

# TMEA Region 7 MS Band Audition Policies and Procedures

## I. Elected Positions

Middle School Band Coordinator: Matthew Hiller  
Smith Middle School  
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Region website:  
[www.region7msband.weebly.com](http://www.region7msband.weebly.com)

- a. Responsibilities of the Middle School Band Coordinator
  - i. Nominated and elected at spring region meetings in even years.
  - ii. Presides over Middle School Band Director meetings.
  - iii. Represents the Middle School Band Division at Executive Committee meetings.
  - iv. Organizes the Middle School Auditions.
  - v. Organizes the Middle School Clinic and Concert.
  - vi. Assigns Band and Percussion Organizers and hires Clinicians for the Middle School Clinic and Concert.
- b. Stipends for Officers
  - i. The Middle School Band Coordinator is given an annual honorarium of \$500.

## II. Director/Active Member Sponsor Responsibilities

- a. General Policies
  - i. TMEA Active Membership is required to enter and/or sponsor students in TMEA Auditions.
  - ii. The TMEA Active Director/Member Sponsor must be in attendance and be available to serve as an audition staff member for any and all activities in which their students are involved.
  - iii. Failure to adhere to this policy subjects the Active Member Sponsor to the **TMEA Penalties for Rules and Policies Infractions** process.
  - iv. When entering students in the audition process, the TMEA Active Member Sponsor must provide proof of TMEA membership and submit the Audition Process Entry sheet with the following signed and dated **Director's/Member Sponsor's Statement of Responsibility**:

*"I have read the Eligibility Requirements for TMEA Activities and agree to abide by all the rules and regulations set forth by the Texas Music Educators Association with respect to all auditions and events.*

*I have informed the students entered of the audition process and requirements for All- Region and All-State. They understand that if they are certified for Area in the orchestra winds/percussion, band, or choir, (and accept that assignment), they may not advance to Area through any other Division."*

- b. Attendance Policy
  - i. All directors of competing students and their feeder intermediate and high schools are required to be available to serve as audition staff.
  - ii. Failure to adhere to this policy subjects the Active Member Sponsor to the **TMEA Penalties for Rules and Policies Infractions** process.
  - iii. Directors that are not available to judge must notify the MS Band Coordinator that they are not available no later than the 1<sup>st</sup> of October.
  - iv. Any director that is not available, regardless of the reason, must pay the region proxy fee.
- c. Proxy Policy
  - i. The MS Band Coordinator is responsible for securing and approving all proxy judges. The MS Band Coordinator may ask for contact information for proxies from directors that cannot attend.
  - ii. Any director unable to serve must pay the \$75 fee for the proxy to serve in their place.

### III. Instrumentation for Each Ensemble

There are two Region Bands: Symphonic and Concert. The instrumentation of each band is the same. The instrumentation is listed below as Symphonic Band/Concert Band/Number of named alternates:

Flute – 12/12/2	Contra Bass – 1/1/1	Horn – 8/8/2
Oboe – 3/3/1	Alto – 6/6/2	Trombone – 10/10/2
Bassoon – 3/3/1	Tenor – 2/2/1	Euphonium – 6/6/2
Clarinet – 18/18/2	Bari – 1/1/1	Tuba – 8/8/2
Bass Clarinet – 4/4/1	Trumpet – 12/12/2	Percussion – 8/8/2

### IV. Audition Entry Procedures and Fees

#### a. Entry Procedures

- i. TMEA Active Membership is required to enter and/or sponsor students in TMEA auditions.
- ii. Complete on line entry at <http://www.tmea.org/divisions-regions/auditions>
- iii. Mail the Official Entry Form, Declaration of Intent forms (if applicable) and payment to the address listed on the Official Entry Form. Be sure it is postmarked on or before the contest deadline!
- iv. All contest deadlines will be 14 days prior to the day of the audition.
- v. The late and final online entry deadline will be seven days prior to the day of the audition.
- vi. Correction to an existing student entry may be made between 13 and seven days prior to the contest without penalty, but a student entry added less than 14 but more than seven days prior to the contest will result in an additional 100% student late fee.
- vii. A campus entry begun less than 14, but more than seven days prior to the contest, will be assessed a 50% additional campus fee charge and 100% student fee charge.
- viii. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process.
- ix. Directors will be allowed to add or change student entries the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed.
- x. All fees must be paid or supported by a school purchase order prior to the start of auditions.

