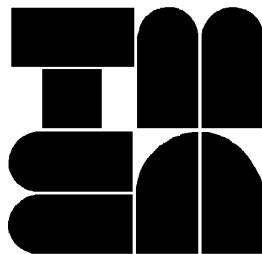

Texas Music Educators Association
Region IX Band Division



High School
Band Division

REGION IX BAND HANDBOOK

2009-2010

Region Band Chairman
Wendy Marquart
School # 936-856-1267

Cell # 936-443-9300

*Directors are encouraged to become familiar with this handbook.
It is a detailed guide to the procedures governing the operations of the
Region Band Division's activities.*

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Section I.

2009-2010 HS Region IX Band Calendar

September 8, 2009 Tuesday	Deadline Region Jazz Audition Entry	\$15.00 per student \$50 per school
September 15, 2009 Tuesday	Deadline for Jazz Changes w/out late fee	
September 21, 2009 Monday 4:00 pm	Region Jazz Band Auditions	Tomball HS
September 26, 2009 Saturday 9:00 am	Area Jazz Tape Session	Tomball HS \$10 per student fee
October 17, 2009 Saturday	Deadline for Region Orchestra Wind Auditions	\$12 per student, \$75 per school
November 9, 2009 Monday 4:00 pm	Region Orchestra Wind Auditions	Klein Oak HS
November 10, 2009 Tuesday	Deadline Region Band Audition Entry	\$10.00 per student \$150 per school
November 16, 2009 Monday 6:00 pm	Region Orchestra Wind Section Rehearsal	Klein HS
November 17, 2009 Wednesday	Deadline for Region Band Audition Changes w/out late fee	
November 20 & 21, 2009 Fri. & Sat.	Region Orchestra Clinic and Concert	Klein Forest HS
Dec. 4 & 5, 2009 Fri. 4:00pm & Sat. 2:30pm	5A Region Band Auditions	Dekaney HS
December 7, 2009 Monday 4:00 pm	4A Region Band Auditions	Huntsville HS
December 11 & 12, 2009 Fri. 6:00 pm & Sat. 8:00 am	Region Band Clinics & Concert 4A & 5A	Tomball HS
January 9, 2010 Saturday	Area Band Auditions Tom Shine Area D Chair	Midway HS, Waco
Feb. 28 & Mar. 1, 2010 Sun. 1:00 pm & Mon. 3:30pm	Region Jazz Clinic & Concert	NHCC

All Region band fees payable to: TMEA Region IX Band
 Mail to: Wendy Marquart
 148 Thunderbird Dr.
 Conroe, TX 77304

See Quick Reference on Page 21 for Important Names, Phone Numbers and Email Addresses.

Region Auditions

General Information

1. Every judging panel shall adhere to TMEA eligibility requirements (5-member panels). Region IX will pay private instructors to assist with the judging of region auditions as per Region agreement.
2. Any audition that is involved in the selection (or elimination) of students for the All-State Band must include excerpts from each of the state-prescribed etudes.
3. The Region Band Chair shall submit to the State Band Chair a Form 13 (recommended list of judges for the State Auditions) no later than September 1st.
4. The Region Chair may exclude visitors and spectators from the halls adjacent to the audition rooms to maintain privacy and control the noise level.
5. Region IX will select two 5A Region Bands, one 2A, 3A, 4A Region Band and a Jazz Band by audition. 5A freshmen have the option of auditioning for the 5A and/or 4A Region band. 5A high schools may send up to 10 freshmen to the 4A audition. The freshmen must prepare the entire etude.
6. Any 4A, 3A, 2A band student wishing to “go 5A” must have the appropriate 5A Declaration form on file with the Region Band and/or Orchestra Chair prior to the audition. If a 4A, 3A, 2A, or 1A student enters the orchestra contest and wants to be considered for All-State by selecting Region **and** All-State, they are selecting the 5A track and are prohibited from advancing to the 4A Area Band audition. Once a student enters the 5A track, they must remain there. All-State orchestra is the 5A track. If they do not want to be considered for All-State or do not want to be on the 5A track then they should select Region Only for the Orchestra Audition.
6. All directors must accompany their students to TMEA events. **The Region IX Proxy Policy:** Should it become necessary for a director to be absent, the Region Band Chair must be notified and the director must secure a proxy to accompany their students. The Proxy that accompanies the students must be a music educator who is qualified to judge in the assigned capacity and carry out the duties of the band director they are to replace. The Region will not be responsible for paying proxies for judging.
7. Directors will sign up for Judging Assignments at the Fall Region Meeting. Middle School Directors should judge their auditions and two of the high school auditions printed on the data sheet. If a Middle School director judges more than the 2 HS assignments, they will be paid \$75 per additional assignment. All High School Directors at a given school will judge at each audition they have students entered in. However, Region IX currently asks all directors to sign up for at least 4 judging assignments whether they have students involved or not. **Policy for Changing Judging Commitments.** Directors who do not follow through with their judging assignments, once they are set and confirmed, will have their school assessed the judge fee and a grievance filed on them with TMEA. It will be up to them to decide where the money is to be paid from – i.e. budget, activity account, boosters etc. Emergencies will be dealt with individually. This policy refers to those who commit to a judging assignment, confirm and acknowledge the assignment and then fail to show up for the audition. Miscommunication between the director and the proxy that result in a “no show” by the proxy up will result in assessing the judge fee and a grievance filed on them with TMEA. Directors who refuse to judge will have a grievance filed on them with TMEA.
8. Judge meetings/student registration for Jazz, 5A Friday Phase I and 4A auditions will be at 4:00 pm and auditions will begin at or before 5:00pm. 5A Saturday Phase I auditions judge meeting/student registration will be at 2:30pm and auditions will begin at 3:00 pm. 5A Saturday Phase II judge

meeting will be held at the completion of the Phase I events that same day. Phase II judge meeting/student registration will be at 6:30pm and auditions will begin at 7:00pm.

Entry procedures and rules

1. Be specific regarding the instrument (i.e. Tenor or Bass Trombone).
2. Complete the Auditions Entry Process on line at the TMEA website at www.tmea.org. A copy of the director's current membership card will be attached to the Audition Process Entry sheet with the Directors Statement of Responsibility signed and dated.
3. If the TMEA membership card cannot be included with the entry, membership can be verified through the TMEA State Office, provided the Region Chairman is notified in advance of the problem. Each Head Director must be a current TMEA member prior to submission of entries. Entries will not be accepted if membership cannot be confirmed, nor will entries be accepted past the stated deadline.
4. Fees (a check or a school purchase order) are to be included with the entry forms. Checks are to be made payable to TMEA Region IX Band. The school name must be indicated on the check. (Please do not send cash. Personal checks are accepted for late fees and will be held until a school check can be acquired) Entry forms and check must be postmarked by midnight on the deadline date.

Mail entries to: Wendy Marquart
148 Thunderbird Dr.
Conroe, TX 77304

5. **Each student who enters the audition must have the Region IX Audition Contract on file with the Region Chairman prior to the 1st audition.** These forms can be mailed with the entry or hand delivered to the Region Chairman at the audition site **before** the audition begins. This form contains the student Region Band attendance policy for Region IX and can be found on page 25.
6. Entry fees will be reviewed and determined at the fall meeting. Current entry fees are:
Jazz - \$15 per student and \$50 per school
Band - \$10 per student and \$150 per school
7. Students will enter on one instrument only. The only exception: a student may enter on oboe and English horn but can only accept one Region Band chair placement. The Eng Horn audition will be held first on the day of auditions.
8. Be certain to enter the proper contest – 4A or 5A. 5A freshmen who are going to audition for both the 5A and 4A band must be entered online in both contests – still just one fee. 4A students who are going 5A must be entered in the 5A audition and not in the 4A contest.
9. Area fees are \$5 for band and \$10 for jazz band. The Area Band fee will be collected from individual students as they qualify at the region audition and the Area Jazz fee will be collected at the Area Jazz taping session. If your school pays this fee, a check will be expected as soon as possible after the audition. An Area Band Fee Invoice can be supplied upon request.
10. The All-State fee is \$15 and is currently paid by the Region Chair at the Area audition.

