



Region 28 Vocal Division Handbook

***Revised July 31st 2018 for the 2018-2019 School Year**

Table of Contents

Pg. 2	Table of Content
Pg. 3	Elected Region Officials and other Region Positions
	Region Officers, Duties, Responsibilities and Stipends
	Pg. 4 The Region Vocal Chair
	Pg. 5 The Region Vocal Chair continued
	Pg. 6 The Region Vice-Chair
	Pg. 6 The Region Secretary/ Treasurer
	Pg. 7 Computer Operator; Region Vocal Division Webmaster & Region Recording Personnel
	Pg. 8 Stipends
Pg. 9	TMEA Active Member, Director/Sponsor Responsibilities
	Pg. 9 Division Meeting, Audition & TMEA Activity
	Pg. 10 Attendance and Proxy Policies
Pg. 11	TMEA Region 28 Vocal Auditions: Policies and Procedures
	Pg. 11 Region 28 Choirs & Voicing
	Pg. 11 Entry Procedures
	Pg. 11 Entry Fees
Pg. 12	District, Region Pre-Area & District Treble Choir Audition Responsibilities and Procedures
	Pg. 12 Audition Responsibilities
	Pg. 12 Auditioning Student Duties
	Pg. 13 Director Duties
	Pg. 13 Audition Personnel
	Pg. 14 Audition Host Responsibilities
	Pg. 15 Director (Judge's) Responsibilities
	Pg. 15 Region Chair Responsibilities
	Pg. 15 Computer Operator Responsibilities
Pg. 16	Other Audition Related Procedures
	Pg. 16 Small School Audition
	Pg. 16 District Treble Choir Audition
	Pg. 16 Choir Selection Criteria
	Pg. 16 Audition Music
	Pg. 17 Certification Procedures
	Pg. 17 Announcement of Results
	Pg. 17 Alternates
Pg. 18	Region Clinic and Concert
	Pg. 18 Clinicians & Accompanists
	Pg. 18 Host duties
	Pg. 18 Director/Section Leader Duties
	Pg. 19 Student & Director Attendance Requirements
Pg. 21 – 24	Appendices
	TMEA Contacts, Region Contract, TMEA Policies, TMEA Web Access, MS Handbook, UIL Policies

Region 28 Vocal Division Officials, Duties & Responsibilities and Associated Stipends

Region 28 Vocal Division Officers

- Elected by the Region 28 Vocal Division Membership and will serve a two-year term. Each Officer or contracted employee will receive a Stipend associated with the responsibilities to the Vocal Division.
 - Chair – stipend not to exceed \$500.00
 - Vice-Chair – stipend not to exceed \$300.00
 - Secretary – stipend not to exceed \$500.00
 - **Appointed by Region Chair:**
 - Computer Operator – Stipend not to exceed \$300.00
 - Web Master - Stipend not to exceed \$250.00 + Annual Web Associated Fees, not to exceed \$150.00
 - Region Recording Personnel (Vocalists, Accompanists & Audio Technician) – Stipends not to exceed \$200.00 per person

The Region Vocal Chair

- General Duties
 - Preside at Region 28 Vocal Division meetings
 - Represent Region 28 Vocal Division at all TMEA statewide affairs
 - Notify each director through written correspondence of TMEA statewide affairs
 - Secure Clinicians prior to Fall meeting and supply them with appropriate music
 - Secure UIL Judges and serve as liaison with the UIL Executive Secretary
 - Complete State Office reports
 - Distribute copies of the following information to one director from each school:
 - Provide the Region 28 Vocal Division Handbook on webpage
 - Provide a schedule of all event dates, entry deadlines, sites, and fees for the current year
 - Provide State Audition Procedure Manuals and all relevant appendices on webpage
 - Provide the annual All-State Choir Repertoire and Rehearsal Notes on webpage
 - *The chair or designee shall post audition results on the region website.*
 - In the event of a death of a Region Director's immediate family, the chair is authorized to spend up to \$50 for a memorial
- Spring Duties
 - See that new officers are elected at the Spring Region meeting every two years
 - Select and secure Clinicians and Accompanists for the Clinic/Concert
 - Submit an Alteration Request to the Audition Procedures Manual/to the state vocal chair no later than June if sight reading is to be implemented at any audition other than the Pre-Area and Area auditions.
 - Arrange for all District and Region patches from the TMEA State Office prior to June 1st for the next school year.
- Fall Duties
 - See that each participating director is a member of TMEA and have on record a copy of a valid TMEA number by the district entry deadline.
 - Notify directors of selections to be heard at each audition.
 - Notify directors of music to be performed on the Concert.
 - Arrange the Clinic & Concert and all necessary related items associated with the event

The Region Vocal Chair continued...

