



Region 18 Orchestra
2022 – 2023
Handbook

Last Updated: August 11th, 2022

Region 18 Audition Policies & Procedures

I. Election of Region Chair

A. Follow guidelines as laid in out in TMEA Constitution Article V, Section 2.(f)

II. Duties of Region Chair

A. As designated in TMEA Constitution Article V, Section 2.(e)

B. Region Orchestra Chair may select a Treasurer to maintain division finances as designated in Article V, Section 2.(e) (4)

C. Stipend of \$400 for Region Chair, \$100 for Treasurer.

III. Director / Active Member Sponsor Responsibilities

A. Directors are expected to attend both Fall and Spring Region meetings.

1. Absence will result in inability to vote in any divisional matters presented at the meeting. B.

Organizations and individuals who register students into the TMEA All-Region and All-State process must have a director/sponsor present at all activities where the student is involved. In the case of an emergency, the director must contact the Region Chair as soon as possible.

1. If a director/sponsor cannot be available, they are responsible for providing a proxy to serve in their place. This rule applies equally to private school and home school students, as well as students with no campus organization sponsor. All Proxies will be paid by the person for whom they are substituting. Home school parent must send in an additional \$75.00 fee if they are unable to provide a judge. The \$75 regardless of whether a director misses the whole day or half a day. In the case of wind auditions, all directors from participating schools are expected to be available to help with the audition.

IV. Ensemble Instrumentation

A. High School Full All-Region Orchestra – there will be a high school full All-Region Orchestra with the following instrumentation:

Strings –

18 1st Violins

18 2nd Violins

14 Violas

14 Cellos

10 Basses

2 Harps (if parts are available)

Winds –

1 Piccolo

4 Flutes

2 Oboes

1 English Horn (if needed)

4 Bb Clarinets

4 Bassoons

1 Contrabassoon (if needed)

1 Saxophone (if needed)

4 Trumpets

5 French Horns (5th horn will act as assistant principal)

2 Tenor Trombones

1 Bass Trombone

1 Tuba

5 Percussionists

The wind/percussion instrumentation and number of harps/pianos can vary based on the repertoire chosen for the concert

B. Middle School Full All-Region Orchestra – there will be a middle school full All-Region Orchestra, with the following instrumentation:

Strings –

18 1st Violins

18 2nd Violins

14 Violas

14 Cellos

10 Basses

2 Harps (if parts are available)

Winds -

4 Flutes

2 Oboes

4 Bb Clarinets

2 Bassoons

4 Trumpets

4 French Horns

3 Trombones

1 Tuba

5 Percussionists

The wind/percussion instrumentation and number of harps/pianos can vary based on the repertoire chosen for the concert

V. Audition Entry

A. Student Eligibility – as outlined in TMEA Eligibility Requirements TEA/UIL Side-by-Side

B. Entry Procedures

1. Entries must be submitted by a designated TMEA sponsor.

2. Student entries

a. There will be no limit to the number of students allowed to enter from each school, on any string instrument.

b. For the wind auditions, schools will be limited to the number of spots available per section plus 5 additional students on any instrument(s) they wish.

3. Enter at www.tmea.org

4. Entry Fees:

- a. High School String Orchestra - \$10.00 per student
- b. Middle School String Orchestra - \$10.00 per student
- c. High School String Area Taping - \$40.00 cash per student
- d. High School Wind & Percussion - \$10.00 per student
- e. All contest deadlines will be 14 days prior to the day of the audition.
- f. The late and final online entry deadline will be 7 days prior to the day of the audition.
- g. Correction to an existing student entry may be made between 13 and 7 days prior to the contest without penalty, but a student entry added less than 14 but more than 7 days prior to the contest will result in an additional 100% student late fee.
- h. A campus entry begun less than 14, but more than seven days prior to the contest, will be assessed a 50% additional campus fee charge and 100% student fee charge.
- i. A campus entry created less than 14 days prior to the contest will be subject to the TMEA Grievance Process.
- j. Directors will be allowed to add or change student entries on the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed.
- k. All fees must be paid or supported by a school purchase order prior to the start of auditions.

