

# **TMEA Region XXVIII**

**Middle School  
Vocal Division**

## **Policies & Procedures Manual**

**2016-2017**

On October 11, 2008, the TMEA Region XXVIII MS Vocal Division Handbook Committee met in the Choir Room at Memorial Middle School in Harlingen to make the handbook current. The revised version of the handbook was approved by the Region XXVIII MS Vocal Division at their Spring Meeting on May 16, 2009.

Committee Members:

Linda Holkup, Stell MS (Brownsville), Chair  
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This handbook was again revised by the Vocal Coordinator and a committee of volunteers on June 16, 2015 to reflect current fees and procedures. Revisions were presented to the MS Vocal Division at their Fall Meeting and approved on August 8, 2015.

Committee Members:

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# **TMEA Region XXVIII MS Vocal Division Handbook**

## Purpose

This handbook was created and revised to better inform our membership of the Region XXVIII Middle School Division practices and procedures. Although it may not cover every situation or circumstance, it serves as a guideline to meet the needs of our region.

## **1. Officers and Volunteers for Region XXVIII Vocal Division**

### **I. Elected Positions-Region XXVIII MS Vocal Division**

Vocal Coordinator

Vice-Coordinator

Secretary

Treasurer

### **II. Volunteers**

A. Appointed by Region Chair

1. Computer Operator

2. Region Clinic/Concert Section Leaders

B. Volunteers from Region XXVIII MS Vocal Division

1. Audition Hosts

2. Region Clinic/Concert Host

### **III. Elections**

Officers will be elected in even numbered years at Spring meeting for a two year term

## **2. Duties of the Officers and Volunteers for Region XXVIII MS Vocal Division**

### **I. Responsibilities of Vocal Coordinator**

#### **General Duties**

- Preside at Region XXVIII MS Vocal Division meetings.
- Represent Region XXVIII MS Vocal Division at all TMEA statewide affairs.
- Notify each director through written correspondence of TMEA affairs.
- Secure Clinicians prior to Fall meeting and supply them with appropriate music.
- Complete State Office reports.
- Distribute copies of the following information to one director from each school:  
TMEA region web address where Region XXVIII MS Vocal Division Handbook is available for printing.
- A schedule of all event dates, entry deadlines, sites, and fees for the current year.
- Web address where Region Audition Procedures may be found.
- Distribute information on entry fees and forms concerning all upcoming events.

- Web address where All-State Choir Repertoire List and Rehearsal Notes may be printed.

#### 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.

#### Spring Duties

- Notify directors of selections to be heard at Region auditions.
- See that new officers are elected at the Spring Region meeting every two years.
- Assist in arranging the Region clinics.
- Make arrangements for the clinicians/accompanists at the Clinic/Concert
- Provide screens for audition rooms
- The chair or designee shall post audition results on the region website.
- Arrange for following years Region patches from the TMEA State Office.

#### Audition Duties

- Certify each student 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 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 cuts to be auditioned.
- Be present when auditions scores are tabulated.
- Provide the following materials:  
Audition CDs, score sheets, and all other pertinent materials to the contest.  
10-MP3 players, 10-speakers, 10-USB Charging devices, 10-Audio Auxiliary cables,  
10-extension cords, Writing paper, Pens and Pencils, Paper clips, rubber bands, scissors, tape, stapler,  
large envelopes

*Beginning Fall 2016, the Vocal Coordinator will serve a two-year term and then relinquish their duties and responsibilities to the Vice-Coordinator at the close of the 2018 Spring Meeting. Each subsequent two-year term shall continue in this manner hereafter, unless, voted otherwise by the MS Vocal Division. There is no bar against an outgoing Coordinator seeking a Vice-Coordinator position for an upcoming or subsequent two-year term.*

## **II. Responsibilities of Vice-Coordinator**

Shadow Vocal Coordinator for a period of two years, after which time, they shall automatically assume the full duties and responsibilities of the MS Vocal Division Vocal Coordinator at the close of the Spring Meeting. Duties as assigned by Coordinator.

Preside over Region meetings when the Coordinator is absent.  
Assume responsibilities of Secretary if Secretary is in absentia.

### **III. Responsibilities of Secretary**

Take minutes at all meetings.

Post a copy of current minutes on the website within two weeks of the meeting.

Have minutes from previous year available upon request.

Region audition duties as assigned by coordinator.

Preside over Region meetings when the Coordinator and Vice-Coordinator are absent.

