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SECTION 1 – TMEA State Handbook Policies and Procedures

The following pages have been copied from the state handbook for the Vocal Division of TMEA. All policies found in this section take precedent over any local region policy and are the final word in dealing with any issue. The following subjects are included in this section:

- A. Eligibility Requirements
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It is the expectation that all directors in Region IX have read and are familiar with the TMEA State policies and procedures.

SECTION 2 – Region 9 Vocal Division Handbook

This section contains the policies and practices of the Region IX Vocal Division of TMEA. All policies found in this section will yield to TMEA state policy and rulings. The following subjects are included in this section:

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I. CALENDAR OF EVENTS

A. REGION 9 REGION MEETINGS

1. TCDA Meeting
 - a. August 2, 2008 (see your TCDA schedule)
2. Fall Region 9 Meeting
 - a. Saturday, August 16, 2008 - 9AM
 - b. The Woodlands HS, Conroe ISD
3. Region Clinic & Concert Meeting
 - a. Saturday, November 22, 2008 (TBA)
 - b. The Woodlands United Methodist Church
4. TMEA Meeting (see your TMEA schedule)
5. Spring Meeting
 - a. Saturday, May 5, 2008 - 9 AM
 - b. Place TBA

B. AUDITIONS

1. District Entry Deadline
 - a. ***Monday, September 15, 2008 - 12 midnight entry postmark and computer deadline***
 - b. Online entry required - TMEA website – www.tmea.org
2. District Auditions
 - a. Saturday, September 27, 2008 - Registration begins at 8:00 am
 - b. Klein Collins HS
 - c. Host: Jan Juneau and Gaylene Kelley
3. Region Auditions - Registration begins at 8:00 am
 - a. Saturday, October 25, 2008
 - b. Klein Forest HS
 - c. Host: Anna Schermerhorn and Kandi Poole
4. Pre-Area Audition - Registration begins at 4:00 pm
 - a. Tuesday, December 2, 2008
 - b. The Woodlands HS
 - c. Host: Bob Horton, Erin Norvelle and Lynn Bull
5. Area D Auditions (Regions 8, 9, 20, 26) - Registration begins at 8:00 am
 - a. Saturday, January 10, 2009
 - b. Midway HS, Waco
 - c. Host: Jeff Rice

C. ALL REGION CLINIC and CONCERT

1. Friday Region Clinic
 - a. Friday, November 21, 2008 – registration begins at 4:00 pm
 - b. Spring HS– rehearsal from 5:00-9:00 pm
 - c. Host: Denise Eaton, Amy Lewis and David Landgrebe
2. Saturday Region Clinic and Concert
 - a. Saturday, November 22, 2008 – rehearsal begins at 9:00 am
 - b. Woodlands First United Methodist Church
 - c. Concert begins at 5:30 pm

D. UIL EVENTS

1. UIL Solo & Ensemble Contest
 - a. Friday, February 6, 2009 and Saturday, February 7, 2009
 - b. The Woodlands HS 9th grade campus
 - c. Host: Bob Horton, Erin Norvelle and Lynn Bull
2. Concert & Sightreading Contest
 - a. Thursday, April 2 and Friday, April 3, 2009
 - b. The Centrum
 - c. Thursday Host: Beckie Moody and Ken Labonski
 - d. Friday Host: Denise Eaton, Amy Lewis and David Landgrebe

II. REGION 9 OFFICER and MEMBERSHIP RESPONSIBILITIES

A. Election Procedures

1. At the Spring Meeting in even-numbered years the members of the Vocal Division shall elect a Vocal Chair, Secretary, and Treasurer. Newly elected officers assume their duties immediately after the spring meeting at which they are elected.

