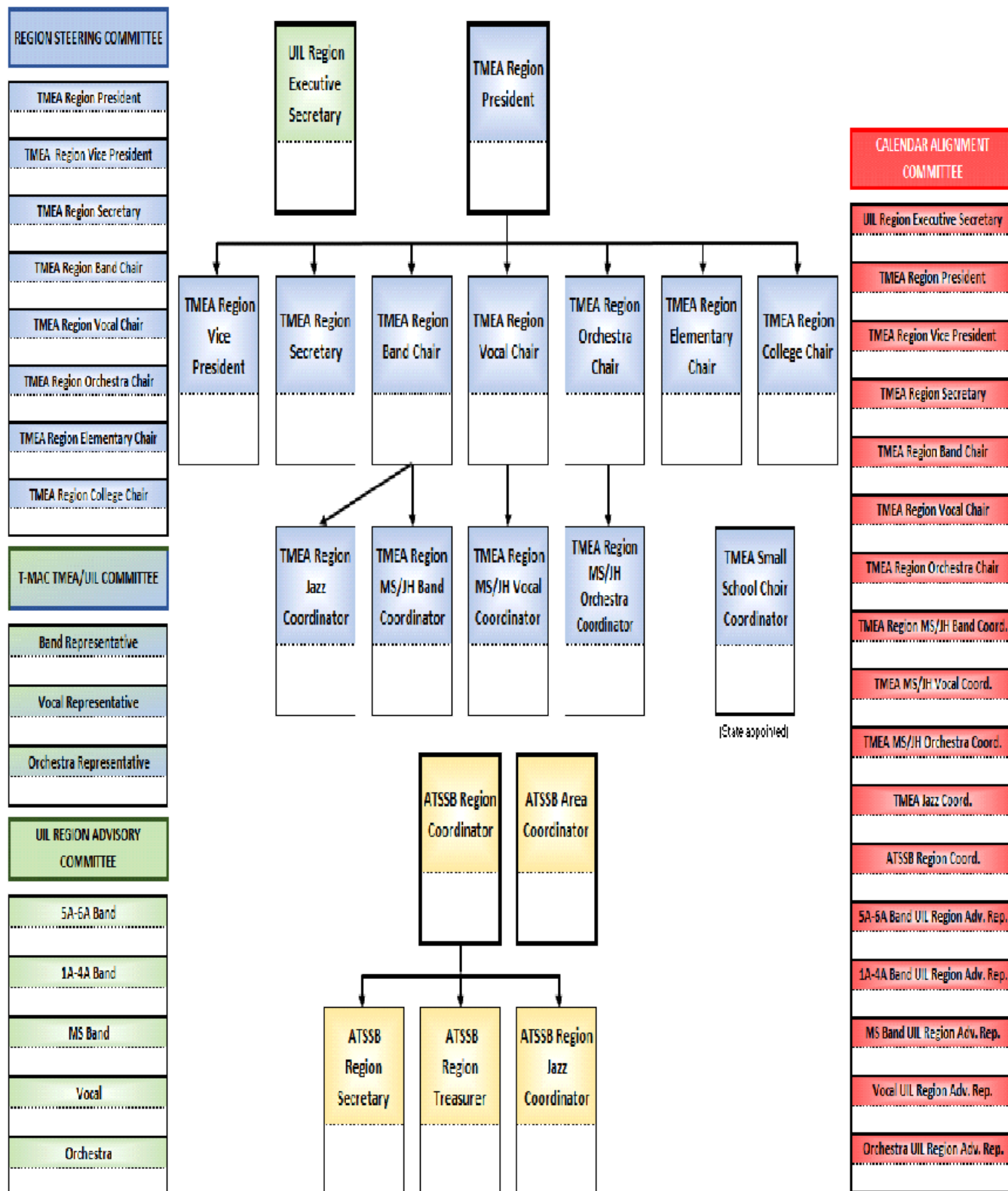
The members of the Region Steering Committee will act as the nominating committee for the Region Officers. This committee shall meet prior to the Spring Meeting and shall present a slate of nominees for those offices being vacated to the membership of the entire Region. Additional nominations may be made from the floor. A vote will determine the winners of all offices.