Entry deadlines

1. **Entries must be completed online by the date announced at the Fall meeting.** Send entry fees and hardcopies of entry form by certified or registered mail to the Region Chairman. Each school may make corrections or additions by written communication to the Region Chairman up to the change deadline date announced at the Fall region meeting. A confirmation of your entry will be sent to each school by email prior to the final change deadline to be carefully checked for accuracy.
2. Any student added before the final deadline will be added for the individual entry fee only. **Any entry made after the confirmation period and final deadline have passed, must be accompanied by a check for the individual entry fee AND the school fee.** Personal checks will be accepted on the day of the contest and will be held until a school check is acquired if necessary.

3. There are no limitations on how many students a school may enter. EXCEPTION only 10 freshmen from each 5A school may be entered in the 4A region band audition. 5A freshmen have the opportunity to audition for the 5A and the 4A region bands but may only perform in one of the bands. No more than 1/3 of the seats in each section of the 4A region band may be occupied by 5A freshmen. See the chart on page 15.
4. All students entered in any level of the audition process, and who participate in an ensemble, must meet all TEA and UIL academic eligibility requirements for every rehearsal and event. (Eligibility guidelines are detailed in the UIL/TEA publication "Side By Side". This can be obtained from the UIL state office, and can also be found on the UIL website.)

Audition procedures

1. All students will play from one location in the room as long as it is practical to do so. A chair and music stand will be provided at this one location for the performing contestant. The student may stand or sit as long as he/she performs from that location in the room. If a percussionist chooses to use his/her own instruments, he/she is waiving the right to play from the "one" location in the room.
2. All 5A students will be auditioned in a two-phase format. Scales and the three prescribed etudes will be used during "Phase I" and ONLY the etudes in "Phase II". Multiple panels may be used in "Phase I". In this event, each panel will be assigned a scale and one of the etudes, and will hear every student play that material. The 3 panel scores will be combined to determine the outcome of the audition. The judges will remain in one room and the students will move from panel to panel. (Percussion panels will be designated for snare, timpani and mallets and there will be no scales) "Phase II", all students will be heard by one panel on all etudes. All students must play an audition that will certify him/her to the "Phase II" audition. There will not be any automatic advancement to Phase "II" because enough students did not show up. 4A band auditions may or may not use the Phase I/II format.
3. In Region IX, students are required to play a chromatic scale and two other major scales in "Phase I". The scales are to be memorized. The scales to be heard will be announced in the room at the audition. Major scales (15pts) are to be tongued up and slurred down in the quarter and eighth note rhythm pattern. Chromatic scale (20 pts.) articulation and rhythm is the choice of the performer so long as it is consistent. Judges should not give credit to students who fail to play scales in the prescribed octaves. Scales not conforming to the prescribed octaves should get zero points. See page 19 and 20 for more information. Etude cuts will be determined by the judging panel the day of the audition.
4. Each student will perform three times. Round 1 - one major scale and an etude, round 2 - one major scales and an etude, round 3 - chromatic scale and the remaining etude. Each etude will be scored 100 points. Percussionists will not perform scales and etudes will be scored: snare etude 100 pts., timpani etude 100 pts., 2 mallet etude 50 pts., 4 mallet etude 50 pts. In the multiple panel rooms, it may be necessary to triple the point values to create a point spread wide enough for the larger number of contestants.
5. A student, who arrives late to the audition, but before the end of the first round, must report to the contest office immediately and may be admitted to the contest at the discretion of the Region Band Chair. Any student arriving after the completion of the first round will not be admitted to the audition.
6. The judges must hear each student play a portion of each of the official TMEA audition etudes before auditions are completed. The etudes are those that have been published in the *Southwestern Musician* and on the TMEA website. There will be three rounds with one excerpt performed during each

round. (Exception: This may not be possible if there is not enough room to seat all the students at the same time). In each round, the student must play at least 1, to 1½ minute(s) of an etude. This timing should be based upon the prescribed metronome marking. This will obviously be approximate. If the complete etude is less than one minute in length, it should be played in its entirety. At the end of the audition, each student should have performed 3 excerpts.

7. The contestants will be seated in the room alphabetically by audition letter and must perform in the following order:

Round 1: Top to bottom

Round 2: 1/3 down to bottom, top to 1/3 down

Round 3: 2/3 down to bottom, top to 2/3 down

(Exception: This may not be possible if there is not enough room to seat all the students at the same time).

8. Prior to each excerpt, if a student so desires, a brief warm-up of no more than 5 seconds is appropriate. A student may only play the starting note of the excerpt. Mallet percussion may only play a roll on the starting note. Snare drum and timpani may only play a roll on the drum. Timpani students will be allowed up to 30 seconds for tuning before warm-up timing begins. After each fifth person plays, all students shall warm-up simultaneously for 20-30 seconds. There will be no restrictions on what the students can play during the group warm-up. However, disruptive activity could be subject to disciplinary action.
9. Metronome markings should be closely adhered to so as to maintain the intent of the music. Judges should be cognizant of the intent and be willing to penalize the student who does not adhere to the metronome markings. Flagrant abuse should be penalized and reflected in the judges' scores. More consideration will be given to the student who adheres to the metronome marking.
10. A non-audible metronome may be used prior to the performance by the auditioning student—**not during their performance**. Non-performing students may not use a metronome during another student's audition. Audible metronomes are not to be allowed in the audition area.
11. With the exception of metronomes, absolutely no electronic equipment will be allowed inside the audition room during the audition. This includes but is not limited to walk-mens, radios, CD players, electronic games, recording devices, cellular telephones, computers, etc.

Judging Process

1. The judging panels should use the forms provided by the State Band Chair for tabulating results. Every care shall be taken to avoid mathematical errors. The monitor and panel chair have the primary responsibility for ensuring accuracy on the judges' forms.
2. Students are not to talk out loud in the audition room for any reason. In the event of such an occurrence, the student may be disqualified. (This will be handled by the Region Band Chairman and not by any member of the judging panel.) All conversations in the room will be conducted quietly through the monitor.
3. The judges must not face or look at the students at any time during the duration of the audition. During breaks, judges should not converse with any of the students.
4. Interpretations and discrepancies in the music often occur and judges should be open-minded and sensible about possible printing and editing errors. **The official notice of errata or special performance problems with the music is www.tmea.org**

5. Judge the entire performance. There is much more to finding the best player in the room than just finding the one who can play the right notes and rhythms the fastest. Very important consideration should be given to tone quality. Articulation, dynamic control and contrast, style, appropriate use of vibrato and general musicianship must also be considered.
6. Record your score for each performance on the Form 1. At the completion of the audition, use a calculator and check your addition. Each judge is responsible for breaking their own ties if they exist on form 1 and double checking their addition before moving to form 2. Complete Forms 2, 3 and 4.
7. When using the computer program, Forms 1, 2, 3, and 4 should complete the judging process. The computer will drop the high/low scores and complete the rankings.
8. The Audition Chair shall have a tabulation area off limits to everyone except the staff and the panel chairs whose scores are being checked. The Panel Chairman will personally return all materials to the office. He/She will also be responsible for completing all of the necessary reporting forms and verifying final results. Their job shall be to double check math and clerical accuracy of the results. The office staff shall then prepare results for posting.
9. Results shall be posted with the following statement on each page: "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. (1/09)" This one-hour period should serve as a final period for directors (not students) to investigate any problems that might arise concerning results.
11. Posted results should list all students who audition according to rank order.