B. Region Vocal Division Chairperson

1. Region Vocal Chairperson shall be selected in the following manner:
 - a. Nominations shall be made from the floor during the spring vocal division meeting in even numbered years.
 - b. Directors of the region will vote.
 - c. The term of office for the region vocal chairperson shall be two years.
2. General Duties
 - a. Fulfill all duties pertaining to region activities as specified by both TMEA State and Region IX Handbooks.
 - b. Serve as moderator for the four region meeting held each year: TCDA convention, fall meeting, TMEA convention, and spring meeting.
 - c. Oversee the Middle School Vocal Coordinator, Treasurer, Secretary, and Tabulations chair in the carrying out of their specific duties.
 - d. Ensure that all vocal directors in the region are informed of all policies and procedures for region events, as well as all other information pertinent to TMEA membership.
 - e. Secure all contest sites and communicate with hosts of those sites in preparation for each event.
 - f. Make all other decisions pertaining to region vocal activities including student issues, violation of TMEA policies and procedures, and any conflicts or questions that may arise.
 - g. Determine audition cuts for all audition prior to area.
 - h. Provide pre-area sight-reading melody.
3. Region Chairperson Audition Duties
 - a. Provide cut CDs and backup CDs for all auditions.
 - b. Preside over judges meeting prior to each audition.
 - c. Determine number of zones (rooms) necessary for each section.
 - d. Selection of judging panels.
 - e. Designate one person on each panel as the panel chair or “Judge 1.”
 - f. Observe all other duties set forth in the TMEA Auditions Process – Vocal Division Appendix.
 - g. Select audition cuts for all auditions prior to area.
 - h. Judge Selection Policy - It is the responsibility of the region vocal chairperson or his/her designee to secure the services of judges for the district, region, and pre-area auditions.

C. Region Vocal Secretary

1. Keep a written record of minutes for the four region vocal division meetings.
2. Organize, prepare, and oversee the publishing and printing of the Region Clinic and Concert Program.
3. Selection of the region vocal secretary shall be in the same manner as the region vocal chairman.
4. The term of office for the region vocal secretary shall be two years.

D. Region Vocal Treasurer

1. Oversee the payment of all honorariums relating to all TMEA vocal events.
2. Keep accurate records of all region vocal division expenses.
3. Oversee the prompt payment of all entries and penalty fee assessments by each director and follow up on all delinquent payments.
4. Oversee the payment of all region expenses pertaining to vocal activities and events.
5. Provide annual financial statements for the TMEA state office and Region IX directors.
6. Work with the region vocal chairperson in recommendations for the fee structure and honorariums
7. The selection of the region vocal treasurer shall be in the same manner as the region vocal chairperson.
8. The term of office for the region vocal treasurer shall be two years.

E. Vocal Tabulations Chairperson

- a. Provide all computer-generated judges sheets and materials.
- b. Coordinate all entry changes at the district audition as described above.
- c. Observe all other duties set forth in the TMEA Auditions Process – *Vocal Division Appendix*.
- d. Work with the region vocal chairperson in the preparation of all materials generated by the TMEA computer program for all region vocal auditions (number tags, score sheets, etcetera).
- e. Supervise the computer tabulations room at all region vocal auditions
- f. Stay current on all computer training offered by the TMEA state office.
- g. Provide the TMEA state office with all requested data generated by the computer program.
- h. Oversee the keeping and care of all region vocal division computer equipment and supplies.
- i. The vocal tabulations chair shall be appointed by the region vocal chair.

F. Past Vocal Chairperson

1. The office of past vocal chairperson shall be recognized as an advisory position to the present chairperson.

G. Auditions Host

1. Provide all materials as set forth in the TMEA Auditions Process – *Vocal Division Appendix*.
2. Arrange for judges meals and concessions for students.

H. Region Choir Organizers

1. Work with the respective Region Choir clinician to select and plan the program for the concert, based upon the auditioned material and the wishes of the Region membership. Check with music publishers for availability of music.
2. Secure an accompanist for the choir.