Region 21 shall elect a Region President, Vice-President, and Secretary. At least two Divisions must be represented in these three offices

The Region President, Region Vice-President, Region Secretary, and all Region Division Chairmen shall be elected at the Spring Meeting of the Region to hold office for a term of two years. These officers shall be elected in years ending with 0, 2, 4, 6, and 8;

Vacancies that occur in Region Offices shall be handled as outlined under the responsibilities of the Region Steering Committee.

# Music Region 21 Leadership Structure & Committee Assignments



Date \_\_\_\_\_  
 Pay To \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

For any amount over \$250, a contract through the TMEA website must be submitted in advance before the event occurs.

**TMEA Region 21 Band Division Allowances**

- Guest MS All Region Judge - \$100
- Guest Orchestra, Jazz, 9th All Region Judge – \$50
- Guest HS All Region Judge - \$100
- Honor Band Judge – \$300 OT- \$50
- Non Director Monitors at remote locations - \$30
- Host All-Region - \$250
- Host All-Region Jazz, Orchestra or Honor Band - \$150

- MS or HS Band Chairman – \$600
- HS Jazz Chairman - \$300
- MS or HS All Region Tabulation - \$150
- 9th All Region Tabulation - \$100

- All Region Band Clinician-MS/9th – \$600/Day
- All Region Band Clinician-HS – \$600/Day
- All Region Folder Preparation – \$50/Band
- All Region Perc Organizer MS/9<sup>th</sup> (1 day) – \$50
- All Region Perc Organizer HS (2 days) – \$100
- All Region Jazz Clinician – \$600/Day

- Use of School – \$100
- Custodian - \$100
- Student Help - \$5
- Travel - \$.625/mile

Miles one way \_\_\_\_\_ X 2 = \_\_\_\_\_ X .625 = \_\_\_\_\_

Meals

- Breakfast – \$10
- Lunch – \$12
- Dinner – \$20

Select the appropriate category:

**Administrative**  
 \_\_\_\_\_  
 \_\_\_\_\_

**All Region Jazz**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Region 21/4 Orchestra Wind Tryouts**  
 \_\_\_\_\_  
 \_\_\_\_\_

**MS All Region Tryouts & CI/Concert**  
 \_\_\_\_\_  
 \_\_\_\_\_

**9<sup>th</sup> & HS All Region Tryouts & CI/Concert**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Area Tryouts**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Region & Area Honor Band**  
 \_\_\_\_\_  
 \_\_\_\_\_

Travel: \_\_\_\_\_

Meals: \_\_\_\_\_

Hotel: \_\_\_\_\_

Total:  
 Check #

**SECTION III****TMEA All-Region Bands Instrumentation:**

Revised Fall 2011

	<b>Top HS Band</b>	<b>Lower HS Band</b>	<b>9<sup>th</sup> Grade Band</b>	<b>Top MS Band</b>	<b>Middle MS Band</b>	<b>Lower MS Band</b>
Piccolo	1	1	1	0	0	0
Flute	8	14	12	8	10	16
Oboe	2	2	2	2	2	3
English Horn	1	1	1	0	0	0
Eb Clarinet	1	1	1	0	0	0
Bb Clarinet	12	21	21	16	20	24
Alto Clarinet	0	0	0	0	0	0
Bass Clarinet	3	4	4	3	4	4
Contra Clarinet	1	1	1	0	0	0
Bassoon	2	3	3	2	3	4
Contra Bassoon	1	1	1	0	0	0
Alto Sax	4	9	8	3	6	8
Tenor Sax	2	3	3	2	2	4
Bari Sax	1	1	1	1	1	2
Trumpet	9	14	14	12	14	18
Horn	6	9	8	6	8	12
Tenor Trombone	6	12	10	8	12	14
Bass Trombone	1	2	2	0	0	0
Euphonium	4	7	7	5	8	10
Tuba	4	7	7	6	10	14
Percussion	6	9	8	7	8	10
<b>TOTAL</b>	<b>75</b>	<b>122</b>	<b>115</b>	<b>81</b>	<b>108</b>	<b>143</b>

NOTE 1: Alternates were eliminated and the lower band instrumentation was expanded to make up for students that cannot attend. Alternates will NOT be called unless deemed necessary by the region band chair.

NOTE 2: The orchestra division will set Instrumentation for the All-Region Orchestra.

