

TMEA Region 31

**Orchestra Division**

**Region Handbook**

2016-2017, rev. 8/16

**I.** **Elected Positions**

1. Orchestra Division Region Chair

1. Elected office, two-year term (not including two year term as chair-elect), electable at spring region meeting every even numbered year.

2. Duties and responsibilities as outlined in the state region chair handbook.

3. Oversee and coordinate all TMEA Region 31 activities.

4. Communicate and coordinate with the band division chair regarding dates for region clinic/concert and wind/brass/percussion auditions.

5. Assign judging duties as necessary.

1. Region Chair-Elect/Treasurer

1. Elected office, two-year term (followed by a two-year term as Orchestra Division Region Chair), electable at spring region meeting every even numbered year.

2. Handles all financial transactions for the region, keeps accurate financial records, balances region checkbook, pays bills for region division, and sends TMEA budget reports twice annually.

3. Assists region chair as needed, including tabulation, panel assignments, etc. Shadows region chair with the purpose of training for upcoming term.

1. Secretary

 1. Elected office, two-year term, electable at spring region meeting every even numbered year.

2. Takes accurate minutes at all region meetings.

3. Types minutes of meetings and forwards to region chair within one week of meeting date.

4. Assists region chair as needed, especially with production of Region Orchestra Concert program.

 D. Stipends

1. In the interest of securing a strong financial foothold in the incipient year for Region 31 Orchestra, as of 8/16, no stipends will be paid out of Region 31 funds to the elected officers. After the region is secure financially, stipends may be discussed and voted upon annually by the membership of Region 31 present at the spring meeting, using the TMEA BEST PRACTICES AND GUIDELINES FOR REGION STIPENDS AND HONORARIUMS as a guide. Other stipends for hosting, etc. are outlined below.

**II. Director/Member Sponsor Responsibilities**

A. TMEA Active Membership is required to enter and/or sponsor students in TMEA Auditions.

 B. The TMEA Active Director/Member Sponsor must be in attendance and be available to serve as an audition staff member for any and all activities in which their students are involved.

 C. For Orchestra area auditions, the director of record entering the students in the area process must be available to judge or monitor at the area level.

 D. Failure to adhere to this policy subjects the Active Member Sponsor to the TMEA Penalties for Rules and Policies Infractions process.

 E. When entering students in the audition process, the TMEA Active Member Sponsor must provide proof of TMEA membership and submit the Audition Process Entry sheet with the following signed and dated Director’s/Member Sponsor’s Statement of Responsibility:

“I have read the Eligibility Requirements for TMEA Activities and agree to abide by all the rules and regulations set forth by the Texas Music Educators Association with respect to all auditions and events. I have informed the students entered of the audition process and requirements for All-Region and All- State. They understand that if they are certified for Area in the orchestra winds/percussion, band, or choir, (and accept that assignment), they may not advance to Area

through any other Division.”

F. Members must adhere to all responsibilities contained within the document: *CODE OF ETHICS AND STANDARD PRACTICES*.

 G. Proxy Policy

 1. Each Region shall be responsible for establishing rules and procedures for the use of proxies in emergency situations.

2. The Proxy for the TMEA Active Director/ Member Sponsor must be in attendance and be available to serve as an audition staff member for any and all activities in which their student(s) are involved.

 3. Failure to adhere to this policy subjects the Sponsor to the TMEA Penalties for Rules and Policies Infractions process.

# III. Instrumentation or Voicing for Each Ensemble

 A. High School Symphony Orchestra

 1. Full orchestra comprised of 9-12 graders chosen by Region 31 audition procedures (below).

 2. Instrumentation shall not exceed 18-18-14-14-8 with two alternates selected for each section.

 3. Winds, brass, and percussion will come from separate audition process via band division.

4. The winds can be doubled except Piccolo, bass trombone, and tuba. Auditions for All-Region Orchestra Wind/Brass/Percussion students will take place at the band All-Region auditions. The top students in each instrument are given the option of being in the All-Region Orchestras.

5. TMEA Audition Policy states – No student may be eliminated, not selected to

advance or not be seated in an organization, based on arbitrary decision to

reduce the published instrumentation or voicing quotas.

6. Students must audition for the Symphony Orchestra to be considered for All-

State auditions.

 7. Students in the 9th grade at a Junior High School are eligible only for membership in the High School Symphony Orchestra.