- **Audition Duties**
 - Certify that each student is entered according to audition regulations by the entry deadline.
 - Notify each director by written correspondence in the event of any changes in Region activities.
 - Certify eligible students at each audition.
 - Contact the director of an alternate immediately upon notification of a student withdrawal.
 - See that each audition follows the guidelines of the Audition Procedures Manual.
 - Provide each director with a list of the songs to be auditioned.
 - Be present when auditions scores are tabulated
 - Provide the following materials:
 - Audition Recordings, Score Sheets, and other official materials pertinent to the contest.
 - 10 Audio Playback Devices (and power devices as necessary)
 - General Office Supplies:
 - Pens and Pencils
 - Paper clips, rubber bands, scissors, tape, stapler
 - Writing paper
 - Large envelopes

The Vice-Chair

- General Duties
 - Preside at Region 28 Vocal Division meetings if Chair is unavailable
 - Represent Region 28 Vocal Division at all TMEA statewide affairs if Chair is unavailable
 - Compile a complete and accurate list of the Region Vocal Membership annually, to keep on record and provide to the Region Chair for distribution or posting to the webpage
- Audition Duties
 - Duties as assigned by chair.
 - Conduct a judging workshop at each audition at chair's discretion.
 - Create a Review Packet (inclusive of Job Description, Instructions, Do's and Don'ts Information Sheet, Raw/Rank Form, etc...) to be presented and reviewed at Fall Meeting
- Clinic and Concert Duties
 - Arrange lodging for the clinicians
 - Arrange for any additional instruments and players
 - Arrange for the printing of the concert program
 - Arrange for a professional recording of the concert
 - Make seating and standing arrangements (including alternates) and execute a plan of action for the flow and transition of the concert program
 - Assign section leaders

The Region Secretary/Treasurer

- General Duties
 - Preside at Region 28 Vocal Division meetings if Chair and Vice Chair are unavailable
 - Represent Region 28 Vocal Division at all TMEA statewide affairs if Chair and Vice Chair are unavailable
 - Take minutes at all Region 28 vocal Division meetings
 - Post a copy of current minutes on the website within two weeks of the meeting
 - Maintain a file of minutes from previous year and keep them available
 - Assist and Provide the Vice Chair and Chair with a New Membership Information Form
 - Keep all Region monies in a non-interest bearing checking account
 - Be the collecting agent for all monies pertaining to the Vocal Division
 - Pay all Vocal Division Bills
 - Prepare and present a financial statement for each Spring and Fall Division Meeting
 - Prepare and Submit the Financial Statement and Documentation for TMEA State Tax Purposes, to the Region 28 President and Vocal Chair
 - Notify Region Chair of any school in debt to the Vocal Division
 - With the assistance of the Region Chair, prepare and maintain documentation with all contractual work: ****On-Line Region Contracts for services over \$249.00 funded by a*

*TMEA Region Financial Account need to be completed by processing an IRS 1099 form.****

Contest Computer Operator

- General Duties
 - Create each Vocal Contest (i.e. District Mixed and District Treble Contests, MS)
 - Maintain and update Contest Information
 - Provide the Region Treasurer with necessary updated documentation for Contest Financials at the start of each contest
 - Run all labels, forms, registration sheets, etc... associated with each vocal audition
 - Run tabulation/score entries into the TMEA Contest computer operating system (FileMaker Pro) and generate sheets for division review and Chair Contest Announcements

Vocal Division Webmaster

- General Duties
 - Create and Maintain a webpage for the Vocal Division
 - Pay for annual webpage Service Fee and be reimbursed by Region for such costs
 - Update Vocal/Choral information as needed (weekly, monthly, annually)
 - Collaborate with Region Chair and Secretary for any webpage needs

Region Recording Personnel (Vocalists, Accompanists & Audio Technician)

- As appointed and contracted by the Region Chair for Vocal or Accompaniment Recordings
- General Duties
 - Vocalists
 - Learn assigned voice part(s) for District Treble Selections
 - Record assigned voice part(s) for District Treble Selections
 - Be available to record or re-record as needed
 - Accompanist
 - Learn assigned District Treble Selections accompaniment
 - Record assigned accompaniment for District Treble Selections
 - Be available to rehearse, record or re-record as needed for Vocalists or Audio Technician purposes
 - Audio Technician
 - Be available to record, engineer and master recordings for District Treble Selections
 - Provide Mastered Recordings to Region Chair

TMEA Active Member, Director/Sponsor Responsibilities

- **TMEA Membership**
 - Each director should become a member of TMEA. Membership is required for any director whose students wish to participate in a TMEA activity. A director must be a member to vote on TMEA issues or hold a TMEA office. Membership runs from July 1st to June 30th.
 - Any additional TMEA information is available from the TMEA Office. (www.tmea.org)