## TMEA ALL-REGION ENTRY AND TRYOUT PROCEDURES

Official information regarding tryouts for the HS All-State Band is published on the TMEA Web Site. In Region XXI, candidates for Area Tryouts are selected in conjunction with the All-Region Tryouts.

The All-Region Bands and the All-Region Orchestra Winds/Percussion tryouts will be administered by the Region Band Division Chairman.

In all cases, current information printed on the TMEA Web Site (not region 21) shall take precedence over information herein stated in regard to Area and State procedures. It is extremely important that directors keep themselves informed through this source. The Region Band Division Chairman has authority to make changes on the Region level to coincide with Area and State procedures.

**Tryout Date:** The date for the Middle School and High School All-Region Band Tryouts will be set by the voting membership at the Region Meeting, with the Freshman tryouts being on the Friday before HS tryouts, so long as there is no conflict with other U.I.L. or TMEA activities.

**Audition Entry Procedure:** Each director should enter his or her students for competition on the TMEA web site. Entry is a web-based database. When entries are complete, directors must print a hard copy, which includes the director's TMEA card, student entries, total fees, and a place for appropriate signatures. That entry form plus a check for fees, and any appropriate "Track" forms must be mailed or delivered to the region band chairman.

**Audition Fees:** Entry fees are set by a vote of the region upon recommendation of the Region Band Chairman. Currently, the fee is \$11 per entry. There is no school fee. The late entry fee is double the on-time entry fee. Currently, the late fee is \$21 per entry. Region orchestra fees are set by the orchestra division.

**6A Track:** Directors of bands that are 1A – 5A should become very familiar with rules regarding 6A track. These rules are stated on the TMEA web site. Directors should note that if a student elects to go 6A track at the Region Orchestra Wind/Percussion audition, they must stay 6A at the subsequent Band audition. Also, students that are from 1A – 4A schools shall be considered 5A track unless a 6A track form is submitted at the appropriate time.

**Entry Deadline:** The official entry deadline will be 2 weeks prior to the contest and will be set by the audition software. "Late entry" students are allowed but will result in penalties from TMEA.

**Hosting Tryouts for Region Bands:** The location for the tryouts will be decided at the Region Meeting of the Band Division, Region XXI.

Those schools desiring to host the band All-Region Tryouts must make certain of minimum physical standards necessary for the site selected. These are:

- (1) A minimum of rooms necessary to accommodate the performers and judges comfortably.
- (2) Sufficient area(s) available for warm-up.
- (3) An area for contest office use.
- (4) Friday afternoon (4pm – 9pm) availability for Freshman band tryouts

**Band Director Judging Requirements:** Band Directors from Region XXI will act as judges. Judges will not see nor talk with the contestants. Any communication must be through a monitor. Contestants **will** be anonymous, and if that anonymity fails between judge and contestant, the judge must immediately report it to the contest chairman. The TMEA Active Member or sponsor must be in attendance and be available to serve for all auditions – district, region, area, or state level.

Middle school directors must be available to judge high school tryouts, and high school directors must be available to judge middle school tryouts. It is the responsibility of the director to find out whether he/she is needed on the day of

tryouts. If an emergency arises that causes a director to be absent, that director must contact the Region Chairman and acquire a qualified alternate judge that is a TMEA member. The Region Band Division Chairman must approve the alternate judge in advance of the competition.

For directors that do not participate in judging, 1) the region may impose a fee to that director and/or school to cover expenses incurred by hiring a replacement judge, and 2) the director will be subject to the TMEA Penalties for Rules & Policies Infractions process that may result in a letter of reprimand sent to that school's superintendent.

**Judging Panels:** The Region Band Division Chairman will be responsible for appointing the judge's panels. Panels shall be appointed on their abilities on the instruments they are to judge without regard to whether they will or will not have students entering in that category of instruments.

**Judges Cell Phone use:** Judges shall not use cell phones to talk, text, surf, record, or play while students are auditioning. If an emergency arises, that judge should notify the head judge. The only allowed use of a cell phone during auditions will be as a calculator.

**Tryout Material:** The same tryout material shall be used in each tryout for all students on like instruments. This means that if all material originally assigned to be prepared is heard, the material which is heard shall not vary from one student to the next on the same instrument.