Clinic and Concert Duties

- Make lodging arrangements for the clinician.
- Arrange for any additional instruments and players.
- Arrange for the printing of the concert program.
- Arrange for a professional recording of the concert.
- Provide refreshments (Region Expense) for clinician and directors.

### **IV. Responsibilities of Treasurer**

Preside over Region meetings when the Coordinator, V.C., and Sec. are in absentia.

Pay all Vocal Division bills in a timely manner.

Prepare and present a financial statement for Spring and Fall meetings.

Prepare and turn in financial statements to State twice a year or as requested.

Be the collecting agent for all monies pertaining to the MS/JH Vocal Division.

Notify Region Chair of any school in debt to the MS/JH Vocal Division.

Keep all Region monies in a non-interest bearing checking account.

Duties as assigned by chair.

Maintain accurate records of all expenditures and receipts.

### **V. Officer Stipends**

Vocal Coordinator stipend: \$375.<sup>00</sup>

Vice-Coordinator stipend: \$225.<sup>00</sup>

Secretary stipend: \$225.<sup>00</sup>

Treasurer stipend: \$225.<sup>00</sup>

### **VI. Responsibilities of Audition Host**

Reserve contest facilities

File ALL necessary paperwork for the approval to host TMEA event

- Facilities Request
- A/C Request secured for contest day (5AM-8PM)

- Custodial & Security Staff
- Emergency Contact information for Campus Administrators
- Make sure school bells have been turned off.

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 materials and facilities

- Map of rooms being used for custodial staff
- Tables, desks, & chairs in the judging, tabulating, registration, & waiting areas as needed.
- 4 Music stands in each audition room.
- Signs for room directions, room identification, etc.
- Lunch area and arrangements for judges and workers.
- Separate room for computer operator
- Audio system for announcements and instructions.
- Secure nurse, custodians and security guard
- PM Registrant Room (Registration & Cut Review)
- Call Center

Provide the following Meal Arrangements:

- Student concession stand (staff) with ample snacks, food, and drinks for the duration of the contest day.
- Student worker meals (Breakfast & Lunch) and drinks not to exceed \$150.00 in reimbursements.
- Director (Judge) Breakfast meal, Snacks, & Drinks (Water, Soda, Coffee, etc.) not to exceed \$200.00 in reimbursements.
- Director (Judge) meal not to exceed \$7.00 per person.

## **VII. Clinic/Concert Host Duties**

### **A. Clinic Arrangements**

1. Secure clinic facilities
  - a. Rehearsal and performance areas.
  - b. Provide piano, risers, chairs, and music stands.
2. Be available to assist the clinicians.

### **B. Concert Arrangements**

1. Secure concert facilities.
  - a. Provide pianos, risers, and acoustical shells.
  - b. Reserve seating area for choirs.
2. Be available to assist the clinicians.

## **3. Director/Sponsor/Active Member Responsibilities**



- Be available to fulfill responsibilities and obligations to the Region 28 Vocal Division in any and all capacities
- Notify students of ...
  - Rules of conduct for all TMEA related activities.
  - Music to be used at each audition.
  - Dates, places, and events
  - Dress for Region Choir (each school's formal uniform).
- Arrange for student 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 and/or where you are needed to chaperone or adjudicate.
- Notify the Region Chair **by phone call and email** at earliest possible time in the event of a student's inability to participate (**DNA**). **Once a DNA is in writing (email) it is considered official and cannot be withdrawn.**
- Get Region patches from the Region Chair and distribute patches to the qualified students.

### **Attendance Policy**

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

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

### **Proxy Policy**

In the event a director cannot be present, he/she should be prepared to send a qualified proxy (that is not already assigned a specific responsibility for the event), to be responsible for your duties, and be responsible for the payment of a qualified judge in the amount specified by the Region (See Region Audition Adjudicator Stipend pg. 9 of this handbook).

## **5. TMEA Region XXVIII Middle School Region Choir Audition**

### **Composition of Region Honor Choirs**

- 7<sup>th</sup> Grade Treble Choir (SSA): 105 (33 Members & 2 Alternates per section/voice part)
- Tenor/Bass Choir (TTB): 105 (33 Members & 2 Alternates per section/voice part)
- 8<sup>th</sup> Grade Treble Choir (SSA): 105 (33 Members & 2 Alternates per section/voice part)

## Entry Guidelines and Procedures for TMEA Middle School Region Auditions

No limit applies to the number of students entered. However, students must be certified individually on all audition music by the student's director before the audition or the student will not be allowed to audition.