- **Directors (Assistant Directors & Assistant Director/Professional Accompanists) will:**
 - Be available to fulfill responsibilities and obligations to the Region 28 Vocal Division in any and all capacities, and attend all Division Related Meetings and Events.
 - Fall Meeting (Annually Mid-August, site to be determined at Spring Meeting)
 - Spring Meeting (Annually Mid-May, site to be determined at each Fall Meeting)
 - Region/Division Meetings at TMEA (February) and TCDA (July) Conferences
 - Annual Clinic & Concert (Annually in November)
 - HS District Mixed, Treble, Region, Pre-Area, Area Auditions (Fall Semester)
 - Middle School Region Auditions (Spring Semester)
 - Avoid planning Annual Spring Trips or Personal Vacation during the above listed events (Spring/Fall Meetings)
 - Notify students of:
 - Rules of conduct for all TMEA and UIL activities
 - Music to be used at each audition
 - Dates, places, and events
 - Dress for Region Choir (each school's uniform).
 - Arrange for lodging, meals, and transportation where appropriate.
 - Mail all forms and fees (School or District Issued Check or APPROVED Purchase Order) for each audition to the Region Vocal Chair (Entries with above listed documents MUST BE postmarked 14 calendar days prior to the audition or event)
 - Be present at all Region events in which your students are involved or send qualified proxy (not listed to perform duties for a specific event), to be responsible for your duties and be responsible for the payment of a qualified judge in the amount specified by the Region Chair. [See PROXY Policy on page 8]
 - Notify the Region Chair by phone call and e-mail at the earliest possible time in the event of a person's inability to participate (DNA). Once a DNA is in writing (e-mail) it is official and cannot be withdrawn
 - Get District and Region patches from the Region Chair and distribute patches to the qualified students.

Attendance and Proxy Policies

Attendance Policy

Directors or TMEA sponsor that enters any participating students must be present at the competition.

Proxy Policy

ALL directors, assistant directors and campus choral music faculty should be available to judge at an audition if he/she has students competing.

- In the case that a director/sponsor is unable to attend the audition, the following procedure must be followed:

Prior to the audition, a proxy must be designated and approval submitted in writing primarily by the District's Fine Arts Administrator (or Campus Principal in case a District Fine Arts Administrator is not available) and by the region chairperson.

The proxy will serve in a capacity designated by the region chairperson.

Each absent director is required to pay a judges fee if he/she is unavailable to judge and a replacement judge must be hired. A standard fee of \$125.00 will be applicable for each absence and must be made payable to *TMEA Region 28 Vocal Division*.

In emergency situations the fee will be waived, at the discretion of the Region Vocal Chair.

Directors who fail to adhere to the rules, policies, or guidelines will be subject to terms of TMEA Penalties for Rules and Policies Infractions and be redirected to the TMEA State Vocal Chair

Audition Policies and Procedures

Voicing for Each TMEA Region 28 Competitive/Performing Ensemble

Choir	Voicing	Members per part	Alternates
District Mixed	SSAATTBB	20	2
Region Mixed	SSAATTBB	10	2
Pre-Area Mixed	SSAATTBB	5	2
District Treble	SSA	20	2
Small School	SATB	2 – 4 In Addition to LSC	

- **Entry Procedures**

- Online Entry Instructions are available at:

- <http://www.tmea.org/divisions-regions/auditions>

- **Entry Fees:** Fees for each participant are set by the Region at the Spring or Fall Meeting.

- Currently the fees for the 2018-2019 Contest Season, are as follows:

- A one-time \$12.00 fee per student, plus a \$25.00 per school fee for entries in the District Mixed Audition.
 - A one-time \$12.00 fee per student, plus a \$25.00 per school fee for entries in the District Treble Audition.
 - **LATE FEES:** will be incurred at the following rates: School Fee + Late School Fee (\$37.50) and the Student Fee will double (\$24.00 per student). These fees can be avoided by providing all correct information and necessary paperwork during the initial online entry for each audition. A “window of opportunity” will be available to make minor corrections (NOT ADDITIONS) to current entries, up to 7 (seven) days prior to the auditions and MUST BE PAID IN FULL by the Region Clinic date. Schools not current or paid in full by the Friday Evening Clinic, will be subject to Campus and Student disqualification in the TMEA Audition Process.

Entry Fees (which include an Official School or District Issued Check, or a HARD COPY of your District Approved Purchase Order) and Official Entry Form (printed from the TMEA website) must be POSTMARKED 14 days prior to each audition date and mailed to the current region mailing address.

Checks must be made payable to the TMEA Region 28 Vocal Division. Personal Checks and Purchase Order Requests will not be accepted.

***Please note that Penalty Fees and Late Entry Charges are applied and enforced, if protocol is not followed, which may result in a reprimand from local and state TMEA Officials.**