3. Secure section leaders for each voice part.
4. Mixed Choir Organizer shall coordinate with the Orchestra Contractor and according to the budget and instrumental needs, hire the instrumentalists for the Region Choirs.
 - a. Honor and Treble Choir organizers must inform the Mixed Choir organizer of needed instruments by the District Auditions.
 - b. Secure music stands for rehearsal and concert.
5. All organizers shall be responsible for obtaining published instrumental parts as needed for their choir in a timely fashion.
6. Work with the Region Chair to develop a rehearsal schedule for Region Choir weekend.
7. Coordinate registration for the respective choir.
8. Prepare badges for both days of rehearsal for each singer in the respective choir.
9. Prepare roll-check sheets and tickets for each rehearsal. Roll sheets should be divided by section and indicate each student's name and the school each student attends.
10. Honor and Treble Choir Organizers shall prepare rehearsal part tapes or CDs for all non-auditioned music. These should be distributed by the Region Audition.
11. Make seating and standing arrangements for the respective choir, and distribute copies to each student at Region Choir registration.
12. All organizers coordinate with each other to create a plan for seating all singers during the concert, and rope off reserved seating as necessary.

I. All High School Directors

1. Directors must be current member of TMEA and see that the TMEA number is submitted as requested on all forms. In accordance with the TMEA Constitution, any director whose student participates must be a member of TMEA and shall be required to provide proof of membership at the time entries are due for the first audition.
2. Directors and Assistant Directors must be present at all TMEA activities in which their students are involved. Any exceptions must be approved in advance by the Region Chair. Failure to do so will result in action up to and including the filing of a grievance with the TMEA state office. Further information regarding ethics and penalties is available at www.tmea.org.
3. Directors must notify students of the following:
 - a. Music to be used at each audition
 - b. Dates, places and events
 - c. Dress for the Region Choir Concert (each school's uniform)
4. Arrange for lodging, meals and transportation when appropriate.
5. Submit online entry information and mail forms and fees for each Audition and Region Choir participation to the Region Chair or their Designee. The deadline for entries submitted online will be midnight, fifteen (15) days prior to the audition or event. All mailed forms and fees must be postmarked by the same fifteen (15) day deadline to appropriate chair.
6. Notify the Region Chair of DNA's as soon as they occur and before each audition. This includes DNA's for Auditions and Region Choir Weekend.

7. Serve as a judge or worker whenever requested according to *TMEA Guidelines*.
8. Remain professional during all auditions.

III. TMEA AUDITIONS INFORMATION

A. General Information

1. Audition CD Information - Rehearsal CDs for the TMEA All-State Music (district, region, pre-area, and area levels) are available from Educational Enterprises Recording Company, P.O. Box 4053, Pasadena, TX 77502, (713-475-8555).
2. Each director is expected to pay a \$35.00 fee with the District Entries.

B. District Audition

1. There is a \$15.00 per student District Entry fee.
2. Each school may enter as many students as he/she chooses, as long as those students meet the TMEA eligibility requirements.
3. Judge Selection Policy - It is the responsibility of the region vocal chairperson or his/her designee to secure the services of judges for the district, region, and pre-area auditions.
4. 72 women and 50 men on each voice part will advance to the Region audition. The exact number per room is set by the region vocal chairperson and announced prior to the beginning of the district audition at the judges meeting. If there is more than one room for a voice part, an equal number of students from each room will advance.

*Example for each
Women's Section*

1 Zone – Chairs 1-72 advance
 2 Zones – Chairs 1-36 advance
 3 Zones – Chairs 1 – 24 advance
 4 Zones – Chairs 1 – 18 advance

*Example for each
Men's Section*

1 Zone – Chairs 1 – 50 advance
 2 Zones – Chairs 1 – 25 advance

5. Students are placed into their rooms (zones) by random selection of the computer.
6. In the event that changes to entries are needed on the day of the district audition, the director needs to follow the procedures listed under Region IX Entry Change Policy.