Ranking the Contestants

1. At the close of the contest, the judges shall rank all contestants by numbers: 1, 2, 3, etc. Ranks are to be awarded through all contestants.
2. The "Olympic" scoring system will be used. Each contestant's high and low ranks will be dropped. The contestant, the sum of whose remaining rank points is the lowest, will be awarded first place. All other rankings will proceed accordingly (2nd lowest, 2nd place; 3rd lowest, 3rd place; etc.)
3. In any case where there is a tie, all contestants who are tied shall be awarded a place before going on to another contestant or place.
4. If a tie occurs in the low total for any number of contestants, the tie shall be broken by use of "Judges' Preference" (using all five judges). For example, if two contestants are tied by virtue of each receiving identical sum ranks as in this example:

	Judge A	Judge B	Judge C	Judge D	Judge E	Total
First Contestant	1	2	5	3	7	10
Second Contestant	2	4	2	5	4	10

It should be noted that Judge A ranked the first contestant above the second; Judge B ranked the first contestant above the second; Judge C ranked the second contestant above the first; Judge D ranked the first contestant above the second; and Judge E ranked the second contestant above the first. This results in:

	Judge A	Judge B	Judge C	Judge D	Judge E
First Contestant	1	1	2	1	2
Second Contestant	2	2	1	2	1

The winner of the "Judges' Preference" (First Contestant) is placed above the other contestant at the point of the tie in the overall ranking of the entire section.

In three-way ties, there is a possibility that the "Judges' Preference" system will result in a "loop". In this case, use "Judges' Preference" (of all five judges) to determine which student should be either first or last of the three, and then break the remaining two-way tie in the previously described manner. This will result in three clear placements.

EXAMPLE #1:

	Judge A	Judge B	Judge C	Judge D	Judge E	Total
Contestant A	3	1	5	4	5	12
Contestant B	4	2	4	5	4	12
Contestant C	2	4	6	6	2	12

Now break the three-way tie by using all five (5) judges' preference of the three contestants. In this example:

Judge "A" Ranks Contestant C highest

Judge "B" Ranks Contestant A highest

Judge "C" Ranks Contestant B highest

Judge "D" Ranks Contestant A highest

Judge "E" Ranks Contestant C highest

Since Contestants A and C both have two higher rank votes and Contestant B only has one, Contestant B is third within the tie. Now simply break the tie between Contestants A and C by using the process described in "Paragraph D" above

EXAMPLE #2:

	Judge A	Judge B	Judge C	Judge D	Judge E	Total
Contestant A	4	5	8	7	11	20
Contestant B	3	6	10	5	9	20
Contestant C	1	11	5	4	12	20

Now break the three-way tie by using all five (5) judges' preference of the three contestants. In this example:

Judge "A" Ranks Contestant C highest

Judge "B" Ranks Contestant A highest

Judge "C" Ranks Contestant C highest

Judge "D" Ranks Contestant C highest

Judge "E" Ranks Contestant B highest

Since Contestant C has three higher rank votes and Contestants A and B only have one, Contestant C is first within the tie. Now simply break the tie between Contestants A and B by using the process described in "Paragraph D" above.

5. Variance in Audition Procedures

- a) Any variance to the above lies within the domain of the Region provided that:
- b) Any variance is submitted by the Region Band Chair prior to June 1st. All requests will be reviewed by the Executive Board of TMEA at the June meeting. This form can be found in this handbook. Each Region Band Chair will be notified of acceptance or denial no later than August 1st. Variances must be re-submitted annually for continued approval.

Each Region Band Chair must have a copy of his/her Region rules in their personal files and on file with the State Band Chair.

All-Region Auditions

(Orchestra Winds & Percussion, Region Band, Jazz Band)

Audition Process Personnel

Personnel necessary for audition operations and the Region Band process are:

1. Region Band Chairman
2. Site Hosts
3. Participating Band Directors
4. Judging Coordinator(s)
5. Computer Operator(s)
6. Band Organizers
7. Band Percussion Organizer
8. Monitors, concession stand workers

Duties of the Region Band Chairman

1. At the spring region meeting, make the following arrangements.
 - a. Fill auditions process personnel positions (as listed above)
 - b. Secure sites and hosts for auditions, sectionals, and clinic/concert
2. Make available a region band audition contest information that will include rules, scale requirements and other pertinent information at least 45 days prior to the first region band audition. Information may be hard copy or online.
3. Place order for Region and District patches.
4. Pay for concert music as needed.
5. Receive and check entries and fees. Send entries to Computer Operator as soon as possible.
6. Determine, based on entry numbers, the number of panels needed for each instrument and instruments that will require multiple rooms and contact the Site Hosts, Judging Coordinators, and Computer Operator with the number of panels per instrument. (This information is needed to determine the number of rooms required for the auditions.) Every attempt should be made to limit rooms to 40 students auditioning.
7. Prepare judging packets to include the following.
 - a. Five copies of the audition music with judging expectations
 - b. Pencils for five judges (2 per judge is recommended)
 - c. Five copies of judging forms, 1 set of the panel chairman's forms, barcode labels.
Each packet should be labeled by instrument.
8. Enforce auditions process rules (state and region) and handle any infractions that might occur.
9. Prepare a monitor's packet which will contain nametags and sign-in sheets for auditioning students. (Nametags and sign-in sheets will be provided by the Computer Operator.)
10. Provide each Band Organizer with a final results roster.
11. Provide Judging Coordinators with information regarding payment amounts for hired judges, as well as times to report for judge's meetings.
12. Chair the judges' meetings prior to the start of the auditions.
13. Forward Area qualifiers data to Area Chairman (and State Band Chair) with fees and the appropriate quota of judges and monitors within 48 hours of the conclusion of the region audition.
14. Make necessary payments for judges, catering, and site host expenses.

Duties of the Site Hosts

1. Provide the necessary number of rooms for auditions, a room to be designated as the office, an area for the judge's luncheon, a judge's meeting area and a student waiting/warm up area. (Contact Chairman or Computer Operator for the number of rooms needed.)

2. Secure audition room monitors. Band Parents are preferred, two per room are essential. Conduct, with the Region Band Chair, a monitor's meeting to explain the rules and process.
3. Send an information packet to all schools entering students.

Packet should include:

- Times and locations for judge's meetings
- Student check-in procedures and times
- Percussion room information and a list of equipment to be provided
- Student concession stand information
- Director's Lounge and judge meeting location
- General information for students (campus rules, audition procedure, etc.)
- Directions to school, map of school, room assignments

This packet is to be sent as quickly as possible in order to allow participating directors to make plans. (Two weeks prior, if possible, is recommended.)

4. Provide sufficient Hall Monitors for security and to keep audition room halls quiet and clear of spectators.
5. Contact Computer Operator to determine equipment needed for office.
6. There are to be three percussion rooms (one each for snare, keyboard, and timpani). Host is responsible for providing a set of timpani and a marimba. Percussion rooms should be large enough to accommodate several sets of percussion instruments.
7. Provide a copier in or near the office.
8. Set-up of each audition room is to include seating and table space for five judges with a screen to separate the students from the judges. (Be sure there are no reflective surfaces - i.e. TV screens, windows - which might allow judges to have a view of the students.) On the student's side of the screen there are to be two chairs and one music stand (a "ready" chair, and one "performance" chair and stand).
9. Prepare adequate directional signs for students. Designate locations for result postings.
10. Post room numbers for both phases in the student waiting area. (Do not post Phase II room numbers until it occurs.)
12. Provide a concession stand for students and food for judges and directors.
13. Provide central location for multiple panel instruments to sign in with adult supervision.