District, Region, Pre-Area Mixed & District Treble Choir

Contest Audition Responsibilities and Procedures

Audition Responsibilities

- **Auditioning Student Duties**

- Each student will receive a badge at registration, with an audition number (and sight - reading number, if applicable to the audition) that is worn throughout the audition day
- Students will be prepared on the audition material, and will sing portions of the selected music: Audition Cuts will be announced before the beginning of the audition. Students should have pencils and paper clips to mark these cuts
- Students will have the opportunity to sing their cut with the audition audio recording
- After cuts have been sung, no students will be allowed to sing, hum, reproduce pitch or play any of the audition material or other music
- No one may use electronic devices or cell phones at the audition site; including Chaperones or other contest visitors
- When the student's number is announced, the student will proceed to the call monitor. All students will have the opportunity to visit the warm-up room before auditioning
- The monitor will direct the student to the proper audition area
- Upon entering the audition room, the student's number will be announced by the monitor. The student should remain behind the screen throughout the audition.
- Each student will sing the assigned part of the selected literature with the recorded piano accompaniment. The recording on the audio device will play all voice parts on unaccompanied numbers. Pieces having a piano accompaniment independent of the voice parts will be played as printed. If the cut of a song with a piano accompaniment contains passages that are unaccompanied, the recording will play the voice parts until the regular accompaniment is resumed
- All students will return to the waiting area at the conclusion of the audition
- Students should remain attentive to the announcements and/or screens for possible call backs. If there are call backs it is the responsibility of the student to be available to sing again. Any student not available for a call back will forfeit their possible selection
- If a student is permitted to leave the audition site early, it is understood that if the student is called back to sing, they will forfeit any possible placement in the auditioned choir
- All students should accept the announcement of results with a display of good taste and good sportsmanship
- All School and District Policies, Procedures and rules and Regulations apply
- The use of tobacco products, alcohol, drugs, and other illegal substances will not be permitted
- The obvious use of visual or verbal profanity and/or obscene acts will result in disciplinary action by the student's director.

- **Director Duties**

- Directors are responsible for informing their students of all the information in these guidelines and procedures of the audition before attending each contest
- Directors must register immediately upon arrival at the audition site and report student names that are to be withdrawn (DNA's)
- No one will be allowed to register once registration has been closed and the auditions have begun
- PM Registrants as indicated on the initial, Official Online Registration form, must register by 1:30 PM to audition
- Only school-sponsored activities shall be considered for approval by the Region Chair for late audition times
- Directors are responsible for requesting early or late audition times prior to the DNA deadline (No Later than 4:00 PM on Friday, prior to the audition date)
- Should a student be arriving late or departing the contest early due to a conflict with a UIL or other school-sponsored activity, an Official List detailing Student Name, Reason for Late Arrival/Early Departure and a Parent Contact Phone Number must be provided to the Region Chair prior to the start of the Contest Day. This list will be turned over to the Call Center Staff Member & students will be accepted or released, based on this list
- Directors are responsible for providing an Adult Chaperone with and for students in the Holding Area: Chaperones must be made aware of TMEA Policy and abide by these rules

*** Failure to adhere to any of the above listed responsibilities are grounds for disqualification.**

Audition Personnel

- **Audition Host Duties & Responsibilities**

- Reserve contest facilities
- File ALL Necessary Paperwork for Approval to Host TMEA Event
 - Facilities Request
 - A/C System Request & Secured for Contest Day (7:00 AM – 8:00 PM)
 - Custodial Staff
 - Be sure you have Emergency Contact numbers for Campus Administrators
- Provide the following personnel:
 - Student Workers to serve the Audition Site in any capacity
 - Guides (2 per audition room – students)
 - Hall Monitors (1 per audition room or hallway – adult).
 - Tabulation Runners
- Provide the following Facilities and Materials:
 - Make sure school bells have been turned off
 - Contest Areas
 - Registration Area, Holding Area, Call Center, Director's Lounge, Warm-Up Room, Late Registration Room, Computer Operator Room, Tabulations Room, Adult Restrooms, Student Restrooms, access to an office (Campus Choir Director) with a Computer, Printer and Copier
 - Tables, Desks, Chairs AND Audition Screens as needed
 - Music Stands in each audition room
 - piano or keyboard for warm-up, in designated warm-up room
 - Signs for directions, room identification, etc.
 - Audio System for announcements, instructions and Audition Cut Review
 - Separate holding area IF Sight Reading is included in the audition process.
 - 1 computer and 1 compatible printer (if not provided by Computer Operator)
- Provide the following Meal Arrangements:
 - Student Concession Stand (and staff) with plenty of snacks, food, and drink for the duration of the contest day (8:00 AM – 5:00 PM)
 - Student Worker Meals (Breakfast & Lunch) and Drinks not to exceed \$150.00 in reimbursements
 - Director (Judge) Breakfast Meal, Snacks & Drinks (Water, Soda, Coffee) not to exceed \$200.00 in reimbursements
 - Director (Judge) Lunch Meal not to exceed \$7.00 per person
 - EVERY REGION MEMBER MUST PAY A \$7.00 Meal Fee for each contest, whether or not the member is planning on eating.