C. Region Audition

1. There is no audition charge for the Region Audition.
2. At the completion of the Region Audition, 200 students will advance into the All-Region Mixed Choir and 100 students will advance into the All-Region Treble Choir.
3. Chairs 1-18 in all voice parts advance to the mixed choir.
4. Chairs 19-25 in all voice parts advance to the mixed choir but do not advance to the pre-area audition.
5. Chairs 26-50 in the women's sections advance to the treble choir.
6. Only chairs 1-18 advance to the Pre Area Audition. No alternates are called for the Pre- Area Audition.

D. Pre-Area Audition

1. There is no audition fee for the Pre Area Audition.
2. The Pre-Area audition will emulate the Area audition, following the same policies and audition procedures.
3. Students will sight-read at this audition. Sight-reading accounts for 20% of the total score.
4. Chairs 1 - 5 in all voice parts advance to the Area audition.
5. Chairs 6 and 7 in each voice part are designated as alternates to the Area audition.
6. According to TMEA Certification of District/Region/Pre-Area/Area Candidates, any student that qualifies for Pre-Area and does not attend the region choir weekend must certify through performance any music not listed as an audition selection at least 5 days prior to the Pre-Area Audition. Please submit Form K with the CD recording.

E. Area Audition

1. There is no audition fee for the Area Audition.
2. Chairs 1-4 in all sections advance to the All-State Mixed Choirs.
3. Chairs 5-8 in the men's sections advance to the All-State Men's Choir.
4. Chairs 5-10 in the women's sections advance to the All-State Women's Choir.
5. Student who advance to the All State Choir are expected to pay a \$15.00 fee in cash. This is due at the end of the Area audition.

F. Honorarium for Guest Judges

1. Guest judges will be paid an Honorarium of \$100.00 and a meal will be provided for all High School Auditions. Mileage will not be reimbursed.

IV. POLICIES and PROCEDURES

A. Voting procedures

1. All issues and elections shall be determined by a majority vote of members present.

B. Region 9 Entry Change Policy

1. In the event changes to entries are needed on the day of the district audition, the following procedure shall be followed:
 - a. The student with the problem will report to the call table.
 - b. The call table will contact the director of the student.
 - c. The student will meet with their director.
 - d. If the director feels a change is needed, the director will immediately report to the tabulations room and complete the reconciliation form. At that time a penalty fee will be assessed.
 - e. The tabulations chair will correct the registration and a new badge will be issued to the student.
 - f. The tabulations chair will forward the reconciliation form to the region vocal treasurer for invoicing.

2. Penalty Fees – in addition to District Entry
 - a. Voice part entry change - \$15 penalty fee. Total due is \$30 per change.
 - b. Addition of an omitted entry on the day of the District Audition - \$30 penalty fee. Total due is \$45 per entry.

3. Payment of Penalty Fees
 - a. Penalty fees may be paid at the time the reconciliation form is submitted.
 - b. All penalty fees must be reconciled no later than region choir weekend.
 - c. Failure to meet payment deadline or excessive changes at the district choir auditions may result in a grievance being filed by the region vocal chairperson.

C. Region 9 Proxy Policy

1. All directors and assistant directors must be available to judge at an audition if he/she has students competing. In the case that a director is unable to attend the audition, the following procedure must be followed:
 - a. Prior to the audition, a proxy must be designated and approval submitted in writing by the school's administrator and by the region chairperson.
 - b. The proxy will serve in a capacity designated by the region chairperson.
 - c. Each absent director is expected to pay the \$100 judges fee if he/she is unavailable to judge and a replacement judge must be hired.
 - d. In emergency situations the \$100 fee will be waived.
 - e. Directors who fail to adhere to the rules, policies, or guidelines will be subject to terms of *TMEA Penalties for Rules and Policies Infractions*.