Entry must include:

- a. TMEA Entry Cover Sheet with current copy of director's TMEA card
- b. Hard copy print-out of online entry
- c. School check for entry fees made payable to "TMEA Region 18 Orchestra"

VI. Audition Duties and Procedures

A. Audition Personnel Duties

1. TMEA Audition Chairperson – (Division Chair or proxy)

- a. Receive entries; double check for postmark deadline (US mail or e-mail)
- b. Document and reconcile all names and entry fees
- c. Deposit fees with TMEA Region 18 Orchestra Treasurer and send a detailed report to the Region Chairman.
- d. Schedule participants using random assignment computer program
- e. Create sign-in sheet for each audition room
- f. Assemble judging panels
- g. Conduct judges' meeting before audition
- h. Provide copies of etudes/excerpts for judging panels
- i. Supervise audition
- j. Tally audition results using prescribed computer program and post results in a timely fashion
- k. Deliver results to each participating sponsor
- l. Deliver results to person in chair of Region program
- m. Deliver results to TMEA sanctioned third parties: T-shirts, plaques, recording, etc.
- n. Prepare information sheet including times of rehearsals, dress code, rehearsal attendance policy, and contact information
- o. Stipend: \$100 if the chairperson is someone other than Orchestra Division Chair.

2. TMEA Audition Host

- a. Arrange for and reserve all rooms for the audition: including an isolated, off-limits computer space for tabulation
- b. Provide all monitors and work crews. Monitors are not allowed to be students.
- c. Provide an anonymous audition environment for each room (judges may not see students at all)
- d. Provide photocopy machine to reproduce results
- e. Provide refreshments for judges and directors
- f. Operate refreshment stand (optional)
- g. Provide maps to Audition Chairman as needed
- h. Stipend: \$100

B. Procedures

1. Registration

- a. Students will be assigned a random audition number using prescribed computer software.
- b. Registration will be 30 minutes prior to the start of the audition.
- c. Students will sign in at the registration table and receive an audition number, which the student may not communicate to any of the judges in any manner.

2. Audition Panels

- a. All audition panels shall be made up of 5 judges per panel
- b. All audition panels will be concealed behind a screen during the audition process.
- c. Judges may use any consistent scoring method.
- d. Judges may use personal devices, such as smart phones, to calculate scoring.
- e. Judges are not to use any personal device to record auditions or discuss specific student performance during the audition process.
- f. Each school should bring at least one adult to help.

3. Auditions

- a. Students may audition in rounds, if the number of students auditioning requires it.
- b. No student should attend an audition without adult supervision. Any students without appropriate teacher representation will not be allowed to audition for All-Region Orchestra or Area certification.
- c. Students may not audition out of order, unless specific arrangements have been made through the Division Chair.
 - i. Requests for student accommodations must be made more than 48 hours prior to the audition and must be approved by both the student's sponsor and Division Chair.
 - ii. Allowable reasons for accommodations include a greater musical opportunity, pre existing academic conflict or one-time family event (i.e. wedding, funeral).
- d. When students enter the audition room, their audition numbers must be concealed and they cannot communicate their audition number in any fashion. Students must enter and leave the audition room quietly.
- e. The judging panel shall decide how to assist students with tuning, if necessary. Student anonymity must be preserved.
- f. Once students have entered the audition room, judges will announce the audition excerpts and any cuts to be performed. The panel chair will review the audition rules.
- g. The audition room will be run by the monitor – all communication between students and the judging panel will take place through the monitor. The monitor will call students by audition number,

one at a time, to perform their audition excerpt.

h. In the audition room, if more than one excerpt is being heard, all students must play one excerpt at a time, with a rotation of which audition number starts first for each round (example: excerpt 1 – V1- V20; excerpt 2: - V7-V20, then V1-V6; excerpt 3: V14-V20, then V1-V13, etc.) Students will not play all excerpts at one time.

i. Any students communicating with the judges directly or speaking during the audition may be disqualified at the discretion of the audition panel and sponsor.

j. Students who are disruptive (talking, playing, etc.) will be brought to the attention of the audition panel by the monitor and may be removed from the audition process and face disqualification.

k. A short warm-up shall be allowed after every six to eight students perform. (at judges' discretion)

l. All students shall remain in the room until the end of their section auditions. Students who leave the audition early without prior approval may be disqualified from the audition. m. Auditions chairs must face the back of the student auditioning.

4 .Metronome (verbatim from TMEA Audition Process Handbook)

a. Students are permitted to use a non-audible metronome that is a single purpose device. [Note that this excludes the use of a mobile phone or other smart device as a metronome] 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. Metronome markings should be closely adhered to so as to maintain the intent of the music. d. 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.

5. Electronic Devices (verbatim from TMEA Audition Process Handbook)

a. Electronic devices may not be used or accessed by a student participant during the audition process. Failure to comply with this regulation may result in student disqualification. b. The list of non-allowable electronic devices includes, but is not limited to phones, electronic games, computers, cameras, and playback systems.

C. Audition Results

1. Audition results will be tabulated by the prescribed computer program

2. Once results have been tabulated and checked by the Division Chair and directors, they will be posted in a designated area.