- **Directors (Judges) [ALL Region 28 Vocal Division Personnel - MS & HS] Responsibilities**
 - ALL Audition Staff must arrive to the Audition Site and Sign – In by 8:00 AM unless otherwise notified by the Region Chair (ex: Audition Host 7 AM; Officers 7:15 AM; Registration 7:15 AM)
 - All Audition Staff must be in attendance at the 8:30 AM Director's Meeting, in the Judging Lounge, where Notices, Announcements and other Audition Protocol will be reviewed
 - Judges have the responsibility to be familiar with the Audition Music prior to the contest
 - Judges have the responsibility to avoid contact with ALL Auditioning Students
 - **In the Judging/Audition Room:**
 - cell phones must remain off during the entire audition
 - Judges should be actively involved in the audition process not doing another task
 - Judges must be silent and sit facing away from the screen once a student enters the audition room
 - There shall be **no use of any electronic devices**, except a calculator during the auditions (this does not include the calculator app on a Cell Phone)
 - Judges must use a consistent method of scoring, leaving sufficient space between scores to avoid boxing oneself in by scoring students too closely together
 - Judges may not duplicate scores.
 - There shall be no discussion between judges about a student's audition
 - Judges should have the courtesy and professionalism not to make remarks that might be heard and be misinterpreted.
 - Avoid making visual contact with any auditioning student.
 - **In the Judging Lounge/after the audition process:**
 - Judges have the responsibility to avoid contact with ALL Auditioning Students
 - ALL Audition Staff, especially Judges, must remain in the Director's Lounge until the Region Chair clears their panel
 - Refrain from entering tabulations and computer room
- **Region Chair Responsibilities**
 - Certify that each student is entered according to audition regulations by the entry deadline.
 - Notify each director by written correspondence in the event of any changes in Region activities.
 - Certify eligible students at each audition.
 - Contact the director of an alternate immediately upon notification of a student withdrawal.
 - See that each audition follows the guidelines of the Audition Procedures Manual.
 - Provide each director with a list of the songs to be auditioned
- **Computer Operator**
 - Run official entry reports and enter audition scores and run placement reports

Small School Audition Information:

The Region 28 Vocal Division will implement the following structure for the 2014-2015 Inaugural audition of the Texas All-State Small School Choir (SSC). Auditions are to be held in conjunction with the standard or Large School Choir (LSC) audition process already in place for the Region's Vocal Division. Small School students shall audition in a "separate" audition for the same judging panels as and on the same day as the traditional contest date, as determined by the Vocal Membership. The number of SSC students registered to audition, will determine how many students in each section will advance in the All-State process. A minimum of two (2) singers per voice part (as available after the District Audition) will progress through the Region and Pre-Area Audition, leading to the Area/All-State Choir Audition; i.e. Students will participate in a District Mixed singing audition for placement and advancement to the Region Mixed Audition. Those students advancing through the Region audition, shall participate in an additional Sight Reading process to qualify scores for advancement and chair placement as candidates into the Area audition for the Texas All-State Small School Choir.

District Treble Audition Procedures:

The Region 28 District Treble Choir for the 2018-2019 School Year shall be comprised of an auditioned group of 60 singers in an SSA/SSAA choir. ONLY those students in grades 9-12, who have auditioned for the TMEA Region 28 District Mixed Choir are eligible to participate.. The District Treble Choir is not an advancing organization in the TMEA All-State process and will perform a concert with select repertoire, which may include the TMEA All-State Gender selections.

Choir Selection Criteria

- ❖ Technical knowledge of the music (rhythm, pitch, and intonation).
- ❖ Voice quality (vocal technique and appropriate sound).
- ❖ Overall musicianship (diction, phrasing, style, and dynamics).

Audition Music

Music for the TMEA All-State music is selected by TMEA and is released to the public on its website, TMEA.org. Pieces for the various levels of auditions will be voted and decided upon by the Region membership at the Fall meeting, as per TMEA guidelines.

Music for the District Treble choir is to be selected by director panels as needed for selection and at the the approval and/or discretion of the clinician for the year.

The Region Chair shall prepare audition cuts. Any director may submit audition cut suggestions by calling, faxing, or emailing cut suggestions. The final responsibility of choosing the cuts from the suggestions will be the decision of the Region Chair.

Certification Procedures

Tabulated results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period results are subject to the TMEA Appeals Process. Results posted on-site should list all students in final order.

Announcement of Results after certification

The Region Chair shall announce the results to the students by section proceeding from the lowest to the highest rank.

The student's name is announced followed by the name of the student's school.

Alternates

For Area auditions and alternate attendance, see below:

1. Every effort should be made by all TMEA Active Member/Sponsors to notify the respective Region Division Chair of any vacancies or forfeiture of Area candidacy at the earliest opportunity.
2. The Region Division Chair is the only person authorized to secure alternates to Area. The Region Division Chair shall notify the director/sponsor of the alternate student, the appropriate Area Chair, and the TMEA Deputy Director of the substitution.
3. An alternate may not represent a vacancy from a Region different than his/her own.
4. For vacancies that occur prior to the audition date, alternates should be notified as soon as the vacancy has been verified and no later than 10 pm the preceding day.
 1. Alternates must be contacted by the Region Division Chair representing the Region with the vacancy.
 2. Alternates must be called in rank order from the preceding audition in which the vacating student qualified for advancement.