Duties of the Participating Band Directors

1. All directors from each school entering students, regardless of the number of participating students for the audition, are to be available for all phases of each audition, on all days. Failure to fulfill a judging responsibility, once assigned, will result in the director being assessed the judging fee and a grievance filed on them with TMEA. **In case of emergency, inform the Region Chairman and Judging Coordinator.**
2. Arrive at the site in a timely fashion (students and directors) so the event can begin on time and have sufficient chaperones with students in the audition site waiting/ warm-up area.
3. Directors should screen their student's preparation on their etudes prior to the auditions.
4. Directors should make sure that their students thoroughly understand all aspects of the audition process and rules, including the requirements for scale performance.
5. Remind students to check the waiting area for updated room assignments lists when they arrive at the audition site. Advise students to not leave the site until the audition is complete.
6. Directors must abide by entry procedures and guidelines, both state and region.
7. Notify the Region Band Chair/Computer Operator of any DNA's as soon as possible.
8. Be prompt in turning in all entries. Be aware of all deadlines.
9. **Be sure that TMEA membership is current at the start of the school year. The State Office will not process "last-minute" membership applications. The region chair will accept an e-mail reply from TMEA of online registration.**

Duties of the Judging Coordinators

1. Secure from the Region Chairman a list of judges from the fall meeting sign up. Use this list to begin filling panels.
2. Provide Region Band Chair with a list of judges, divided into panels, with an assigned chairman for each room. This list is to be given to the chairman one week before the audition. Include a list of several extra judges that will be on hand in case of an emergency absence of a judge.
3. Contact the Region Band Chair to determine the number of rooms (panels) needed for each instrument.
4. Use high school and middle school band directors whenever possible. Private lesson teachers may be used as needed, keeping in mind the expense to the region. Judges will be paid as per Region agreement.
 - a. Appoint an experienced chairman for each panel. (Private lesson teachers are not to be used for this position.)
 - b. Fill panels with band directors first, private lesson teachers second.
 - c. Every attempt should be made to limit representation on panels to no more than one person from a school including private lessons teachers.
 - d. A minimum of three band directors (any level) on each panel is required.
5. If a school is entering students, then ALL the directors are expected to be available for judging assignments. If a director is unable to judge, then he/she is responsible for providing a qualified replacement for the judging coordinator, and for paying that person if necessary. See Proxy Policy.
6. Each panel is to have five judges, as per TMEA State Office.
7. By phone or email, contact all judges to confirm date, location, and time of judge's meetings. **Make certain to obtain some form of confirmation from each and every judge.**
8. Secure Director Monitors for Friday night and Phase II. If not possible, notify the Site Host as soon as possible so they can find student monitors for the positions.
9. Maintain a very accurate list of who was assigned to judge, who did and did not fulfill their judging assignments and give the list to the Region Chair when the audition is complete.

Duties of the Computer Operator(s)

1. Participate in online TMEA training for computer operators at the Region's expense
2. Provide Site Host with the following items, prior to the audition.
 - a. Student name tags with assigned audition letters
 - b. Room sign-in sheets for monitor packets
 - c. Judging forms (one copy each) for each instrument and room
3. Send confirmation list of entries to each school to check for any errors prior to the final deadline and make changes as necessary according to director feedback
4. Supply the Region Chairman with a composite list of results at the close of the auditions and forward Area candidate information to Austin.
5. Upon the completion of Phase I , items 2a, b and c listed above will need to be repeated for Phase II auditions
6. Make sure that items 9 and 10 under Judging Process are handled correctly.
7. Co-chair with the Region Chairman, the judges meeting in order to answer any computer questions
8. Make the stand name tags for the Band Organizers
9. Print results including designations for advancement to Phase II and District, Region, Area

Duties of the Band & Jazz Band Organizers will be compensated \$100

There will be one Band Organizer for each region band. Each will be compensated \$100.

1. Contact clinicians regarding programming choices and special needs (i.e. risers). Also get bios and a seating chart from the clinician and forward the bio to Region Chairman.
2. Acquire music by borrowing or ordering through the region band chair.
3. Prepare folders for distribution upon completion of the auditions. (Folders may be obtained free of charge from a local music merchant.)
5. Prepare a letter for the folders. (sample letter may be obtained from Region Chairman)
6. Communicate closely with the percussion organizer

Duties of the Orchestra Wind/Percussion Organizer to assist Orchestra Chair. Will be compensated \$100.

1. Contact the Orchestra Chairman and obtain all necessary wind and percussion parts for the orchestra concert.
2. Assist in preparation of folders for the wind and percussion students as necessary.
3. Contact clinic/concert hosts to confirm equipment arrangements.
4. Deliver the wind/percussion roosters to the orchestra director in charge of the program.
5. Acquire section rehearsal spaces and directors for winds and percussion section practice.
6. Attend all rehearsals and concerts, as needed.

Duties of the Percussion Organizers for Band will be compensated \$100

One Percussion Organizer will be designated for each region band. They will be responsible for all aspects of each ensemble's percussion sections. Each will be compensated \$100.

1. Contact the Band Organizer for titles of selections for the concert and then obtain percussion folders from the Band Organizers to make part assignments by chair.
2. Organize individual folders at the audition and have them ready for distribution at the end of the auditions.
3. Folders are to contain each student's assigned parts, as well as a letter informing the student of all instruments/equipment that he/she will be required to bring to every rehearsal and the concert.
4. Percussion Organizers are to be present at all sectionals, rehearsals, and the concert and run sectionals for their ensemble.
5. Contact clinic/concert hosts to confirm equipment arrangements. Notify directors of schools if additional equipment is needed.

Orchestra Chairing and Ensemble Assignment

1. Auditions for Region Orchestra will occur through a separate audition.
2. Procedures for Region Band Auditions will be utilized for these auditions.
Exception: Scales will not be heard at this audition.
3. The Region Orchestra Chair will supply audition entry information and materials for the audition
4. The Region Orchestra Chair and Region Band Chair will attend the audition

District Band designation

1. Due the large numbers of students auditioning for region band and the relatively small number of students who will make the performing bands, an additional number of students beyond the region band cut will be designated as district band members but will not perform a concert.
2. Students from this group may be called up as alternates for the performing bands. Students called as alternates to performing bands will be contacted in order of chair finish. If a student is needed to fill a position of a phased room then the first district member on the list will be notified.
3. Students will receive a district patch as recognition of their district band status.
4. See the instrumentation chart for the number of students designated district band. The district band patch designation will be re-visited as deemed necessary by the TMEA board in Austin.

Jazz Band Audition process: as aligned with TMEA Audition process

1. The TMEA online system for registering will be used for entering students.
2. The deadline for entry will be announced at the fall region meeting and posted in the region handbook. See page 4 and 5 for entry procedures and late entry procedures.
3. Region IX welcomes Region XXVII Jazz entries for a combined audition and clinic.
4. The Jazz etudes are available for purchase from our local sheet music dealers.
5. Anonymity is vital. No judge shall have visual contact with the students during the audition. At breaks, judges must not mingle with students.
6. All students must perform from the same location in the room. Students may stand or sit. If a drummer chooses to perform on his own equipment, he is waiving the right to perform from the "one" location.
7. All etudes will be heard in the entirety for 80 points each. The improvised solo (or snare drum styles) will have a maximum of 60 points. 300 points maximum total.
8. Should the tenor trombone and trumpet sections have entries for both Region and State levels, a second complete audition sequence for those wanting to be considered for All-State should be held immediately after the first audition. In this second audition, each student must perform the full etudes. **Region IX, in cooperation with Region XXVII, agrees to have all brass students audition on the entire etude, including the state cut. Students who find the range too extreme in the state cut may take the highest notes down one octave in that portion only.**
9. Students must perform in this order:
Round 1 – top to bottom;
Round 2 – 1/3 down to bottom, then top to 1/3 down;
Round 3 – 2/3 down to bottom, then top to 2/3 down;
Round 4 – Top to Bottom.
10. Each student may play a single warm-up note of no longer than 5 seconds. The warm-up note should be only the starting note of the excerpt. Drummers will play a combination of tom/snare/and cymbals rolls. After each fifth person plays, there will be a group warm-up of approximately 20 seconds. There are no restrictions on what can be performed during the group warm-up. However, disruptive activity could be subject to disciplinary action.
11. Metronome markings must be closely adhered to so as to maintain the musical intent of each etude. Judges **MUST** penalize a student who flagrantly abuses the recommended tempo. Greater consideration should be given to the student who adheres to the recommended tempo.
12. A non-audible metronome may be used prior to performance by the auditioning student, **but not during the performance.** Non-auditioning students may not use a metronome during another student's performance. Audible metronomes are not allowed in the audition room.
13. The following instrumentation will be taped for all-state consideration: 2 – alto saxophones, 2 – tenor saxophones, 1 - baritone saxophone, 5 – trumpets, 3 – tenor trombones, 2 – bass trombones, 1 – guitar, 1 – bass, 1 – piano, 2 – drum set.
14. All students entering the region jazz auditions must designate region or state.
15. Students that will tape for state will be selected from chair order for their section from the instrumentation list for taped certification and their entry designation – region only or state. See number 13. Taping will occur the Saturday after the region audition. Area fee \$10.
16. All students will play a live Region audition and will not skip the live audition process and go straight to taping for state even if there is only one person in their section.
17. Region Jazz Band patches will be awarded to students in chair order using the state level instrumentation. Area patches will be awarded to those who tape on the day of taping. The performing Region Jazz band instrumentation will be the same as the instrumentation listed above for All-State taping purposes.