**High School and Freshman:** TMEA Area All-State material will be used.

**Middle School:** The MS Region Band Coordinator shall be responsible to select the material for the Middle School All-Region tryouts. He/She may do the selection or delegate the various sections out to other directors or committees of directors.

**Tryout Procedure:** All tryouts will be conducted in line with Area/State tryouts. Five person panels will be used, the high and the low rankings will be discarded, and the remaining three rankings will be averaged.

**All-Region Bands:** There will be a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Middle School All-Region Band and a 1<sup>st</sup> and 2<sup>nd</sup> High School All-Region Band in Region XXI. Also, there will be a Freshman All-Region Band.

**Doubling:** Students may try out on more than one instrument provided entry fees are paid for all instruments. If a student makes a track selection, that track will apply to all instruments. Directors must choose instruments by the end of the contest, or the region band chairman will do so.

#### **Resolving Doubles:**

To resolve doubles orderly and ensure all students are provided opportunity to perform on their preferred instrument, doubles will be resolved from the top down as described below.

1. Schools/directors without students doubling may be excused from the process and leave at the conclusion of the contest or once their students' results have been posted without delay. Whichever comes first. Understand that if you leave before doubles are resolved, a chair order may change the results of a section, moving students up a chair or potentially to an area position.
2. Doubles will be handled one student at a time, one chair at a time.
3. The student doubling with the highest chair shall select their preferred instrument first, followed by the next highest ranking doubled student, etc.
4. Once a student has selected their preferred instrument and the change has been made in the audition entry system, the change is final and shall not be reversed for any reason.
5. Participants waiting for results due to doubles being resolved will simply need to wait until the process is complete for the final results to post.

**Alternates:** Region XXI does not name alternates, nor should any student not selected to an all-region band attend and expect to be seated. As stated on the instrumentation chart, "alternates were eliminated, and the lower band instrumentation was expanded to make up for students that cannot attend. Alternates will NOT be called unless deemed necessary by the region band chair."

**Tabulation Forms:** Region XXI will use state-adopted forms as used at Area tryouts.



**No Visitors:** No one other than the contestants, judges, and monitors are to be in the audition room while the judging is being done.

**Student Discipline Problems:** The Region Band Chairman may remove a student that is deemed to be a discipline problem or a disruption to the competition. That student will be reported to his or her director, and that director is expected to remove the student from the competition and the campus.

## SECTION V

**Certification to Area:** As stated by TMEA Audition rules, students may not be certified on more than one instrument, nor in more than one Division. Students that receive an Area chair at Orchestra Wind and Percussion auditions will be certified on that instrument and will not be eligible for an Area chair at Band auditions. Students that win an Area chair in more than one division must declare band or choir by the TMEA deadline, or the choice will be made according to TMEA rules.

If a student rejects an Area chair, the Region Band Chair must be notified as soon as possible so the alternate has time to prepare. The Region Band Chair will notify alternates.

Region XXI will pay all Area fees. If a student makes All-State, the student must pay the fees.

## SECTION VI

### TMEA ALL-REGION BAND CLINIC/CONCERT PROCEDURES

**Hosting an All-Region Clinic/Concert:** The location for the clinic/concert will be decided at the Region Meeting of the Band Division, Region XXI.

Those schools desiring to host the band All-Region Rehearsals and Concert must make certain that all physical standards necessary for the site selected are met. The chairman will not be involved in the coordination of any facilities as that is the host's responsibility. These are:

- (1) All rehearsal areas are available with the number of chairs and stands listed from the instrumentation chart in this document, and provide all percussion equipment that could be used for all of the bands. The hosting site must coordinate to obtain all of the necessary equipment for the event.
- (2) Facilities sufficient to accommodate a concert featuring all the performing groups
- (3) Availability of facilities on Friday (2pm – 6pm) for High-School groups.

**All-Region Band Rehearsals & Concert Date:** The All-Region Bands will meet on a weekend in January with a concert on Saturday. High School bands will also practice on Friday. It will be the responsibility of the Region Band Division Chairman or designee to hire clinicians-

**Student Attendance:** Students must attend all rehearsals in order to perform and receive a patch (extreme emergencies may be excused by the region band chairman). If a student who achieves an Area chair, casually chooses to skip the region clinic and concert, the Band Chairman can initiate the process to remove the student from the all state process.