 B. String Orchestra (Middle School/Junior High)

 1. String orchestra comprised of 6-8 graders chosen by Region 31 audition procedures (below).

 2. Instrumentation shall not exceed 18-18-14-14-8 with two alternates selected for each section.

 3. Students in the 9th grade at a Junior High School are not eligible to audition for membership in the Middle School String Orchestra.

**IV. Audition Entry Procedures:**

 A. All directors will use the state entry program and follow the state-approved entry process. No deviations from this process will be allowed. Instructions are available on the TMEA website.

 B. It is the individual director’s responsibility to make sure they follow the entry process and guidelines.

 C. Entries are to be done by computer online via the TMEA website.

 D. Entry fee (currently set at $13 per student at all levels, to be re-evaluated by the Orchestra Division membership present at the spring meeting each year).

 E. In addition to the online entry process, directors will submit hardcopies to the Region Chair. Hardcopies must be postmarked by the date specified at the fall meeting and mailed to the Region Chair or designee.

 1. Hardcopies must include the following: Director’s Statement of Responsibility signed by the director of record, copy of TMEA membership card, Entry Addendum, signed Code of Conduct form each student entered, and Official Entry form printed from TMEA.org

 2. Attach only one school/booster club check or money order for the

 fees (no personal checks).

 F. High School Full orchestra contest entries must indicate “All State” or “Region Only.” Students must audition for the Symphony Orchestra to be considered for All-State auditions.

 G. It is the individual director’s responsibility to verify the accuracy of entries for his/her school prior to submission. Please have each student verify that their name is included on the list and is spelled correctly.

 H. Online entry deadline for all contests will be midnight, 14 days prior to the day of the audition. Postmark for all hardcopies will be the Monday immediately following the online deadline.

 I. The late and final online entry deadline will be seven days prior to the day of the audition.

 J. Correction to an existing student entry may be made between 13 and seven days prior to the contest without penalty, but a student entry added less than 14 but more than seven days prior to the contest will result in a penalty equal to 100% of the student fee.

 K. Entries begun less than 14, but more than seven days prior to the contest, will be assessed a penalty equal to 100% of the student fee.

 L. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process.

 M. Directors will be allowed to add or change student entries the day of the audition with a penalty equal to 100% of the student fee.

 N. All fees must be paid or supported by a school purchase order prior to the start of auditions.

 O. It is the individual director’s responsibility to be aware of and follow all TMEA policies, including but not limited to those regarding student eligibility for participation in the region audition process.

 P. Each campus must meet the following requirements:

 1. All directors must be a current member of TMEA and hold a valid membership card.

 2. All directors with students entered from their campus must be present and willing to participate in the auditions and activities of ANY and ALL TMEA Region 31 events for which their students are present, including but not limited to: auditions, sectionals, rehearsals, and concerts.

 3. Do not enter a student who expects conflicts of any kind or length of time during the scheduled rehearsal times. Students will not be excused for doctor’s appointments, athletic activities, family reasons, etc.

 4. Please remind your students that UIL Eligibility Rules apply to their participation in the All-Region Orchestra.

 5. 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.

 Q. If you have students who can no longer audition for any reason, please notify the Region chair as soon as possible. The director(s) from that campus will still be required to judge if necessary to the process.

# V. The Audition Procedure

##  A. Audition Personnel

##  1. Responsibilities

a. Directors with students entered in the audition process are expected to be available at all times on the day of the audition to help with the audition process as assigned by the Region Chair.

b. Directors information sheet and judging assignments will be made

available no later than one week prior to the audition date.

c. Any director unable to attend the audition must secure a proxy approved by the Region Chair. Any costs will be the responsibility of the director needing the proxy.

d. Directors are responsible for ensuring that appropriate numbers of

chaperones are present for their students. This may be fulfilled by the

student’s parent/guardian in attendance.

e. Directors are required to stay until the results have been finalized.

 2. Stipends Associated with Auditions

a. Auditions host - $150 per director.

b. Other personnel such as hired tuning helpers or registration workers may be paid at a rate agreed upon by the division officers.

##  B. Audition Procedures

1. String auditions will follow the All State String Audition Procedures. All rooms must follow this same procedure. (See All State Chair Audition Procedures)

2. Five person audition panels shall be used at all TMEA sponsored judging events.

3. All students need to arrive at least 30 minutes prior to the audition “start time.” The audition “start time” is provided on the student’s flowchart. The monitor will gather the contestants from the warm up area, organize them, assign code letters, and escort the students to the audition room before the audition “start time.” The monitor enters the audition room with the students at the “start time.” The monitor then explains audition cuts after the students are in the audition room.