Region Band Instrumentation

	5A Wind Ens.	5A Sym. Band	5A District Patch	4A Band	4A District Patch	5A Fr in 4A	5A Area	4A Area
Piccolo	1	1	1	1	1	0	1	1
Flute	7	12	5	8	4	3	4	4
Oboe	2	3	2	3	1	1	2	2
Bassoon	2	4	2	3	1	1	3	2
Eb Clarinet	1	1	1	1	1	0	1	1
Bb Clarinet	11	16	7	12	6	4	9	6
Alto Clarinet	1	1	1	1	1	0	1	1
Bass Clarinet	2	3	2	4	1	1	2	2
Contra Bass Clarinet	1	1	1	1	1	0	1	1
Alto Saxophone	3	5	2	4	2	1	2	2
Tenor Saxophone	1	2	1	2	1	1	2	1
Bari Saxophone	1	1	1	2	1	0	2	1
Cornet/Trumpet	8	10	5	9	5	3	7	5
French Horn	8	8	4	8	4	3	5	4
Tenor Trombone	6	6	3	6	3	2	4	3
Bass Trombone	2	2	1	2	1	1	1	2
Baritone	3	5	2	5	2	1	2	2
Tuba	3	6	3	6	3	2	3	2
Percussion	7	7	4	7	4	2	4	2
English Horn	1							
Contra Bassoon								
String Bass								
Total per band	71	94	48	85	43	26	56	44

Student Attendance

1. Student candidates must agree to attend all rehearsals of the Region Bands or Orchestra if selected. A student's place in the ensemble will be forfeited if the student fails to attend all rehearsals and the performance. (Any deviations from this policy are to be considered by the Region Chairman, Ensemble Organizer, and the individual involved and their director.) See Region IX Band Audition Contract.
2. Students who do not participate in or complete the concert process (through performance) will not receive a Region patch.

Statement from the TMEA Constitution regarding participation.

Article 4: Penalties to be Imposed. In any event sanctioned by TMEA, violation of any of the rules in Section I above shall jeopardize the student's ability to further participate in the tryout process. This violation could result in forfeiture of a place in any TMEA organization.

Students who have not completed the rehearsal/performance obligations of their respective groups (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.

Section II.

All-Region Clinics and Concerts (Band and Orchestra)

Duties of the Clinic and Concert Hosts

1. Provide adequate rehearsal space, chairs and stands for the number of ensembles.
2. Work with Percussion Organizers to insure adequate percussion equipment for all rehearsal areas.
3. Arrange for public address equipment to be available at the concert.
4. Provide a stage set-up crew, and custodians for the weekend. Check with Region Chairman on reimbursement of necessary expenses.
5. Contact the Region Chairman to obtain concert programs.
6. Provide table and set up for t-shirt and plaque vendor
7. Provide lounge/refreshment area for directors

Duties of the Orchestra Winds and Percussion Organizer

1. There will be one orchestra organizer and percussion organizer for the Orchestra clinic.
2. Attend sectionals and all Friday and Saturday activities. Be visible in the rehearsal and performance areas to assist the conductor as necessary.
3. Be available for large group or section work, as the clinician may request. If necessary, secure other directors to assist.
4. Be sure that Percussion Organizer has scores for the sectional.

Duties of the Region Band Chairman

1. Arrange for the recording the concerts.
2. In August, confirm hotel (and airline, if necessary) arrangements for clinicians.
3. Be available with the checkbook to pay for food and clinicians
4. Attend all rehearsals (including sectionals) and the performances.
5. Introduce the clinicians at the concert.
6. Supply Organizers with personnel lists for the clinic
7. Take audition results to sectionals and rehearsals, for the purpose of calling alternates, if needed. Directors should be able to contact their alternates if needed.

Duties of the Band Organizers

1. Contact clinicians regarding any special needs, including bios and seating chart and music selections. This should be done as soon as possible in the school year.
2. See to the set-up of rehearsal areas prior to their use.
3. Introduce the clinician to the ensemble at the start of the first rehearsal.
4. Have spare parts to all selections on hand at each rehearsal.
5. Provide Percussion Organizers with scores for sectionals.
6. Be present at all rehearsals (including sectionals) and the performance.
7. Prepare all folders and have them ready to distribute at auditions.
8. Secure/provide transportation for the clinician to and from the airport, hotel and clinic site and back as necessary.
9. Pass out region patches to the band students at the end of the concert.
10. Check roll at the beginning of each rehearsal segment.

Duties of the Band Percussion Organizers

One Percussion Organizer will be designated for each region band. They will be responsible for all aspects of each ensemble's percussion section.

1. Work with Clinic/Concert Hosts to insure that large percussion equipment needs are met. Assign small instrument needs to schools as necessary.
2. Attend all rehearsals, including sectionals, and the performance.
3. Have each percussion section on stage, prior to its ensemble's performance, to set up equipment.
4. Assist percussionist section in moving equipment at the rehearsals as the ensemble changes rehearsal rooms.
5. Be prepared to make necessary arrangements for any "unusual" instrument needs.

Responsibilities of Participating Directors

1. Attend the clinic/concert with your students for adequate supervision.
2. Arrive at the site in a timely fashion (students and directors) so the event can begin on time and have sufficient chaperones with students.
3. In the event that a student is unable to participate in any part of the clinic and concert process, the student's band director is to contact the Region Chairman (Orchestra Chairman for orchestra activities) as soon as possible before the clinic. The student's director is then responsible for making sure the music folder arrives at the first rehearsal and is given to the appropriate student. See the Audition Contract for more detailed information.
4. Check roll for your own students at each clinic segment and immediately call students who are missing to find out their status.

Section III.

Region Organization & Honor Band Information

Duties of the Region Band Chairman

1. Prepare agendas for the Fall and Spring meetings. (See Chairman's Handbook.) Make copies for distribution at each of the meetings.
2. Region Band Chairman duties as outlined in Sections I and II of this handbook.
3. Resolve problems and disputes relative to any TMEA activity.
4. Be responsible for the Band Division's funds, maintain the Region's bank account and financial records, and pay all TMEA Region related bills.
5. Per TMEA State Office, each division having a bank account must file the Region Financial Report with the State Office twice a year. This form is available from the TMEA financial director.
6. Be on site of all region activities.
7. Maintain a region director and school database.
8. The Chairman shall serve for a period of two academic years.
9. Set up Region Auditions as per instructions by State Band Chair

List of Meeting Agenda Items

The following lists are meant to provide a guide for the fall and spring meetings. These lists are not meant to be all-inclusive.