Region Clinic and Concert

- **Concert Clinicians: selected and contracted by the Region Chair, must be a TMEA Member**
 - The Mixed Choir Clinician selected will receive an honorarium of \$750.00, plus transportation costs of airfare or state allocated mileage not to exceed \$300.00
 - The Treble Choir Clinician will receive an honorarium of \$750.00, plus transportation costs of airfare or state allocated mileage not to exceed \$300.00
- **Accompanists: appointed and contracted by the Region Chair, must be a TMEA Member**
 - The Mixed Choir Accompanist will receive an honorarium not to exceed \$500.00
 - The Treble Choir Accompanist will receive an honorarium not to exceed \$350.00
- **Region Workshop Clinician: CPE Credit Workshop voted on by Vocal Division Membership**
 - An annual CPE Credit Workshop will be provided to Region Members, during the Region 28 Clinic/Concert Weekend
 - The Clinician will be selected by the Region Chair and will receive an honorarium based on funding from the TMEA Office
- **Pre-Area Clinician**
 - The Area Clinician selected by the Region Chair, will receive an honorarium of \$400.00 plus transportation costs of airfare or state allocated mileage not to exceed \$300.00
- **Clinic/Concert Host Duties**
 - Clinic Arrangements
 - Secure Clinic Facilities:
 - Rehearsal and performance areas
 - Provide piano, risers, chairs, and music stands
 - Be available to assist the Clinician(s) and Region Officers
 - Concert Arrangements
 - Secure concert facilities:
 - Provide pianos, risers, and acoustical shells
 - Reserve seating area for choirs
 - Be available to assist the Clinician(s) and Region Officers
 - Provide Water for all Student, Director and Clinician participants (Region Expense)
- **Section Leader Duties**
 - To be selected by Vice-Chair
 - Check roll for your section at the beginning of each rehearsal and at the concert.
 - Notify Region Chair of any absences or tardiness.
 - Collect Completed and Signed Region Contracts from each District/Region Choir Member, at check-in, prior to rehearsal

- **Student and Director Attendance Requirements/ Student Elimination**
 - Clinic: Region Choir and District Treble Choir on Friday Evening
 - Clinic: District and Region Mixed Choir, District Treble Choir on Saturday
 - Concert: District Treble Choir, District Mixed Choir, Region Mixed Choir on Saturday
 - **Patches**
 - Students selected for the District and/or Region Choir will receive a District and/or Region patch upon the completion of the Region Clinic and Concert requirements
 - See Alternate Disclaimer on page 17
 - **Participation**
 - Any student selected for the District/Region Choir is required to participate in the rehearsals and performance of the District/Region Choir. Any deviation from this rule must be approved by the Region 28 Vocal Division Chairperson BEFORE the rehearsal or performance that will be missed
 - **Guidelines for Clinic/Concert Attendance**
 - The first unexcused tardy to a rehearsal will result in a reprimand.
 - The second unexcused tardy to a rehearsal will bring dismissal from the District/Region Choir and all District/Region Choir honors will be forfeited
 - Any unexcused absence from a rehearsal will bring dismissal from the District/Region Choir and all District/Region Choir honors will be forfeited
 - An unexcused tardy to the concert can result in dismissal from the District/Region and all District/Region Choir honors will be forfeited. The Section Leader determines a student's tardiness. No student may leave the area without the permission of the Section Leader after roll call
 - The use of tobacco products, alcohol, drugs, and other illegal substances will be ground for dismissal
 - All School and District Policies, Rules and Regulations will be enforced during the Region Clinic and Concert
 - The obvious use of visual or verbal profanity and/or obscene acts will result in disciplinary action by the student's director and may be grounds for dismissal from the choir
 - **Alternates**
 - If any member of the District/Region Choir cannot participate in the Region Clinic and Concert, that student's director must notify the Region Chair **by phone and e-mail** by 5:00 PM on the day before the clinic so that the next alternate may be notified.

Appendix A –

TMEA Region & State Officers UIL Contacts

TMEA Region 28

President Michael Corcoran. Stillman Middle School, Brownsville (281)772-7114, Cell

Secretary Melody Erikson. Supervisor of Choral Music, Brownsville (956) 778-5975, Cell

High School Vocal Division

TMEA Region 28 Vocal Division –Office

region28vocal@gmail.com

www.region28vocal.org

Mindy Bersalona, Chair. Choir Director, Donna HS, Donna ISD (956) 464-0377, cell (956)357-6406

Jason Whitney, Vice Chair. Choir Director, Lopez HS, Brownsville ISD (956)698-2335

Tiffany Gibson, Secretary/Treasurer. Assistant Choir Director, Rivera HS, Brownsville ISD (956) 466-7112, 509 Winnipeg Ave, Brownsville, TX 78526

Middle School Division

Robert Sanchez, Coordinator. Choir Director, Garcia MS, Brownsville ISD (956) 698-1303

Jessica Chapa, Vice coordinator, Choir Director, Stillman MS, Brownsville ISD (956)698-1015

Vanessa Torres, Secretary. Choir Director, Vernon MS, Harlingen CISD (956) 427-3040