 4. Should a student arrive after his/her scheduled audition group has entered the audition room, the student will not be allowed to audition unless he/she can be added to a later audition group without disruption to the audition process.

 5. In instrument groups requiring multiple audition panels, the Region Chair may determine from which etudes/excerpts each panel will take their audition cut.

 6. HS audition panels will hear cuts taken from each of the All-State etudes.

 7. Metronome/electronic device policy for Orchestra division auditions:

 a. Students are permitted to use a non-audible metronome that is only

 a single purpose device.

 b. Said metronome may only be used prior to the performance by the auditioning student. The student may not use the metronome during the performance.

 c. No other 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.

 d. The list of aforementioned non-allowable electronic devices includes, but is not limited to: phones, electronic games, computers, cameras (within the audition room) and playback systems.

 e. Metronome markings should be closely adhered to so as to maintain the intent of the music.

 f. More consideration should be given to the student who conveys the musical intent of the recommended metronome markings. Judges should score a student who chooses to perform outside the recommended tempo based on the student’s ability to preserve the musical integrity of the selection.

 8. TMEA Audition Policy states: No student may be eliminated, not selected to advance, or not be seated in an organization based on an arbitrary decision to reduce the published instrumentation or voicing quotas.

 9. All efforts should be made to preserve anonymity for contestants during the audition process. Code letters should never be revealed during breaks. At no time in the audition process should a contestant and his/her judge have direct communication; all communication should be directed through the room monitor.

 10. Tabulated audition results shall be available for inspection by directors for

one hour following the conclusion of the entire audition.  Results are unofficial during this time period. At the end of this period the results are subject to the TMEA appeals process. (1/09)

11. Violin 1, chairs 5 and 6 (according to results) will be assigned to Violin 2, chairs 1 and 2 for leadership purposes.

12. Two alternates will be selected for each string section of the orchestras. Alternates will receive folders after auditions and if students are needed for concert, students will be seated in back of sections. Violin alternates will be given a Violin 2 folder and will be seated in the second violin section when/if needed.

13. Results posted on-site will list all students in final order, but will not be available for public viewing. Directors may notify students of results only after the contest’s results are made official.

14. Directors are required to stay until the results have been posted to pick up the folders for their students who were selected. No folders will be mailed.

15. Directors must provide hard copies or access to all concert music, and the

 Congratulations and Information letter from the Region Chair to each student from their school that is selected to a region orchestra.

##  C. Audition Music Selection

 1. Region orchestra repertoire selection

 a. The purpose of the repertoire selection meeting(s) is to choose the

 material to be used in the audition process and up to three concert

 selections to be played by the JH/MS and HS region orchestras. The committee present at each meeting shall also select the all-region audition cuts for the audition packets.

 b. The meetings to select repertoire are open to any orchestra director in the region. The date(s) for the meeting(s) will be set at the spring region meeting.

 c. Directors wishing to submit ideas for concert selection should bring a score for the piece and are encouraged to bring a recording of the selection (should one be unavailable via internet sources).

 d. The region will borrow music for use in the clinic/concert whenever possible.

 e. Photocopies will be used in the region folders and the originals (enough for one per stand) will be on hand at all times.

 f. All photocopies will be destroyed after they are returned.

 g. All music purchased for a region concert will be housed in a Region 31 library and kept catalogued on a database.

 2. Symphony Orchestra (High School) audition material

 a. HS Symphony audition material will include an excerpt from each of the All- State etudes.

 b. Other HS Symphony audition material may include 2-3 octave scales or excerpts from the selected repertoire for the clinic/concert.

 3. String Orchestra (Middle School/Junior High) audition material

 a. Audition material will include excerpts from the three region selections for the clinic/concert.

 b. The music selection committee may also include scales or non-All-State etudes in the audition materials if desired.

##  D. The Audition Packet

 1. The release of the audition packet is the official time of release for any information regarding repertoire to be played, scales or etudes chosen for audition material, or specific audition cuts. Prior to the official release of the student audition packet, information regarding those items shall not be shared with anyone other than Region 31 directors and clinicians. This includes, but is not limited to: parents, students, or private instructors who are not TMEA members.

2. Audition material will be made available on the Sunday prior to the first day of school, sent via email to the region orchestra directors.