Fall Meeting

1. Fill any vacancies for organizers, hosts, and sites.
2. Allocate time for TBA and UIL committee representatives to speak
3. Allocate time for UIL Executive Secretary to speak

Spring Meeting

1. Determine dates for region band activities.
2. Allocate time for UIL Executive Secretary.
 1. Determine calendar dates for UIL contests.
 2. Select sites for UIL contests.
 3. Draw for UIL contest order
3. Elect new officers as needed.
4. Select Region Clinicians

State Honor Band Entry Information

1. All entries are to be done online before the entry deadline, March 1. Fill in all necessary information required on line and familiarize yourself with all rules and regulations on the TMEA website regarding Honor Band Procedures. Be sure to fill in all performance dates and sites and the clinician list. Any last minute additional clinicians must be reported to the Region Band Chair immediately so the judge ballot can be prepared accurately. The total entry fee for Region IX is \$300.
2. Region IX requires a non-refundable \$100 application fee that must be postmarked to the Region Band Chair by March 1. The remaining \$200 will be due to the Region Band Chair on or before the date of the Spring Region meeting. Allow enough time for your business office to prepare the check before the deadline.
3. Schools that do not bring the remaining fee to the Region meeting will no longer be considered for Honor Band competition. All fees must be turned in for a director to vote for judges.

4. All subsequent materials: hard copy of the entry form, scores, CDs, superintendent letters (MS only), must be postmarked to the Region Band Chair on or before June 1 each year in order to set up the Region listening session.

4. **Selection of the Honor Band Judges** panel will begin at the conclusion of the Spring Region meeting by the directors who have turned in their fees. The procedure as follows:

- The judge ballot will be compiled from the names submitted on each director's online entry form.
- Each school represented will have one vote and not one vote per director present.
- The judge list will be presented to the competitors at the region meeting and each director will, by secret ballot, be able to list five judges they are not comfortable with for the potential panel. Any head director not in attendance at the Region meeting will forfeit their right to delete names from the list. No proxy will be accepted.
- The Region Band Chair will announce those names and delete them from the original judge list. To accommodate a head director who is unable to attend the Spring Region meeting, the amended judge ballot will be emailed to each competing director the following Monday. Each director will then rank the entire list of names according to his/her preference. They will email their ballot (numbered 1-to the end of the list of names) back to the Region Band Chair within 24 hours of receiving the ballot.
- The Region Band Chair will compile the votes. The judge with the lowest number will be the first choice, the judge with the next lowest number will be the second choice etc. and judges will be contacted in that order. All state rules for judge panel make up will be adhered to.

5. Any shortage of Region expenses will be divided equally among the bands in the Honor Band process.

Section IV.

Scale Information & Forms

SCALE INFORMATION

SCALES: Judges will hear two major scales and the chromatic scale. Each major scale will be worth 15 points. Round 1 will consist of one major scale (15 points) and an excerpt from etude #1 (100 points). Round 2 will consist of one major scale (15 points) and an excerpt from etude #2 (100 points). Round 3 will consist of the chromatic scale (20 points) and an excerpt from etude #3 (100 points). **ALL SCALES MUST BE PERFORMED FROM MEMORY.** Percussionists do not perform scales since there are four etudes to prepare.

MAJOR SCALES are to be tongued up and slurred down and performed in the following rhythm at a reasonably brisk tempo, repeat as necessary for octave requirements:



CHROMATIC SCALE is to be tongued **OR** slurred up and down at student's discretion. The rhythm should be performed with all notes of equal value at a reasonably brisk tempo.

The major scales on the Range Chart are listed by concert pitch. The octaves to be performed are listed to right of each instrument. The starting and stopping pitches for the chromatic scale are the written pitches for that instrument. See the Scale Range Chart on page 20.

Instrument	Concert C	Concert G	Concert D	Concert A	Concert E	Concert B Concert Cb	Concert F# Concert Gb	Concert Db Concert C#	Concert Ab	Concert Eb	Concert Bb	Concert F	Chromatic
Piccolo	1	2	2	2	2	1	2	1	2	2	2	2	Low D to High Bb
Flute	3	2	2	2	2	2	2	2	2	2	2	2	Low C to High C
Oboe	2	1	2	1	2	2	1	2	1	2	2	2	Low Bb to High F
English Horn	1	2	1	2	2	1	2	1	2	1	1	2	Low B to High E
Bassoon	2	2	2	2	2	2	2	2	2	2	3	2	Low Bb To High Bb
Eb Clarinet	2	3	2	2	3	2	2	2	2	3	2	3	Low E to High G
Bb Clarinet	2	2	3	2	3	2	2	2	2	3	2	3	Low E to High G
Eb Alto Clarinet Eb Contra	2	3	2	2	2	2	2	2	2	2	2	2	Low E to High E
Bb Bass Clarinet & Bb Contra	2	2	3	2	2	2	2	2	2	2	2	2	Low E To High E
Eb Alto & Bari Sax	1	2	2	1	2	1	2	2	2	2	1	2	Low Bb to High F
Bb Tenor Sax	2	1	2	2	1	2	1	2	2	2	2	1	Low Bb to High F
French Horn	2	2	2	2	2	2	2	2	2	3	2	2	Low Bb to High Bb
Trumpet/ Baritone TC	1	2	1	2	2	1	2	1	2	1	2	2	Low F# to High C
Tenor Trombone	1	2	1	2	2	1	2	1	2	1	2	2	Low E to High Bb
Bass Trombone	2	2	2	2	2	2	2	2	2	2	3	2	Low Bb to High Bb
Euphonium	1	2	1	2	2	1	2	1	2	1	2	2	Low E to High Bb
Tuba	1	2	1	2	2	1	2	1	2	1	2	2	Low E to High Bb

Scales not performed the prescribed octaves will receive zero points.

2009-2010 Quick Reference

DATE	EVENT/DEADLINE	SITE AND/OR FEE
September 8, 2009 Tuesday	Deadline Region Jazz Audition Entry	\$15.00 per student \$50 per school
September 15, 2009 Tuesday	Deadline for Jazz Changes w/out late fee	
September 21, 2009 Monday	Region Jazz Band Auditions	Tomball Jr. High
September 26, 2009 Saturday	Area Jazz Tape Session	Tomball HS \$10 per student fee
October 17, 2009 Saturday	Deadline for Region Orchestra Wind Auditions	\$12 per student, \$75 per school
November 9, 2009 Monday	Region Orchestra Wind Auditions	Klein Oak HS
November 10, 2009 Tuesday	Deadline Region Band Audition Entry	\$10.00 per student \$150 per school
November 16, 2009 Monday	Region Orchestra Wind Section Rehearsal	Klein HS
November 17, 2009 Tuesday	Deadline for Region Band Audition Changes w/out late fee	
November 20 & 21, 2009 Fri. & Sat.	Region Orchestra Clinic and Concert	Klein Forest HS
December 4 & 5, 2009 Fri & Sat.	5A Region Band Auditions	Dekaney HS
December 7, 2009 Monday	4A Region Band Auditions	Huntsville HS
December 11 & 12, 2009 Fri & Sat	Region Band Clinics & Concerts 4A & 5A	Tomball HS
January 9, 2010 Saturday	Area Band Auditions	Midway MS, Waco
Feb. 28 & Mar. 1, 2010 Sun. & Mon.	Region Jazz Clinic & Concert	NHCC