#### b. Entry Fees

- i. Campus Fee is \$25 per school.
- ii. Student Entry fee is \$10 per student.
- iii. Late fees apply as listed above.

### V. The Audition Procedure

#### a. Audition Personnel

##### i. Contest Host Duties:

1. Provide facilities (adequate classrooms, warm-up, concessions, tabulation, etc.). The Contest Host must send a map and list of all rooms being used to the MS Band Coordinator 2 weeks prior to the auditions.
2. Provide student and adult workers as needed for monitoring.
3. Provide additional band directors to assist in hosting duties.
4. Set-up the audition site.
  - a. Provide and set-up screens in each audition room.
  - b. Provide and set-up seating for judges behind the screens.
  - c. Provide and set-up the appropriate number of chairs/desks needed for the students in each room.
  - d. Provide and set-up a music stand and performance chair in each room.
  - e. Provide and set-up check-in tables in the appropriate area.
  - f. Provide a concession area and place for items to be consumed.

- g. Provide paper and easy access to a working copy machine.
    - h. Provide a xylophone and set of timpani for percussion auditions.
  - ii. Middle School Band Coordinator
    - 1. The MS Band Coordinator serves as the Contest Chairman for the middle school auditions. The Coordinator will:
    - 2. Organize and assign all judging panels prior to the contest.
    - 3. Communicate to the region directors the following prior to the contest via email:
      - a. Audition Entry Procedures, Fees, and Deadlines
      - b. Judging/Monitoring/Tabulation/Staffing assignments
      - c. Maps to and of the Host Site
      - d. Information from the Contest Host concerning the auditions
    - 4. Run or delegate the meetings of judges and monitors at the start of the contest.
    - 5. Provide copies of all forms and music necessary for adjudicating the contest.
  - iii. Tabulators
    - 1. The MS Band Coordinator will assign band directors to serve as tabulators.
    - 2. The lead tabulator will be the region Band Division Chair, when possible.
    - 3. Tabulators are responsible for entering all data into the TMEA system for results.
  - iv. Proxies
    - 1. Proxies serve in place of TMEA Region 7 band directors.
    - 2. It is the responsibility of the MS Region Band Coordinator to approve/hire all proxies. Band directors that cannot attend may be asked for suggestions.
    - 3. Proxy fees are paid by the individual director that is not in attendance to the region (or directly to the proxy).
  - v. Stipends:
    - 1. The Contest Host will be paid a \$ 200 honorarium.
    - 2. The MS Band Coordinator already receives a stipend. The region will reimburse him for supplies purchased for the operation of the contest.
    - 3. The Tabulators receive no stipend as this is their service as contest staff.
    - 4. The Proxy fee is \$75.
- b. Audition Procedures
- i. Anonymity
    - 1. Each student shall be assigned a unique, random and anonymous audition letter or number through the use of the TMEA audition tabulation software.
    - 2. All judging panels and contestants must be screened from view from one another in the audition room. Care must be taken during all breaks to keep contestants and judges from discovering audition letters. Anonymity is vital.
    - 3. At no time during the audition process should a contestant and his/her respective section judges have direct communication. Any necessary communication must be done through an audition monitor.
  - ii. General Information
    - 1. Every judging panel shall adhere to TMEA eligibility requirements (5-member panels). Variances for 3-member panels for Phase 1 auditions will be sent to the TMEA Executive Board annually.
    - 2. Any student entered in any level of the audition process must meet all eligibility requirements. ***See Section I of the TMEA Eligibility Requirements.***
    - 3. Students may only audition on one instrument.
    - 4. Each school must have chaperones at the audition site. Directors are encouraged to educate chaperones in the audition procedures so they may help solve problems when a director is not available.
    - 5. The Region Chair (or MS Band Coordinator or Contest Host) may exclude visitors and spectators from the halls adjacent to the audition rooms to maintain privacy and control the noise level.
  - iii. 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. The judges must hear each student play a portion of each of the official Region 7 MS audition etudes before auditions are completed. The etudes are those that have been published on the Region 7 MS website. There will be three rounds with one portion/etude 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 the selected cut of each etude or selected scales. At the end of the audition, each wind student should have performed 2 etude excerpts, 2 major scales, and one chromatic scale, and each percussion student should have performed 3 etude excerpts: snare, xylophone, and timpani.
3. The contestants will be seated in the room alphabetically by audition letter and must perform in the following order:
  - a. Round 1: Top to bottom
  - b. Round 2: 1/3 down to bottom, top to 1/3 down
  - c. 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. Also, percussion will perform in three separate rooms for each individual etude.)