3. Audition material will have a director’s cover letter listing the

 following info:

a. Site and date for HS/MS Auditions

b. Site and date for HS/MS Clinic/Concert

c. Site and date for All-State Recording

d. Entry deadlines

e. Entry fee (currently $13 per entry)

f. A listing of what must be included with the entries:

1. The checklist from the entry program.
2. The printed entry with Director’s Statement of Responsibility.
3. Summary Sheet. This will be used to help verify to both the director and region chair that the correct amount of money is included for the entries.
4. A copy of your TMEA membership card.
5. Attach only one school/booster club check or money order for the fees (no personal checks). Hard copies must be postmarked by the specified date in the Fall Meeting Minutes and mailed to the Orchestra Division Region Chair.

4. The Student packet will include the following information:

 a. A list of all of the audition material with exact measure numbers and tempos

 b. Clear and clean copies of each of the audition excerpts with the required sections clearly marked as to where to start and stop and metronome marking(s) clearly indicated

c. Code of Conduct to be signed and returned

d. A student information sheet that includes the following information:

1. Audition date and site
2. Clinic/Concert dates, times, and sites
3. Entry fee information
4. The following Rules and Procedures:

 a. If chosen to participate, each student will attend all scheduled rehearsals and the performance. Any student recording for State must be available for all rehearsals and performances as asked, or his/her recording will be disqualified.

 b. All students wishing to tape for State must audition for the All-Region Symphony Orchestra.

 c. All TMEA functions are considered extra-curricular activities and are subject to No Pass-No Play rules.

 d. All students participating are required to be on time to each scheduled Region event (audition, rehearsal, and performance). Students arriving late are subject to loss of chair or removal from Region Orchestra at the sole discretion of the Region Chair.

##  E. Alternates

##  1. Two alternates will be selected for each string section of the orchestras. Alternates will receive folders after auditions and if students are needed for concert, students will be seated in back of sections. Violin alternates will be given a Violin 2 folder and will be seated in the second violin section when/if needed.

# VI. Certification Procedures (HS only)

 A. All-State recording

 1. All procedures and policies set forth by TMEA will be followed.

 2. There will be two or more taping rooms running simultaneously as determined by the number of entries.

 3. A director will be in the room, the recording technician will read the necessary info on the recordings and the director will make sure they stay in order and on time.

 4. Each audition will be backed up and saved on a master as well as a flash memory storage device.

 5. Recordings will be uploaded from flash memory to a cloud server for retrieval during the area judging process. Directors may be needed to assist in the uploading and file labeling processes.

 6. All-State recording fee is $25.00 per person.

 7. To determine students eligible to audition for All-State:

 a. Students must complete the Symphony Orchestra audition process

 and be ranked.

 b. Should more students wish to record than are allowed to do so under

 TMEA policies, the rank order as determined in the region audition process will be used to determine which students will record.

 8. A professional recording technician will be hired for each room to record the

 auditions.

 9. Directors with students participating in the All-State recording process:

 a. Will perform duties as assigned by the Region Chair;

 b. Must be present at the audition site while any student from his/her school is present at the host site.

 B. Dual Certification

 1. Through this process, students may qualify for area auditions in both Wind/Percussion and Vocal, and then choose the one in which to audition. The TMEA Eligibility Rules state: A student may audition in band and/or choir and/or orchestra, but once notified of placement in either the All-State Jazz Ensemble

 or All-State Orchestra (strings) may not advance to Area for another All-State group.

## VII. All-Region Clinic/Concert

##  A. Stipends/Honorariums Associated with Clinic/Concert

 1. Elected officer stipends: currently $0 (refer to Policy [I, D, 1])

 2. Clinic/Concert host: $150 per director (see below for responsibilities)

 3. Percussion Organizer: $100

 4. Organizer for All-Region ensemble: $150 (see below for responsibilities)

 5. Clinician/Conductor: $500 plus the following compensations:

a. TMEA State rate per mile for travel or reimburse for airline ticket (clinicians make their own arrangements and pay for airline ticket);

b. $25 per diem for food expenses;

c. If region chair decides to take clinicians out to eat, the clinician either pays for their own food or that amount is deducted from their per diem;

 d. Any “gifts” for the clinicians from the orchestra are donated by the students in the orchestra and not paid for by the region;

 B. Responsibilities of Region Personnel at Clinic/Concert

 1. Orchestra Division Region Chair

 a. The Region Chair or designee will hire clinicians. A signed contract will

 be secured from each clinician.

 b. Arrange for transport/lodging for clinicians and coordinate with Chair- Elect/Treasurer and Organizers concerning payment and logistics.

 c. Oversees process of Clinic/Concert and coordinates with site host on facilities needs, equipment transport, and setup.

 d. Orders all-region patches in summer and arranges for disbursement during clinic/concert event.

 e. Arranges for recording of concert.

 f. Coordinates with vendors to provide memorabilia for purchase on concert day.

 g. Coordinates with Orchestra Region Secretary to produce Clinic/Concert programs.

 h. Serves as emcee to welcome audience at the beginning of both groups’ concert performances.