Who's Who for What

Region Band Chair	Wendy Marquart, Willis HS	936-856-1267 wrk, 936-443-9300 cell	wmarquart@willisisd.org
Region Jazz Coordinator	Andy Easton, Tomball HS	281-357-3220 ext.505	andreweaston@tomballisd.net
Region Orchestra Chair	Linda Nicolosi, Oak Ridge HS	832-592-5430	lnicolosi@conroeisd.net
Middle School Coordinator	Susan Meyer, McCullough JH	832-592-5141	sbmeyer@conroeisd.net
Orch. Judge Coordinator/Organizer	Todd Clearwater, Klein Oak HS	832-484-4878	tclearwater@kleinisd.net
Orch. Perc Orgnaizer	Grant Gould, Magnolia West	281-252-2550 ext. 7250	ggould@manoliaisd.org
4A Judge Coordinator	Matt Martinez, Willis HS	936-890-7069	matt.martinez@willisisd.org
5A Friday Night Judge Coordinator	Gabe Musella, Spring HS	281-891-7058	gabrielm@springisd.org
5A Saturday Judge Coordinator	Mark Calima, Westfield HS	281-891-7225	mcalima@springisd.org
4A Band Organizer	John Green, Huntsville HS	936-293-2624	jfgreen@huntsville-isd.org
4A Percussion Organizer	Doug Maake, Magnolia HS	281-356-3572 ext. 7050	dmaake@magnoliaisd.org
5A Wind Ens. Organizer	Chris Allen, The Woodlands HS	936-273-8532	cdallen@conroeisd.net
5A Wind Ens. Perc. Organizer	Chris Rapacki, Klein Oak HS	832-484-4877	crapacki@kleinisd.net
54 Symphonic Band Organizer	Amanda Abbott Bross, Klein Oak HS	806-535-4631	aabbottbross1@kleinisd.net
5A Symphonic Band Perc. Organizer	Jeremy Rehbein, Caney Creek HS	936-231-7708	jrehbein@conroeisd.net

Sample Folder Letter

CONGRATULATIONS REGION BAND STUDENT!

Your hard work has earned for you membership in one of the finest and most prestigious Region Bands in the state of Texas. We hope you will grow as a musician, enjoy this weekend's experience and be able to take something back to your own band program. We look forward to working with you in order to make this a rewarding and memorable experience for you.

Hosts: Tomball High School. Please take care of their facility and be polite guests.

Band Organizers: 4A: John Green, Huntsville HS
5A Symphonic Band: Amanda Abbott Bross, Klein Oak HS
5A Wind Ensemble: Chris Allen, The Woodlands HS

Rehearsals: Tomball HS Please be in your seat early with all the materials you need
Friday, December 11, 2009 6:00 pm to 9:00 pm
Saturday, December 12, 2009 8:30 am to 3:30 pm Lunch break 12:00-1:30pm

Concerts: Tomball HS Free to the public
4A Concert 6:30 pm
5A Concerts: Symphonic Band 7:15 pm, Wind Ensemble 8:00 pm
Call time: Will be as designated by your conductor
Dress: Band uniform or concert required at your school
CDs, t-shirts and plaques will be available for purchase as in past years
Patches: will be passed out after your performance - see you band organizer.

Preparation: Come Friday night with your part thoroughly prepared so the conductor can make the most out of every minute of rehearsal.

Attendance: Attendance at all rehearsals and the performance is required. If any conflict arises you must consult with your band director and they will help you with the resolution. Anyone who is not present for a rehearsal will be replaced by an alternate immediately.

Instrument: Make sure your instrument is in good playing condition and that you have all the necessary extra equipment you will need i.e. mutes, mallets, reed, valve oil etc. Make sure your case is easily identifiable.

Responsibilities: Represent your band, school and family with distinction
Be a positive influence in your section
Be attentive and quiet during rehearsals. There are only a few hours of rehearsal.
Be cooperative and respectful to the band and percussion organizer and clinician

Music: You should find in your folder:

Percussion: Bring any small instruments assigned by your part such as triangles, crash cymbals, tambourine etc. Be sure to mark them with your name or your schools name. Don't forget all mallets and bring your snare drum and stand if you are assigned that part. The Percussion Organizer for your band will help you with this.

Congratulations once again on your successful audition. You should be proud of your accomplishment. We are very proud of you. Have a great Region Band experience!

MONITOR INSTRUCTIONS

Room Monitor Instructions (two are recommended)

Setting up the Room

- Please make sure your room is set up correctly. The judges must be set up as comfortable as possible, but completely hidden from the room.
Students should be spaced as comfortable as possible within the constraints of the room.
- Make a note (draw a diagram?) of how the room was when you arrived so that it may be returned to its original condition for that teacher. We wouldn't want to wear out our welcome.
- Make sure all students and judges are seated away any reflective material in the room.(mirrors, television screens, monitors)
- Do not make any decisions on your own with regard to player letters, playing order, the cuts, etc. If you have any questions, get clarification from the judging panel.

Single Judge Panel Student Check-In Procedures

- Your **most important duty** is signing in the students.
- Call out their names clearly and **have them sign by their name neatly**. This indicates they are present in the room for the audition.
- Give them their player assignment sticker and double check to make sure you have given each student the correct letter. Remind them that letters are to be kept hidden anytime they are near **any** judge including, their own director!
- Once letters are assigned double check and ask if anyone did not sign in. We must know exactly who the DNA's are. If a student arrives late for any reason, send them to the Contest Office, and the Band Chair will decide if they play. If someone is not on the list, send them to the contest office immediately.
- Mark all the DNAs on your forms so you can tell the judges the DNAs when they arrive and you can keep track of them during the audition. Take the completed sign in form back to the Contest Office as soon as possible. One monitor should remain behind to continue on with the procedures.

Multiple Judge Panel Student Check-In Procedures

- A central sign in location will be designated by your director in the warm-up area (cafeteria) and all three sets of monitors will be present
- Follow all procedures listed above regarding signing in and giving the students their stickers.
- Mark all DNAs on all three sets of monitor sheets
- With adult supervision, count the number of all students signed in and divide that number by 3. This will dictate how many students will go with each set of monitors.
- Call out the first 1/3 of the letters beginning with A thru whatever the ending letter is and these are the student that go with Panel 1. Then begin with the next available letter and call out the second 1/3 and these students go with Panel 2. The remaining students will go with Panel 3.
- Take the sign in sheets to the Contest Office.

Arrival of the Judges

- Have the students line up alphabetically, by player letter and keep them out of the room until the judges arrive. After the judges arrive, have the students come in and be seated alphabetically. If you have accomplished this before the judges arrive, empty the room, let the judges get set and then bring the students back in.
- The judges will go over the cuts with you and you will relay the information to the students. Have your copy of the music marked by the judges so you can explain correctly. Be sure you are clear on the cuts and, in Phase I, the scales to be played, as well as the order in which they will be played.
- If a student has a question they must raise their hand. They are not to talk out loud in the room.

Running the Audition

- Never speak a student's name. Always call out the audition letter clearly and so that everyone can hear it.
- Never let your body language or facial expression reflect any opinion about any student's performance. Be as unobtrusive in the room as possible during every student's audition.
- During the audition you must help things move along. Have the player in the performance chair and the next player up in the "ready chair". Be constantly aware of what letter is next, so the players don't get "mixed up" in their order. Call out the player letter clearly and loudly in every round. As a player moves from the "ready chair" to the performance chair make sure the next correct player comes to the "ready chair". You do not need to call out DNA's every round unless the panel should need clarification on who is about to play.
- When you see that the player in the performance chair is ready – say their letter again and the judge will call it back to you as a double check that the right person is performing at that time.
- Each "round" will start with a different letter. There are three rounds. The panel chair will go over this with you, but make sure you are clear on which letter you are starting each round. Use the form given you to keep track.
- You **must also keep up with the warm up rules!** After every five players everyone in the room may play for 30 seconds. Keep control over this and be aggressive in cutting them off.
- **Metronomes are allowed in the room, but only the "light" type. NO AUDIBLE METRONOMES!** You must monitor that no student has their metronome when they play. The player may check a tempo with the light and then *turn it off while they play and set it on the floor!* No other student may turn on their metronome while a student is checking their tempo, or while they are playing. No scale sheets are to be brought to the performance chair. Scales are to be memorized.
- No other electronic equipment can be allowed in the room. **NO WALKMAN, NO GAME BOYS, AND ESPECIALLY NO CELLULAR PHONES.**
- Water is the only drink/food permitted in the audition room.
- Students are not allowed to leave the room for any reason during the audition. If a student is having some sort of emergency, you must clear this with the judging panel chair.
- As students are coming to the end of the audition, do not allow anyone to put their instrument away until the audition is completely over. During the last few warm-ups, when most are through, encourage everyone in the room to play to help those last few players feel less awkward.
- Do not allow any conversation of any kind in the room. If students are restless, or there is any sort of discipline issue, you must communicate this to the panel. Students can be removed from the audition for disciplinary reasons.
- The judging panel may take a break. Have the students clear the room completely before the judges come out from behind the screen. Students are to leave their instruments in the room. Remind the students to keep their letter tags covered, or out of sight, during the breaks, even in the restrooms. Anonymity is extremely important! Concerning instruments that require three rooms, we will move you and your group students, not the panels. Make sure students take all their personal things with them.
- Upon the completion of the audition, clear the room of students. Wait close by outside the room while the panel finishes their tabulations.
- When the panel has finished and has left the room, please return the room to its original condition with the furniture in its correct place, the right numbers of desks, chairs, etc., and the trash thrown away. We want to be polite guests in that room. Take any materials you have and any left behind back to the Contest Office.