4. 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. 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.
5. Metronomes
  - a. Students are permitted to use a non-audible metronome that is only a single purpose device.
  - b. Said metronome may be used prior to the performance by the auditioning student. The student may not use the metronome during the performance.
  - c. Metronome markings should be closely adhered to so as to maintain the intent of the music.
  - d. More consideration should be given to the student who conveys the musical intent of the recommended metronome markings. Judges should score a student who chooses to perform outside the recommended tempo based on the student's ability to preserve the musical integrity of the selection.
6. Electronic Devices
  - a. No electronic devices may be used or accessed by a student participant until the auditions for the student's section have been concluded. Failure to comply with this regulation may result in disqualification.
  - b. The list on non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras (Within an audition room) and playback systems.
7. Students must sign in on time to their designated room. Special accommodations for early or late audition times will not be made. Students must audition with their pre-assigned group. A student cannot enter the room after the completion of the first round of auditions within their pre-assigned group.
8. Selection of Etude Cuts and scales
  - a. All etude cuts and scales will be selected during the first 15 minutes of the Judges meeting.
  - b. Etude cuts for both Phase 1 and Phase 2 will be made by the Phase 2 judges of that instrument.
  - c. Phase 1 cuts will be a minimum of 25% of each etude.
  - d. Phase 2 cuts will be 50%-100% of each etude.
  - e. The two scales to be performed will be randomly drawn. The same two scales

must be performed by every student playing that instrument.

- f. Etude cuts and selected scales will not be posted. They will be made known in each performance room prior to the start of each round.

9. Notes on Percussion

- a. The mallet etude must be performed on a xylophone (vibraphone, marimba, or bells may not be used in place of a xylophone).
- b. Each school is expected to provide their own snare drum.
- c. Note on timpani tuning: Both drums will be pre-tuned by a monitor prior to each student's performance. The student will be responsible for the tuning of the pitch change as dictated by the etude within the measured time given for the change. Students may tune the drum by ear with the aide of a pitch pipe, mallet instrument, or personal tuner. The tuner must be a single purpose device (with the exception of a tuner/metronome combination).

iv. Phasing

1. Instruments with more than 50 entrants will go through two phases in the audition: Phase 1 and Phase 2. Instruments with less than 50 entrants will go through a single phased audition: Phase 2.
2. Instruments with 50-80 entrants will be split into two rooms for Phase 1. Instruments with 80-110 entrants will be split into three rooms for Phase 1. Instruments with 111+ entrants will be split into four rooms for Phase 1. Percussion will be split into three rooms for Phase 1.
3. Phase 1
  - a. Phase 1 auditions will all take place in the morning.
  - b. Every effort will be made to balance the rooms to keep them close to the same amount of participants.
  - c. Phase 1 auditions will be conducted by a 3-member panel (requiring TMEA approval through a Variance). Directors cannot judge their own students.
  - d. Each room will run in a "round robin" format as described in Number 3 of "Audition Procedures."
  - e. The first round will be scales: Major Scale 1, Major Scale 2, and Chromatic Scale.
  - f. The second round will be the Lyrical etude cut.
  - g. The third round will be Technical etude cut.
  - h. Percussion will rotate between three rooms for each instrument (Snare, Mallets, Timpani). The judges and monitor will stay with their group for each round.
  - i. Cuts and scales will be selected in the judges meeting. Cuts and scales will only be made known to the students at the start of each round. Etude cuts in Phase 1 shall be a minimum of 25% of each etude.
  - j. The number of students advancing to Phase 2 is shown in the chart below:

Instrument	Number that Advance to Phase 2						Number that Make a Band
	2 rooms		3 rooms		4 rooms		
	per room	Total	per room	Total	per room	Total	
Flute			8+3	33	6+3	36	24
Bb Clarinet			12+4	48	9+3	48	36
Alto Saxophone	6+3	18	4+2	18			12
Trumpet			8+3	33	6+3	36	24
Horn	8+3	22	6+2	24			16
Trombone	10+4	28	7+3	30			20
Euphonium	6+3	18	4+2	18			12
Tuba	8+3	22	6+2	24			16
Percussion			12	36			16

- k. At the completion of Phase 1, the advancing students shall report to the Phase 2 room at the specified time.

4. Phase 2 (for instruments that have a Phase 1)
  - a. Phase 2 auditions will begin after lunch.
  - b. Phase 2 auditions will be conducted by a 5-member panel.
  - c. Students will be assigned a new audition letter by the TMEA software.
  - d. Each room will run in a "round robin" format. However, there will only be two rounds.
    - i. The contestants will be seated in the room alphabetically by audition letter and must perform in the following order:
      1. Round 1: Top to bottom
      2. Round 2: 1/2 down to bottom, top to 1/2 down
  - e. The first round will be the Lyrical etude cut.
  - f. The second round will be Technical etude cut.
  - g. Percussion will rotate within one room on each instrument (Snare, Mallets, Timpani). If it is not possible to seat all the students and equipment in one room, they will rotate through three rooms. Percussion will perform on all three instruments in Phase 2 and will perform in the following order:
    - i. Round 1 (snare): Top to bottom
    - ii. Round 2 (mallets): 1/3 down to bottom, top to 1/3 down
    - iii. Round 3 (timpani): 2/3 down to bottom, top to 2/3 down
  - h. Cuts will be selected in the judges meeting. Cuts will only be made known to the students at the start of each round. Etude cuts in Phase 2 shall be a 50%-100% of each etude.
5. Phase 2 (for instruments that do not have Phase 1)
  - a. Some of these auditions may take place in the morning if there are enough judges/monitors to seat the room. Otherwise, they will take place after lunch.
  - b. These auditions will be conducted by a 5-member panel.
  - c. Each room will run in a "round robin" format as described in Number 3 of "Audition Procedures."
  - d. The first round will be scales: Major Scale 1, Major Scale 2, and Chromatic Scale.
  - e. The second round will be the Lyrical etude cut.
  - f. The third round will be Technical etude cut.
  - g. Cuts and scales will be selected in the judges meeting. Cuts and scales will only be made known to the students at the start of each round. Etude cuts in Phase 2 (this phase) shall be 50%-100% of each etude.

v. 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. Interpretations and discrepancies in the music often occur and judges should be open-minded and sensible about possible printing and editing errors.
3. The official notice of errata or special performance problems with the music will be posted by the Region MS Band Coordinator on the region website for all directors of participating schools to download.
4. When using the computer program, Forms 1 and 2 should complete the judging process. The computer will drop the high/low scores and complete the rankings. Form 2 will be used to ensure that an individual judge has no ties (i.e. every student must have a unique raw score).
5. The Audition Chair shall have a tabulation area off limits to everyone except the staff and the panel chairs whose scores are being checked. Their job shall be to double check math and clerical accuracy of the results. They shall then prepare results for posting.
6. 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."
7. Posted results should list all students who audition according to rank order.