Online Entry Instructions can be found at: <http://www.tmea.org/divisions-regions/auditions>

Notify the Region XXVIII MS Vocal Division Coordinator of any withdrawals of students as soon as possible. If a student becomes ineligible, the student's director should notify the Region XXVIII MS Vocal Division Coordinator immediately.

## Entry Fees

Fees for each participant are set by the Region at the Spring or Fall Meeting.

Currently the fees are as follows:

- A one-time \$9.00 fee for each student entered in the Region Audition.
- Campus fee of \$35.00 per campus entered.
- Total amount must be postmarked 14 days prior to the audition date. Make checks payable to the TMEA Region XXVIII MS/JH Vocal Division.
- Late fees will be assessed according to the following: \$9 per late entry and \$17 campus fee in addition to the original fees paid.

Directors failing to submit fees and paperwork by the established deadline will be subject to the **TMEA Penalties for Rules and Policies Infraction** process

## **Audition Personnel**

### Responsibilities and Judging Procedures

#### Protocol

1. All judges must be in attendance at the directors meeting where the judging procedures will be reviewed.
2. All judges are responsible for being familiar with all music beforehand.
3. All judges have the responsibility to avoid contact with any auditioning students.
4. All judges must be silent and sit facing away from the screen once a student enters the audition room.
5. There shall be no discussion between judges about a student's audition.
6. There shall be no use of any electronic devices except a calculator.
7. All judges must remain in the director's lounge until the Region Chair clears their panel.
8. Judges may not duplicate scores.
9. All judges must use a consistent method of scoring. Leave sufficient space

between scores to avoid “boxing” oneself in by scoring students too closely together.

#### Etiquette

1. Judges should have the courtesy and professionalism not to make remarks that might be heard by a student and be misinterpreted.
2. All judges should be actively involved in the audition process not doing another task.
3. Avoid making visual contact with any auditionees.
4. Abstain from entering tabulations and computer room.

#### Region Audition Adjudicator Stipends

The Region Chairman will select adjudicators for the Region Choir Auditions from the high school and middle school directors of the region. These adjudicators receive no honorarium. If unable to fulfill their duty as an adjudicator the director must notify the Region Chair and, if necessary, work to find their own replacement. In the event that a replacement judge needs to be hired, the replacement shall receive an honorarium of \$125.<sup>00</sup> to be paid by the director for whom they are substituting. In the event that there are not enough directors within the region to fill the original judging positions needed the region shall pay an honorarium of \$125.<sup>00</sup> to the judges hired to fill the needed positions. Computer Operator (Assigned by Coordinator) stipend \$285.<sup>00</sup>

#### **Audition Procedures**

##### Director's Procedures:

1. Enter all students into the appropriate choir and voicing section online in a timely manner. Mail fees to Region Coordinator by deadline.
2. Directors are responsible for informing their students of all the information in these guidelines and procedures of the audition before attending the contest.
3. Directors must immediately report student names that are to be withdrawn (DNA's) upon arrival at the audition site.
4. No one will be allowed to register once registration has closed and the auditions have begun unless an Official PM Registrant.
5. PM registrants, as indicated on the initial Official Registration Form, must register by 1:30 p.m. to audition.
6. Directors are responsible for requesting early or late audition times prior to the DNA deadline (No later than 4:00 p.m. on Friday prior to audition).
7. Only school-sponsored activities shall be considered for approval by the Region XXVIII MS Vocal Division Coordinator for late audition times.
8. No electronic devices may be used or accessed by a student participant until the auditions concluded. Failure to comply with this regulation may result in student disqualification. The

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

9. 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 Vocal Coordinator 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.

10. Directors are responsible for providing Adult Chaperone(s) for students in the Holding Area: Chaperones must be made aware of TMEA Policies and abide by these rules.

11. Original copies of the audition music must be on hand at the contest site.

#### Student's Procedures:

1. Each student will receive a badge with an audition number that is worn throughout the audition day.
2. Students will sing portions of the selected music. The cuts will be announced before the beginning of the audition.
3. Students will have the opportunity to sing their cuts with the audio recording.
4. After cuts have been rehearsed, no students will be allowed to sing or play the cuts. PM registrants receive the same procedure.
5. When the student's number is displayed or announced, the student will proceed to the monitor. The students will go directly to the audition room.
6. The monitor will direct the student to the proper audition area.
7. 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. The monitor will be responsible for asking the student if they are ready to sing.
8. Each student will sing the assigned part of the selected literature with the recorded piano accompaniment one time only. The audio recording 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. The audio recording used in all auditions will be the same accompaniment track that is available to the directors. There will be no stopping the playing of the cuts once the audition has begun. (See Rehearsal/Accompaniment CD's above).
9. All students will return to the waiting area at the conclusion of the audition.
10. 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 may forfeit their possible selection.
11. 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 placing in the auditioned choir.