**Band Director Attendance:** Although attendance is not required, band directors are highly encouraged to attend the entire event and support their students' endeavors.

**Student Discipline Problems:** The Region Band Chairman may remove a student that is deemed to be a discipline problem or a disruption to the Clinic/Concert. That student will be reported to his or her director, and that director is expected to remove the student from the event and the campus.

**All-Region Orchestra:** The Region Orchestra division will set the location and dates for the All-Region Orchestra

Clinic/Concert. Rules set forth by the Orchestra division will take precedence over the orchestra event.

## SECTION VII

### TMEA HONOR BAND PROCEDURES

Region XXI will select Honor Band nominees as prescribed by the State TMEA Band Division Chairman. All rules and procedures adopted by TMEA will be followed. The Region XXI Band Division Chairman will administer the Honor Band selection procedure as outlined on the TMEA web site.

All information for submitting entries is available through the TMEA web site under "Honor Band". Entries will be done through the TMEA web site. The first entry form is due March 1<sup>st</sup>. Late entries are NOT accepted.

Upon finalization of entry, judge's scores, forms, recordings, and entry fees should be mailed to the Region Band Chair by the final entry deadline. Region entry fees are \$400. If selected, Area fees are also due and are set by TMEA (currently \$500). These fees are subject to change according to the number of bands entered.

In addition to TMEA Honor Band Rules, the following Region 21 Honor Band rules shall apply:

1. The director of the performing group shall listen to ALL recording submissions to make sure that each works – from beginning to end.
2. All Score submissions must have school identifications completely covered with black electrical tape – front and back if needed.

Region Honor Band Judges will be hired according to practices outlined in the TMEA Band Division Honor Band rules.

Directors that would like to do a sound check must come 45 minutes before the competition begins.

Honor Band sessions are open to the public.

## SECTION VIII

### TMEA ALL-REGION JAZZ BAND PROCEDURES

Official information regarding tryouts for the All-State Jazz Band can be found on the TMEA web site and the All-State Jazz Audition Packet.

The All-Region Jazz Band(s) will be administered by the Region Jazz Coordinator.

**Tryout date:** The date for tryouts will be voted upon by schools with students trying out.

**Applications for entries:** Application forms are found on the TMEA web site. There is a choice on the form for **Region only** or **Region & All State**. If you do not have your TMEA card by the entry deadline, then bring a copy with **you** to the tryouts. or mail it to the Region Jazz Coordinator prior to the tryouts.

**Entry Fees:** To be determined by the Region Jazz Coordinator. Fees are based on projected total expenses divided by the projected number of students auditioning.

**Entry Deadline:** To be determined by the Region Jazz Coordinator.

**Band Rehearsals & Concert Date:** To be scheduled at the spring or fall region meeting.

**Site of Tryouts and Rehearsals/Concert:** To be determined at the spring or fall region meetings.

**Judges:** Band Directors from Region XXI and any musicians who the Region Jazz Coordinator deems qualified to judge the auditions.

**Tryout material:** Music may be found in the TMEA ALL-State Jazz Band audition Packet. This is published yearly.

**Tryout procedure:** All tryouts will be conducted according to TMEA guidelines.

- Five person panels will be used.
- Every student will be in the tryout room.
- Everyone will perform the etudes for their instrument.

**Region:** Region 21 chooses not to play the improvised solo.

**State:** Students that record for state auditions will follow the TMEA All-State Jazz procedures and rules. Region 21 will pay the state fee.

**Instrumentation:** As listed in the All-State Jazz packet with the exception of Trombone. The All-State Jazz Band uses three tenor and two bass trombones. Region XXI uses four tenor trombones and one bass trombone. Region XXI instrumentation will be as follows.

2 alto sax  
2 tenor sax  
1 baritone sax  
5 trumpets  
4 tenor trombones  
1 bass trombone  
piano  
guitar  
bass guitar  
2 percussion

When possible, depending on the number of entries, Region XXI will have two All region jazz bands. The instrumentation will be the same for both bands.

**Doubling:** Students may tryout on two instruments, provided entry fees are paid for both instruments.

**Tabulation forms:** Region XXI will use state-adopted forms as specified by TMEA.