Rebecca Albritten, Treasurer. Choir Director, Memorial MS Harlingen CISD (956) 427-3020 ext. 5023, 18173 Poinciana Cr., Lyford, TX 78569

University Interscholastic League (UIL)

Dr. Bradley Kent, UIL Music Director (512) 471-5883 or music@uiltexas.org

P.O. Box 8028 University Station Austin, TX 78713 (1701 Manor Road Austin, Texas 78722

UIL Region 28

Allen Clark, Executive Secretary (956) 545-1616, Cell or aclark51@uilmusic28.org

249 Rancho Viejo Blvd. Brownsville, TX 78526

Kay Clark, Associate Executive Secretary (956) 443-2456, Cell or aandkclarkedconsult@gmail.com

Appendix B

Region 28 District/Region Choir Contract

As a member of the Region 28 District/Region Choir, I agree to accept the following responsibilities:

1. Learn all music before the Region rehearsals and clinic
2. Bring all music and a pencil to the rehearsals
3. Work and cooperate to the best of my ability with all students and directors participating in the event
4. Obtain a schedule of events from my director and give to my parents or guardian

As a member of the Region 28 District/Region Choir, I am required to participate in the rehearsals, and performance of the concert. Any deviation from this rule must be approved by the Region XXVIII Vocal Division Chairperson **BEFORE** the rehearsal or performance that will be missed.

Clinic and Concert

1. Region Choir & District Treble Choir Clinic Friday Evening
2. District/Region Choirs Clinic Saturday morning and afternoon
3. District/Region Choirs Concert Saturday Evening

Patches Students selected for the District and/or Region Choir will receive the patch(es) upon completion of the clinic/concert requirements.

Guidelines for Clinic/Concert Attendance

1. The first unexcused tardy to a rehearsal will result in a reprimand.
2. The second unexcused tardy to a rehearsal will result in dismissal from the District/Region Choir and all honors will be forfeited.
3. Any unexcused absence from a rehearsal will result in dismissal from the District/Region Choir and all honors will be forfeited.
4. An unexcused tardy to the concert can result in dismissal from the District/Region and all honors will be forfeited. A student's tardiness is determined by the section leader. No student may leave the area without the permission of the section leader after roll call.
5. The use of tobacco products, alcohol, drugs, and other illegal substances will be ground for dismissal.
6. All school rules and regulations will apply during the region clinic and concert.
7. The obvious use of visual or verbal profanity and/or obscene acts will result in disciplinary action by the student's director and may be grounds for dismissal from the choir.

I realize that my failure to adhere to the responsibilities outlined here could result in my dismissal from the Region 28 District/Region Choir.

Student Signature

School Name

Parent Signature

Director's Signature

Appendix C

Part I-Audition Eligibility Requirements

May be found at the TMEA website under the “Resources” tab under the drop-down menu click on “TMEA Policy” “Eligibility Requirements” is on the page that comes up or visit the hyperlink below:

<http://www.tmea.org/programs/all-state/eligibility>

Part II-Appeals Process

is also available in the same place or visit the hyperlink below:

<http://www.tmea.org/about/appeals>

Part III-Grievance & Infraction Penalties

is also available in the same place or visit the hyperlink below:

<http://www.tmea.org/about/grievances>

Part IV-Code of Ethics & Standard Practices

is also available in the same place or visit the hyperlink below:

<http://www.tmea.org/about/code-of-ethics>

Part V-Copyright Policy

is also available in the same place or visit the hyperlink below

<http://www.tmea.org/about/policies/452-tmea-copyright-policy>

Part VI-Region and Area Alignment

is also available on the TMEA website under the “Divisions & Regions” tab; click on “Regions” from the drop down menu; click on “Region Alignment” from the drop down menu or visit the hyperlink below:

<http://www.tmea.org/divisions-regions/regions/align>

Appendices D, E and F

Appendix D

Online Entry Instructions

<http://www.tmea.org/divisions-regions/auditions>

Appendix E

All State Vocal Audition Repertoire list can be found at:

<https://www.tmea.org/divisions-regions/vocal/audition-material>

Appendix H

UIL REGION 28 MUSIC

CONTEST DUTIES & RESPONSIBILITIES

SOLO & ENSEMBLE CONTEST – CHOIR

Duties & Responsibilities of UIL Executive Secretary:

1. Work with the TMEA division chairmen to hire a sufficient number of judges from a list supplied by the Region.
2. Make arrangements for judges' transportation, lodging and meals.
3. Develop a schedule of performance times and disseminate it to the participating directors along with other pertinent contest information.
4. Arrange for pianos to be located at all contest sites.
5. Obtain and have on site the necessary awards.
6. Supply all office materials for the contest.
7. Arrange for meals for contest workers.
8. Instruct judges as to UIL procedures.
9. Assure that student ratings are given to office helpers for posting.
10. Prepare the necessary reports for the UIL State Office and the UIL Region XXVIII Music Executive Committee.