Thank you for volunteering to this very important job today! Your service is invaluable!

TMEA REGION IX 2009/10 HS REGION AUDITION CONTRACT

(PLEASE NOTE - This form is to be retained by student's Director and turned in before the 1st audition)

Please print or type							Student ID # :	
First Name	M.I.	Last Name	M or F	Grade	Instrument			
School	Home Street Address		City	Zip	Home phone 10 digits		Age	Jazz Aud. Reg. only or Reg & All State
Parent Emergency Cell Phone			Director's Name			Director's Cell Phone		

Father's Name

Mother's name

Student email address

Parent's email address

Dual Certification? Yes or No

Before the applicant will be allowed to audition, the applicant and applicant's parents must sign the following agreement:

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

Applicant's signature

Parent's signature

Jazz Auditions	Sept. 21, 2009	Tomball HS	4:00 pm check in
Jazz State Tape Audition	Sept. 26, 2009	Tomball HS	8:00 am check in
5A Region Audition	Dec. 4, 2009	Dekaney HS	4:00 pm check in
5A Region Audition	Dec. 5, 2009	Dekaney HS	2:30 and/or 6:30 pm check in
4A Region Audition	Dec. 7, 2009	Huntsville HS	4:00 pm check in
4A & 5A Clinics & Concert	Dec 11, 2009	Tomball HS	5:40 pm check in
4A & 5A Clinic & Concert	Dec. 12, 2009	Tomball HS	8:15 am check in
4A Concert	Dec. 13, 2009	Tomball HS	6:30 pm
5A Concert	Dec. 13, 2009	Tombal HS	7:15 & 8:00 pm
Jazz Clinic & Concert	Feb. 28, 2010	NHCC	1pm (check in)-8pm
Jazz Clinic & Concert	March 1, 2010	NHCC	3:30 pm check in
Concert	March 1, 2010	NHCC	6:30 pm

PLEASE NOTE: PERFORMANCE ATTIRE SHALL BE BLACK TUXEDO OR BAND CONCERT UNIFORM OF THE STUDENT'S SCHOOL ORGANIZATION.

STUDENTS MUST BRING A PENCIL, MUSIC, AND ALL NECESSARY EQUIPMENT TO ALL REHEARSALS.

**THIS PAGE IS TO BE RETAINED BY THE STUDENT'S DIRECTOR,
AND SUBMITTED TO THE REGION CHAIR BEFORE THE 1ST AUDITION**

Parents: Please Retain this Page for your Records

Region IX Code of Conduct for All Students

Participating in Music Activities:

1. All directors who have students competing or observing music activities in Region IX are to be directly responsible for the conduct of their students. The director may provide additional teachers and chaperones to assist the director in supervising students.
2. All directors who have students competing in music activities in Region IX **MUST ATTEND** the event with their students, or cancel the entry. A proxy for the director may be accepted by the Region Chair only if the following conditions are met:
 - a. The Region chair is notified of the conflict *immediately*.
 - b. The proxy is capable of assuming the assigned duties of the director with the conflict.
 - c. Said proxy is a *certified school official*, or a certified school official is present to supervise the behavior of the students from that organization. Parents are not to act as a proxy, unless they are also a certified school official. Exception for home-schooled students, whose parents must be present to represent their child.
3. No student shall interfere with another audition or prohibit any student from performing to the best of their individual ability.
4. In the event that the applicant becomes a member of the Region IX High School Band, the applicant agrees to attend all rehearsals and performances. Students tardy to Region Band events are subject to loss of their chair and/or removal from Region Band by the Region Band Chair. Failure to attend any rehearsals will result in loss of membership in the Region Band. **The Region IX Band Division believes that All-State participation is one of the highest educational processes open to the high school music student. Therefore, it is absolutely necessary that every student selected to the All-State Band will have participated in all TMEA Region, Area, and State activities, rehearsals, and concerts to the best of their abilities.**
5. *A student who fails to meet their obligations to the Region Band will be entered into the appeals process, possibly jeopardizing their entry in the Area/All State process. Conflicts with other organizations, personal discomforts, personal schedules, etc. will not constitute a reasonable excuse for missing any activities in this region.*
6. *Students who withdraw from the All-Region Band without authorization will not be allowed to audition for a Region IX Band event for a period of one year following the offense. Exceptions: personal illness, hospitalization and doctor's notes will be dealt with individually at the discretion of the Region Chair. The Region Chair must be notified of such special circumstances immediately. Absolutely no deviation from this schedule will be allowed. If you cannot meet these obligations, please do not apply for or accept membership in these organizations.*
7. Conflicts with UIL events only will be dealt with on an individual basis. The student's director must notify the Region Band Chair immediately upon discovery of the conflict.

Jazz Auditions	Sept. 21, 2009	Tomball HS	4:00 pm check in
Jazz State Tape Audition	Sept. 26, 2009	Tomball HS	8:00 am check in
5A Region Audition	Dec. 4, 2009	Dekaney HS	4:00 pm check in
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REGION IX BAND DATA SHEET 2009-2010

Please **print clearly** and include as much information as possible – even if you did this sheet last year!

Name: _____ School: _____

Primary Instrument(s): _____ Instruments willing to judge: _____

School Address: _____

School email address: _____

School Phone: _____ School Fax: _____

High school(s) your program feeds: _____

OR

Your middle school feeders: _____

All directors at your school: _____

Home phone: _____ Cell phone: _____

Home email: _____

Every director from schools who have students auditioning for a region band is asked to judge 4 times each fall. This is imperative due to the decreased size of Region IX. Judging for Region Jazz, Area or State is not included in the 4. If we have to hire a great number of judges, expenses go up for everyone. **If you have students involved in an audition, you and your staff are to be there and to judge.** High School directors are needed at Middle School auditions and Middle School directors are needed at the High School auditions. Do your part to help our kids. We ask MS directors to sign up for 2 HS assignments. MS directors judging more than 2 HS assignments will be paid \$75 for each additional judging assignment they fulfill.

PLEASE CIRCLE AT LEAST 4 DATES YOU WILL JUDGE AND MARK THEM ON YOUR CALENDAR. REST ASSURED YOU ARE NEEDED.

Sat. Oct. 24
JH Br & Perc
Phase 1 & 2
York
8 am

Sat. Oct. 31
JH Woodwinds
Phase 1 & 2
Willow Wood
8 am

Mon. Nov. 9 –Todd Clearwater
HS Region Orch.
Winds & Perc.
Klein Oak HS
4 pm

Fri. Dec. 4 – Gabe Musella
M.Martinez
5A Phase 1 (Fl, cl, trpt, perc
horn, tuba and bassoon)
Dekaney HS (Spring)
4 pm

Sat. Dec. 5 – Mark Calima
5A Phase 1
All remaining inst.
Dekaney HS
2:30 pm

Sat. Dec. 5 M. Calima
5A Phase 2
All instruments
Dekaney HS
6:30 pm

Mon. Dec. 7 –
4A Region
One phase – all inst.
Huntsville HS
4 pm