3. All students will have the opportunity to see where they were placed in the audition

4. Tabulated audition results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period the results are subject to the TMEA Appeals Process.

5. Directors may not communicate results with students or parents until all instruments have been tabulated for that level and the inspection hour has passed.

6. Complete results will be shared with all sponsors via email within 24 hours of the conclusion of the

tabulation process. These results are not to be posted online in any form.

7. Directors must pick up and sign for music for any of their students who are selected for the Region Orchestra before they leave the audition. Music will not be mailed. Absent sponsors will be required to pick up music from the Division Chair.

D. Audition Music

1. High School audition music will be chosen by TMEA. The cuts will be chosen from the published TMEA All-State Audition etudes. The cuts will be posted on the TMEA Website on August 1st. 2. Middle School audition music will be chosen by a committee of directors or by the Division Chair. The music will consist of one Etude, to be chosen at the Spring Region meeting, and two excerpts to be chosen from the music selected for the All-Region Middle School Orchestra Program (in consultation with the clinician) by the Fall Region meeting. If there is not a suitable cut for an audition for any give instrument, a short passage from a standard etude may be substituted.

3. Middle School Etude will be released May 1; all remaining Middle School excerpts will be chosen at the Fall Region Meeting and released the following Monday.

E. Alternates

1. One alternate will be chosen for each string section per ensemble (two total violin alternates per level).
 - a. Alternates will be called upon if a placed student is unable to meet any of the criteria outlined in Article VIII, Section A, (1) (2) of this document. If the absence is in the Full Orchestra, the highest ranking student in the String Orchestra will move into the Full Orchestra and the alternate placed in the String Orchestra.
 - b. If the Division Chair is notified of a student's absence up to two weeks prior to the Clinic/Concert, the alternate will be called.

VII. Certification Procedures

A. Area - Audition Ranking System

1. Any student who participates in the Region 18 High School Orchestra Audition process is eligible to earn an Area certification.
2. Prior to auditioning for the HS All-Region Orchestra, any student and their sponsor must specify if they intend to participate in the Area process. Directors must indicate this through the TMEA website when they sign their students up for the audition.
3. Candidates for Area Recording will be selected by Region audition ranking, provided the audition material includes material from both state etudes and students are assigned to the orchestra(s) using a straight rank.

a. Recording Quotas:

Violin – 24

Viola – 16

Cello – 16

Bass – 12

Harp – 4 (if needed for All-State)

Piano – 2 (if needed for All-State)

4. Region Orchestra Division Chair will certify the following numbers of wind/brass/percussion players to Area

based on audition rankings:

- 1 Piccolo
- 2 Flutes
- 2 Oboes
- 2 Bb Clarinets
- 2 Bassoons
- 3 French Horns
- 3 Trumpets
- 2 Tenor Trombones
- 1 Bass Trombone
- 1 Tuba
- 2 Percussion

VIII. All-Region Orchestra Clinic/Concert

A. Clinicians

1. Region Orchestra Division Chair will select clinicians for each All-Region ensemble with input from the division.
2. Stipends provided to each clinician do not include mileage/travel costs. The region will reimburse mileage at the rate set by Texas Comptroller and provide all food and housing for out-of-town clinicians.
3. Stipends:
 - a. High School Full Orchestra - \$700
 - b. Middle School Full Orchestra - \$500

B. TMEA Region Orchestra Organizer Duties – 1 per ensemble

1. Prepare folders for All-Region Orchestra members.
2. Deliver folders to respective auditions to be checked out by directors at conclusion including respective wind auditions. Provide transposed wind parts to standard keys.
3. Set up stands and chairs for All-Region clinics and concerts.
4. Check roll 5 minutes prior to start time of each rehearsal and concert.
 - a. Be prepared with director and student phone lists to call in event of absences.
 - b. Move students up to fill empty seats in section.
5. Introduce clinician to orchestra.
6. Make all announcements to orchestra concerning rehearsal times, etc.
7. Distribute patches prior to the concert.
8. Collect all student music and clear stage at conclusion of the concert.
9. Return borrowed music.
10. Stipend: \$100

C. Percussion Organizer

1. Get list of percussion equipment needed for the two orchestras from the orchestra organizers or Division Chair.
2. Speak with the clinic host to see what equipment is available for use at the clinic site.
3. Make arrangements to bring any other equipment necessary.