8. Scoring:

- a. For Phase 1 rooms and Phase 2 rooms that do not have a Phase 1 (300-point scale)
  - i. Major Scale 1 = 25 points
  - ii. Major Scale 2 = 25 points
  - iii. Chromatic Scale = 50 points
  - iv. Lyrical Etude = 100 points
  - v. Technical Etude = 100 points
- b. For Phase 2 rooms that have a Phase 1 (300-point scale):
  - i. Lyrical Etude = 150 points
  - ii. Technical Etude = 150 points
- c. For Percussion in both phases (300-point scale):
  - i. Snare Etude = 100 points
  - ii. Mallet Etude = 100 points
  - iii. Timpani Etude = 100 points
- d. It is the responsibility of each judge to break his or her own ties.

c. Audition Music

- i. Audition material is approved by the region membership. A listing of these materials is posted on the Region website and listed as the "TMEA Region 7 MS All-Region Official Etude List."
- ii. The region website is the official source for errata. Directors/Sponsors should check the site frequently during the time leading up to the auditions.
- iii. The judges must hear each student play a portion of each prescribed scale and etude before auditions are complete.
- iv. Etude Selection:
  1. The Region MS Band Coordinator is responsible for designating a meeting time and place at the Texas Bandmasters Association Annual Convention to hold an official drawing for the set of etudes to be used for that year's auditions.
  2. The two previous used sets are not eligible for selection.
- v. The "Region 7 Scale List" is the official list of scales and ranges that should be prepared for the auditions.
- vi. It is the responsibility of directors to obtain audition music for their students. The region will not provide copies of the etudes.

VI. Clinic and Concert

a. Stipends/Honorariums Associated with the Clinic/Concert

- i. Clinicians – The clinician for each band will be paid accordingly:
  1. 2-day Clinic and Concert - \$850
  2. 1-day Clinic and Concert - \$700
  3. If needed, the region will provide hotel accommodations for each clinician.
  4. Reimbursement for mileage available upon request.
  5. Meals, or meal reimbursement, will be provided for each clinician.
- ii. Band Organizers:
  1. The band organizers will each be paid an honorarium of \$200.
  2. Meals will be provided during the clinic and concert.
  3. Reimbursement for supplies will be provided if approved by the Region Chair.
- iii. Percussion Organizers:
  1. The percussion organizers will each be paid an honorarium of \$150.
  2. Meals will be provided during the clinic and concert.
  3. Reimbursement for supplies will be provided if approved by the Region Chair.
- iv. Clinic and Concert Host:
  1. The clinic and concert host will each be paid an honorarium of \$200.
  2. Meals will be provided during the clinic and concert.
  3. Reimbursement for supplies will be provided if approved by the Region Chair.

b. Student and Director Attendance Requirements

- i. Student Attendance Requirement
  - 1. All students that earn a chair in the region band are expected to attend the clinic and concert (pending academic eligibility).
  - 2. It is the responsibility of the band director of any student not participating in the clinic and concert to contact the Region Chair so an appropriate alternate may be called.
  - 3. Students must participate in the entire clinic in order to perform at the concert and earn a patch. If a student is unable to commit to the entire clinic and concert, they will forfeit their chair.
- ii. Director Attendance Requirement
  - 1. A minimum of one director (or sponsor) from each school with a participating student member should be in attendance at the clinic and concert to handle any issues that may arise for their students.
  - 2. The region often hosts a Director's Meeting to discuss the recent auditions and clinic and concert. Any Region director, whether they have a participating student or not, is invited to this meeting.
- iii. Student Elimination
  - 1. Once a student enters the TMEA audition process, he may be eliminated only by either:
    - a. Audition process itself
    - b. TMEA Appeals Process
    - c. Student's TMEA Director/Member Sponsor