Duties & Responsibilities of Contest Chairman:

1. Work with the UIL Ex. Secretary to hire a sufficient number of judges from a list supplied by the Region.
2. Assure that all contest site preparations are made, including:
 - a. Sufficient rooms for performance, including a large area for medium ensembles
 - b. Adequate number of stands and chairs; risers for choir medium ensembles
 - c. Large warm-up area
 - d. Concession stand (include items like sandwiches, pizza, etc. for groups who stay at the contest site during lunch)

- e. UIL Office space and posting areas for ratings
 - f. Sufficient contest workers, such as monitors, office helpers to post ratings, custodians, etc.
 - g. Monitors who will stay in performance areas when not in use to prevent vandalism of equipment and other items in the room
3. Provide directional signs to help participants locate the
- a. UIL Contest Office
 - b. Holding area/concession stand
 - c. Performance areas/rooms, using judge's assigned number
4. Send information to participating directors regarding campus rules, layout, bus parking, loading/unloading areas, etc., ten days prior to contest.

Duties & Responsibilities of Participating Director:

1. Read and observe **UIL Constitution & Contest Rules** regarding Solo & Ensemble Contest. Questions on this should be directed to the UIL Ex. Secretary.
2. Send the appropriate entry forms and fees to the UIL Executive Secretary at least 30 days prior to the contest date. Questions on this should be directed to the UIL Ex. Secretary. (See UIL Events Calendar and Contest Checklists distributed at the Fall TMEA/UIL Meeting and on the Region 28 website.)
3. Review the contest schedule and information as soon as it is received. Questions on these should be directed to the UIL Ex. Secretary.
4. Advise students of the proper conduct for contest, including proper dress and any special rules relative to the campus being attended, and of their performance times.
5. If possible, advise the UIL Ex. Secretary of excessive DNAs prior to contest day.
6. Plan to arrive at the contest site at least 30 minutes before the first student is scheduled to perform.
 - a. Check in at the UIL Contest Office as soon as you arrive at the site.
 - b. Pick up your students' critique forms (which you submitted and must be given to the individual judges as each student/ensemble performs).
 - c. Follow instructions given you by UIL Contest Officials.
7. Adhere to the assigned schedule and judge(s), unless changed by the UIL Ex. Secretary.

Appendix C, (Con't)

CONCERT & SIGHT-READING CONTEST – CHOIR

Duties & Responsibilities of UIL Executive Secretary:

1. Obtain, from the region, a listing of acceptable judges and immediately proceed to contract judges for the contest.
2. Obtain the performance order of the groups as drawn in the region division meeting. Construct a warm-up and performance schedule and disseminate to the participating directors along with other pertinent contest information.

See the website for this information.
3. Arrange for facilities.
4. Arrange for transportation, meals and housing for the judges.
5. Provide office staff, materials, and training to maintain the contest office.
6. Arrange for meals and refreshments for judges and contest workers.
7. Provide the necessary information to the Contest Chairman for the printing of a contest program.
8. Assure that tables and lamps are available, if needed, for judges.
9. Instruct the judges as to UIL procedures.
10. Have awards available at the contest for issuance when director checks out.
11. Prepare a summary of ratings of all participating groups for posting on the uilforms website.

Appendix C, (Con't.)

12. Prepare all necessary reports for State UIL Office and UIL Region XXVIII Music Executive Committee.

Duties & Responsibilities of Contest Chairman:

1. Assist with transportation and meal arrangements of judges, as agreed upon with the UIL Ex. Secretary.
2. Arrange for necessary PA system, music equipment, chairs, stands, podiums, and risers as needed.
3. Provide at least 12 monitors to work the contest.
4. Provide facilities layout and information, if hosting on own campus, to the UIL Ex. Secretary for dissemination to participating directors.
5. Be available on contest site to assist the UIL Ex. Secretary as needed to assure a smoothly running contest.

Duties & Responsibilities of Participating Director:

1. Read and observe **UIL Constitution & Contest Rules** regarding Concert & Sight-Reading Contest. Questions on this should be directed to the UIL Ex. Secretary.
2. Send the appropriate entry forms and fees to the UIL Executive Secretary at least 30 days prior to the contest date. Questions on this should be directed to the UIL Ex. Secretary. (See UIL Events Calendar and Contest Checklists distributed at the Fall TMEA/UIL Meeting as well as the Region 28 website.)
3. Review the contest schedule and information as soon as it is received. Questions on these should be directed to the UIL Ex. Secretary.
4. Notify the UIL Ex. Secretary, as soon as possible, if an entered group is not going to participate (DNA).
5. Instruct your students, prior to arrival at contest site, regarding procedures, conduct, rules and regulations relative to the contest.
6. Plan to arrive at contest site at least 30 minutes prior to scheduled "Warm-up" time.
7. Check in at the UIL Contest Office when you arrive to turn in:
 - a. 3 numbered scores for each selection
 - b. 2 set-up charts of your group (Band & Orchestra)
 - c. Recording order form and check if recording is desired

8. Check out from the UIL Contest Office after your group(s) have completed their performances to receive the judges' criticism sheets, scores, recording if purchased, and any awards earned.