12. All students should accept the announcement of results with a display of good taste and good sportsmanship.
13. All school rules and regulations apply.
14. The use of tobacco products, alcohol, drugs, and other illegal substances will not be permitted.
15. The obvious use of visual or verbal profanity and/or obscene acts will result in disciplinary action by the student's director.

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

### **Audition Music**

The Region music is selected in August at the Region Music selection meeting. Directors are encouraged to bring possible repertoire to this meeting.

### Rehearsal/Accompaniment CD's

Rehearsal and piano accompaniment CD's will be made available to each school at the February TMEA convention. Directors not in attendance need to send a proxy to pick up their CD. The MS Vocal Coordinator will select singers and accompanist to record the Region CD's. The CD's will include tracks with individual vocal parts sung as well as tracks with the accompaniment only. Directors may make copies of the CD for their students.

### Method of Choosing Cuts

The Region XXVIII MS Vocal Division Coordinator shall prepare audition cuts.

Any director may submit *Audition "Cuts"* suggestions by email. The final responsibility of choosing the cuts from the suggestions will be the decision of the Region XXVIII MS Vocal Division Coordinator.

Directors will be notified of the audition cuts via e-mail or DropBox Thursday night no later than 6 p.m.

### 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).

### Tabulation of Scores

All ties will be broken by analyzing each judge's preference as outlined in the TMEA Audition Procedures Manual.

### Announcement of Results

A. At Region XXVIII MS Vocal Division Coordinator's discretion, directors and students may be released to announce results individually on their bus or campus.

#### Alternates

If any member of the Region Choir cannot participate in the Region Clinic and Concert, that student's director must notify the Region XXVIII MS Vocal Division Coordinator by 5:00 PM on the Thursday before the clinic. Directors are encouraged to bring their alternates to the Clinic. They may rehearse and perform with the choir, but will not receive a patch unless a member is absent. All names in the program will be in chair order including alternates.

### **Clinic/Concert**

Clinic:.....Saturday morning and afternoon  
Concert:.....Saturday evening

### **Stipends/Honorariums Associated with Clinic Concert**

#### Clinicians

The clinician selected will receive an honorarium of \$400.<sup>00</sup> and transportation costs of actual airfare or state allocated mileage. Airline reservations must be made a minimum of 14 days in advance. \$300.<sup>00</sup> is the maximum allowable for travel.

#### Accompanists

The Region Chairman and will select accompanists who shall receive an honorarium of \$249.<sup>00</sup>.

#### Patches

Students selected for the Region Choir will receive a region patch upon the completion of the Region Clinic and Concert requirements.

### **Student and Director Attendance Requirements**

Any student selected for the Region Choir is required to participate in the rehearsals and performance of the Region Choir. Those students selected for the region choir will receive a contract for their signature (as well as the signature of parent and director), signifying their agreement to fulfill their responsibility as a member of the region choir and explaining the consequences if they do not. Attendance for directors is required regardless of a lack of student participation from their respective campuses. Directors are not allowed to leave the Clinic Site unless directed to do so by the Vocal Coordinator for an official duty as designated by the Coordinator.

#### Guidelines for Clinic/Concert Attendance

Those students placed in the region choir must be present for the entire rehearsal. Any deviation from this rule must be approved by the Region XXVIII MS Vocal Division Chairperson BEFORE the rehearsal and must be a school-related activity.

1. Students MUST have Original scores and pencils during rehearsals.
2. The first unexcused tardy to a rehearsal will result in a reprimand.
3. The second unexcused tardy to a rehearsal will bring dismissal from Region Choir and all Region Choir honors will be forfeited.
4. Any unexcused absence from a rehearsal will bring dismissal from the Region Choir and all Region Choir honors will be forfeited.
5. An unexcused tardy to the concert can result in dismissal from the Region and all 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.
6. The use of tobacco products, alcohol, drugs, or other illegal substances will be ground for dismissal.

### **Student Elimination**

Students who do not exhibit proper rehearsal behavior will have a conference with their director and the Region Coordinator. 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.

Failure of adherence to the student contract will result in immediate dismissal from the Region Choir.