D. Audition Procedures for All Judges

1. TMEA requires the use of a five member panel for all auditions. There are no exceptions for high school level auditions that lead to All-State seating.
2. All judges should adhere to the following general guidelines:
 - a. There shall be no discussion between judges during the audition process.
 - b. Students shall be heard on the entire audition before a score is awarded.
 - c. A judge may not assign duplicate scores during singing rounds – a raw score/rank conversion chart shall be utilized. A score of zero may not be given.
 - d. Judges shall remain actively involved in judging through each singer's entire audition.
 - e. Each judge shall be charged with the responsibility of knowing and following the audition procedures.
 - f. Every effort shall be made to be consistent from the beginning to the end of the audition.
 - g. All judges should conduct themselves in a professional manner throughout the audition.
 - h. The same members of the judging panel must judge the same section (zone) throughout the entire audition.
 - i. Once the cuts have been distributed, a judge shall have no contact with any participating students until the conclusion of his or her judging assignments.

3. All Pre-Area Sightreading judges should adhere to the following guidelines:
 - a. Calculate the number of pitch and rhythm errors and subtract that from the total number of pitches and rhythms on the page. This is the sight-reading score.
 - b. Scores may be duplicated for sight-reading.
 - c. Students who start over shall only be judged on the new material presented.
 - d. Sight-reading counts for 20% of the total score at the pre-area audition.
4. Judge 1 (panel chair) is responsible for the following:
 - a. Bringing a CD player for his/her audition room.
 - b. Setting the volume level of the CD player prior to the beginning of the audition. The judge should listen to the entire CD to determine the best level for the students. Once the auditions begin, the volume may not be changed for any reason.
 - c. Keeping the audition room running quickly and smoothly
 - d. Documenting any situations that vary from the norm and notifying the region chair of any problems.
 - e. Collecting the scores of the panel and writing them on the Judge 1 summary grid.
 - f. Collecting all judging materials for his/her panel and delivering them the tabulations chair.

V. REGION CHOIR CLINIC AND CONCERT WEEKEND: Information and Policies

A. Region Choir: Structure

1. Region Choir is a 2 day event.
 - a. Day 1 takes place at a local high school. Students rehearse from 5-9 pm.
 - b. Day 2 takes place at the selected performance venue. Students rehearse from 9-4:30 ending with a Concert at 5:30 pm.
2. Performing Choirs
 - a. All-Region High School Mixed Choir (grades 9-12, SSAATTBB): State -selected repertoire. 200 singers total. Participants are Region Auditioned chairs #1-25 per section. Chairs #26 and #27 are designated as alternates.
 - b. All-Region High School Treble Choir (grades 9-12, SSAA): State-selected and clinician-selected repertoire. 100 singers total. Participants are Region auditioned chairs #26-50 per women's section. Chairs #51 and #52 are designated as alternates.
 - c. All-Region High School Honor Choir (grades 9-12, SATB): Clinician -selected repertoire. Each high school in the region may submit a balanced octet (S1, S2, A1, A2, T1, T2, B1, B2). Students are entered at the TMEA website immediately after the region choir auditions.
 - d. In the case that a student is unable to participate in Region Choir Weekend. Please notify the Region Chair immediately so that an alternate may be called.
 - e. In the case that a Pre-Area candidate is unable to participate in Region Choir Weekend, please notify the Region Chair immediately so that an alternate may be called. In addition, please complete FORM K and submit the form and non-auditioned Mixed Choir selections to the Region Chair 5 days prior to the Pre-Area Audition.

B. Clinician Selection Policy

1. The Vocal membership will nominate Region Choir Clinicians. These clinicians will be ranked and contacted in order.
2. It is the responsibility of the region vocal chairperson or his/her designee to secure the services of clinicians for all of the region choirs.

C. Rehearsal CD's for Honor and Treble Choir

1. Rehearsal CD's for local region choirs (treble and honor choir) will be provided by the respective choir's organizer.
2. The cost of the treble choir CD set is \$10. The cost of the honor choir CD set is \$10. These CDs are purchased on the district fee statement.