4. Inform Orchestra Organizer of any equipment students will need to bring to the rehearsal – mallets, etc.
5. Check rehearsal schedule and move equipment as needed for each rehearsal.
6. Set up percussion sections on the stage for each orchestra at the concert.
7. Return all borrowed equipment.
8. Stipend: \$100.00

D. TMEA Clinic Host

1. Reserve facilities for rehearsals and performance
2. Set up rooms for sectionals on first night of clinic
3. Work with percussion organizer to help secure percussion equipment
4. Stipend:
 - 1 sectional location: \$100 for concert host, \$75 sectional host.
 - 2 sectional locations: \$75 for concert host, \$50 sectional host.

E. Membership

1. String students are selected through the All-Region Orchestra String Audition. 2. High School wind, brass, and percussion students are selected through the All-Region Orchestra Wind & Percussion Audition.
3. Middle School wind, brass, and percussion students are selected through the All-Region Band Auditions.
4. All students participating in the All-Region Clinic/Concert will receive an official TMEA All-Region Orchestra patch at the conclusion of the performance.

F. Attendance

1. Any student who earns a seat in an All-Region ensemble is required to attend all sectionals, clinics and concerts of their assigned ensemble and must return the All-Region Orchestra Member Agreement (Appendix A) to their sponsor prior to the audition. Sponsors will give contracts to the Division Chair at the time of the Region Orchestra Auditions.
 - a. Students tardy to rehearsal will forfeit their rank in the section and be moved to the back of the section and remain there for the concert.
 - b. If a student has a conflict, such as a greater musical or academic opportunity, one-time family event (i.e. wedding or funeral), or other excusable reason, they may miss up to 2.5 hours of rehearsal with prior approval of Director/Sponsor and Division Chair without losing their seat in the region ensemble.
 - c. Any student who fails to meet their obligation to the All-Region Orchestra, for any reason other than an emergency, will not be eligible for an official participation patch and risk being removed through the Appeals Process from further participation in the All-State process. A student cannot forfeit their earned Area spot in orchestra and then subsequently try out for an Area spot in the Band Division.
 - d. Students with prior knowledge of a conflict with any of the clinic/concert dates should not participate in the Audition Process.
2. Students must meet eligibility expectations, as outlined in TMEA Eligibility Requirements and TEA/UIL Side-by-Side, in order to participate in the clinic/concert.
3. Directors with students participating in any Region ensemble are required to be present for the clinic and concert portion to help facilitate rehearsals and support students as needed.

Region 18 Orchestra Member Agreement

Please fill out and return this form to your Director prior to the Region Orchestra Auditions.

School: _____

High School Students Only: Do you intend to participate in the Area process? (Please circle one) Yes No

Student Name: _____ Instrument: _____

Parent Name: _____ Phone: _____

Student Phone Number (HS Only, not required): _____

Audition Rules:

These rules and guidelines are for all Region 18 Orchestra Auditions. Failure to comply with these guidelines may result in removal from the TMEA audition process.

1. Students will be assigned random placement for auditions to ensure anonymity and fairness. 2. Students will not be allowed to audition out of order.
3. Students will not leave the room before the round is complete.
4. Talking, playing or any other distraction will not be allowed in the audition room.
5. Students must perform the required audition material. Students who perform any other musical selection will be immediately removed from the audition process.
6. No electronic devices may be used or accessed by a student participant until the auditions for the student's section have been concluded. Failure to comply with this regulation may result in student disqualification. The list of non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras (within an audition room), smartwatch, and playback systems.

When a student becomes a member of an All-Region Orchestra the following guidelines will apply:

Membership Guidelines for TMEA Region 18 All-Region Orchestra

1. Attendance at all rehearsals is required. Illness or death in the family will be the only excused absences.
2. Students should be at all rehearsals at least 15 minutes prior to the posted start time of the rehearsal/sectional. If a string student is late to the start of rehearsal, that student will forfeit their chair and move to the back of the section for the remainder of the Clinic/Concert.
3. Students with an unexcused absence from a rehearsal or performance will forfeit their membership in the All-Region group and forfeit their All-Region patch.
4. Any High School student that fails to fulfill their region obligation of participation in all rehearsals and performances will have an appeal filed by the Region 18 Orchestra Division Chair requesting that they be removed from any TMEA Area and/or All-State Organizations. Wind students will not be allowed to re-earn their Area Certification through the Band Division once lost through the Orchestra Division.

We, the undersigned, understand and accept the obligations and responsibilities that come with membership in the Region 18 Orchestras. We agree to attend all scheduled rehearsals and follow the code of conduct of an All-Region Orchestra member. As the parent/legal guardian of the applicant, I authorize Region 18 Orchestra officials to seek medical help for my child, if needed.

Parent/Guardian Signature

Region Orchestra Member Signature

*Directors, please submit all completed Member Agreements to the Division Chair at the time of the Region Orchestra Auditions