 2. Chair Elect/Treasurer

 a. Sees to all financial transactions relating to clinic/concert, including reimbursement to clinicians and distribution of stipends.

 3. Orchestra Region Secretary

 a. Assists Organizers in maintaining accurate name list of students in concert, including any last-minute changes or additions different from audition result listings.

 b. Secures biographical information from clinicians for use in program.

 c. Assists in production/printing of All-Region Clinic/Concert program.

 4. All-Region Clinic/Concert Hosts

 a. Work with organizers to set up rehearsal space with correct numbers of chairs and stands. Stands will be secured from other schools if necessary. Truck rental to transport stands may be paid for by Region 31 if school or personal vehicles are not available.

 b. Arrange for sectional space if needed.

 c. Arrange for secure uncasing and changing room space during afternoon of concert.

 d. Provide for a clinician green room (or changing space).

 e. Coordinate with percussion organizer at clinic/concert to ensure all percussion needs will be met.

 f. Must be present at clinic/concert at all times.

 g. Arrange for microphone on stage for concert.

 5. All-Region Orchestra Organizers

 a. One per orchestra (may have 2 if needed), assigned at spring meeting.

 b. Duties include but are not limited to:

 1. After the region chair has hired the clinician for each orchestra,

 the organizers will contact their respective clinicians. They may need to arrange or assist in arranging the following:

- Transportation from and to airport and to and from each rehearsal and concert;

- Bowings for each section in the orchestra;

- Orchestra set-up preferences.

 2. Make set up chart for orchestra.

 3. May be needed to assist in production of audition packets.

 4. Make folders. (Folders will include music and letter of

 congratulations and important info for region weekend. i.e.

 time, location, etc.)

 5. Collect folders and hand out patches after concert.

 6. Arrange for section leaders for each section of the orchestra in

 case clinician wants sectionals at any time during weekend. One section leader for each string section, one for the wind section, and it is recommended to try to have one for percussion section to help with instrumentation, etc.

 7. Coordinate with percussion organizer to collect all percussion equipment needed.

 8. Help Clinic/Concert Host in securing sufficient music stands.

 6. Other Region Directors: see below (Policy [7, C])

## C. Student and Director Attendance Requirements and Responsibilities

 1. Student responsibilities as outlined in Code of Conduct form.

 2. It is the director’s responsibility to ensure the participants from his/her campus are prepared on the repertoire by the first rehearsal.

 3. Each teacher with a participating student will be in attendance at the event

 as long as the student is present. This includes being present as participants are waiting to be picked up by parents. Please verify that all your students have been claimed before leaving the event each day. The Clinic/Concert Host responsibilities do not include providing child care after hours.

 4. Directors should make the Region Chair aware of any proxies for their campus.

 5. Directors should have a list of contact numbers for each student in case of emergency.

 6. If a student is late to the first rehearsal and the director is not there to confirm communication has been made, the next alternate will be called to fill that spot in the orchestra. A director’s lack of attendance and communication when a student from their school is not present for rehearsal will indicate that the student should be removed from the TMEA process (See Policy VII, D, 1, c).

 7. Each teacher/sponsor shall be present to monitor the behavior and deportment of participating students in and out of rehearsal. This is especially applicable to students staying to lunch at the host site on the second day. Proper monitoring will result in a smoother clinic for all involved and will avoid the necessity of involving the TMEA Grievance Process.

## D. Student Elimination/Removal from All-Region Process

 1. Once a student enters the TMEA audition process, he may be eliminated only by either:

 a. Audition process itself

 b. TMEA Appeals Process

 c. Student’s TMEA active member director/member sponsor

 2. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections and/or etudes prescribed by the State Vice-President. The judges must hear each student play/sing a portion of each of the prescribed selections, etudes, or excerpts before auditions are complete. (See Policy [V, C, 2, a])

3. TMEA Audition Policy states: No student may be eliminated, not selected to advance, or not be seated in an organization based on arbitrary decision to reduce the published instrumentation or voicing quotas.