D. Region Choir Music Selection

1. Music for the treble and honor choirs is selected by the invited clinicians with input from both the choir's organizer and the region vocal chairperson.
2. Music for the Mixed Choir will be selected from the All-State Repertoire. Concert and Audition Selections will be determined at the TCDA meeting.

E. Region Choir General Information

1. Students shall come prepared.
2. Students shall have a black folder and pencil.
3. Students shall wear their official school approved uniform.
4. Students shall have original music.
5. Individuals may not audio or video record the concert.

F. Region Choir Attendance Policy

1. Full attendance is required. Any absence must be approved by the student's Director and the Region Chair. Only school-related absences will be considered. Absence from ANY rehearsal may result in a student relinquishing their opportunity to perform with the Region Choir.
2. Students will receive their Region patch upon the completion of the concert. With the understanding that they perform in the concert

G. Region Choir Alternates Policy

1. An alternate to Treble Choir or Mixed Choir may be called if the space becomes available.
2. Alternates may not perform in the Region Concert unless they are officially called to replace another student. The Region Chair will make the official phone call/email.

H. Region Clinic and Concert Participation Fees

1. The Mixed and Treble Choir student fee is \$15.00 for each participant.
2. The Honor Choir student fee is \$10.00 for each participant.

I. Honorarium Schedule

1. Region Clinic and Concert
 - a. Clinicians
 - 1) Mixed Choir: \$750
 - 2) Treble Choir: \$500
 - 3) Honor Choir: \$500
 - b. Accompanists
 - 1) Region director: \$200
 - 2) Guest accompanist: negotiated rate as approved by the region chair

VI. REGION 9 PARTICIPATION FEES

A. District Student Entry

- 1) \$15.00 per participant

B. Region Honor Choir and Treble Choir Rehearsal CD's

- 1) \$10.00 for each set

C. Region 9 Director Participation Fee

- 1) \$35.00 for each director due with District Entries

D. Region Clinic and Concert Student Participation Fee

- 1) \$15.00 per Mixed and Treble participant
- 2) \$10.00 per Honor Choir participant

E. UIL Solo and Ensemble Contest

- 1) \$10.00 each event

F. UIL Concert and Sightreading Contest

- 1) \$375.00 a choir

VII. UIL EVENTS

A. Solo and Ensemble Contest

1. Judges for Solo and Ensemble Contest shall be secured by the Region UIL Executive Secretary or his designee, based upon listed suggestions made by the members present at the Spring Meeting.
2. Scheduling for the event shall be made by the Region UIL Executive Secretary or his designee.
3. Refer to the *UIL Constitution and Contest Rules* for guidelines and procedures.

B. Concert & Sightreading Contest

1. Selection of Judges:
 - a. The list of TMAA judges shall be distributed at the Spring Meeting, as well as a list of judges used by the Region for the three previous contest years.
 - b. Directors will mark preferred judges on a Master list of TMAA approved judges.
 - c. All members present will be allowed to vote for Concert and Sightreading judges.
 - d. Judges will be ranked and contacted in order.
2. Refer to the *UIL Constitution and Contest Rules* and to www.uil.org for guidelines, procedures, updates, and online entry.
3. Conflicts and special scheduling requests must be sent to the Region Secretary or his designee by the specified deadline for those requests to be considered.



On June 11, 2008, the Region 9 Vocal Division Handbook committee met to transcribe the policies and practices of Region 9. Jan Juneau, David Landgrebe, John Krystyniak and Terry Morris were asked by Heather Orr, Region 9 Vocal Chair, to serve as members of this committee.

Vocal Division Handbook Committee

Heather Orr, Region Vocal Region Chairperson

David Landgrebe, Tabulations Chair

John Krystyniak, Past Vocal Chairperson

Jan Juneau, Committee Member

Terry Morris, Committee Member

Thank you very much to these committee members for volunteering their time and efforts.