

# TMEA Region 25

## Orchestra Division Handbook

Draft Fall 2010

### I. Offices

#### a. Region Chair:

- i. An elected office, the Region Chair will serve a two (2) year term (not including the one (1) year term as Region Chair Elect). The Region Chair will be elected as the Region Chair Elect at the Spring meeting every odd numbered year (2009, 2011, etc.)
- ii. Duties and responsibilities as outlined in the state region chair handbook.
- iii. Oversee and handle all high school region activities.
- iv. Oversee all middle school activities via coordination with Middle School Coordinator.
- v. Handle all financial transactions for the orchestra division. Keep an accurate record of financial transactions, balance checkbook, and pay all bills for the orchestra division.
- vi. Communicate and coordinate with the band division chair regarding dates for region clinic/concert and winds, brass, and percussion auditions.
- vii. Assign judging duties as necessary.

#### b. Region Chair-Elect:

- i. An elected office, the Region Chair-Elect will serve a one (1) year term (followed by a two (2) year term as Region Chair). The Region Chair-Elect will be elected at the Spring meeting of every odd numbered year (2009, 2011, etc.).
- ii. The Region Chair-Elect has no official duties, but is elected with the express purpose of training to take over as Region Chair.
- iii. Perform any duties as assigned by the Region Chair.

#### c. Middle School Coordinator:

- i. An elected office, the Middle School Coordinator will serve a two (2) year term. The Middle School Coordinator will be elected at the Spring meeting every even numbered year (2010, 2012, etc.)
- ii. Coordinate and run all middle school region activities as assigned by Region Chair.
- iii. Keep in close communication with Region Chair.
- iv. Must get approval from the Region Chair on all financial activities for middle school events prior to event.
- v. Assign judging duties as delegated by Region Chair.

### II. All-Region Orchestra

#### a. Repertoire and Audition Material:

##### i. Region orchestra repertoire selection:

1. The purview of the repertoire selection meetings are to choose the etudes to be used in the audition process (MS) and the repertoire to be played by each region orchestra.
2. The meetings to select repertoire are open to any orchestra director in the region who teaches at the appropriate grade level.
3. The date for these meetings will be set at the Spring region meeting.
4. Repertoire will be selected by the orchestra directors present at the selection meetings.
5. Directors wishing to submit ideas for region orchestra pieces should bring a score for the piece and are encouraged to bring a recording of the selection if possible.

##### ii. High school audition material:

1. The meeting to select audition material is open to any orchestra director in the region.
2. The date for this meeting will be set at the repertoire selection meeting.
3. Audition material will be selected by the orchestra directors present at the selection meeting.
4. HS Audition material will include an excerpt from each of the All-State etudes.
5. Audition material will include 2-3 excerpts to be selected from the music being performed by the region orchestras. As possible, these excerpts will be representative of all orchestras.

##### iii. Middle school audition material:

1. Middle school audition material will be chosen by a committee consisting of the Middle School Coordinator and the coordinators of each of the middle school region orchestras.
2. Any middle school director in the region wishing to make suggestions regarding appropriate audition material to be taken from the etudes and repertoire selected at the repertoire selection meeting should 1) attend the repertoire selection meeting and 2) e-mail suggestions to the middle school coordinator following the repertoire selection meeting. While suggestions will be

considered by the committee, the final decision regarding the content of the MS audition will rest with the committee.

3. The middle school audition will consist of two levels, consisting of the following material:
  - a. Bach audition:
    - i. Scales as determined by the audition selection committee;
    - ii. An appropriate number of excerpts, as determined by the committee, from the music to be performed by the Bach Orchestra.
  - b. Beethoven/Brahms audition:
    - i. An etude or portion of an etude for each instrument (chosen at the repertoire selection meeting);
    - ii. An appropriate number of excerpts, as determined by the committee, chosen from the music to be performed by both the Beethoven and Brahms Orchestras, with the intent of facilitating the judging panel's ability to discriminate student auditions while not discouraging students from participation in the audition process.

iv. Audition packets:

1. Audition material will be available at the Fall region meeting, via the Region Website, or any other means as determined by the Region Chair.
2. The region website will be the official source for the audition packet, as well as for any errata.
3. The release of the audition packet is the official time of release for any information regarding repertoire to be played, etudes chosen for the middle school audition, or specific audition cuts. Prior to the official release of the audition packet, information regarding those items shall not be shared with anyone other than Region 25 directors and clinicians hired to work with the groups. This includes, but is not limited to: parents, students, or private instructors.
4. Audition material will have a director's cover letter listing the following info:
  - a. Site and date for Auditions
  - b. Site and date for Clinic/Concert
  - c. Site and date for All-State Taping (HS)
  - d. Entry deadline for electronic entries and hardcopies
  - e. Entry fee (currently set at \$10 per student at all levels, and will be re-evaluated by the Orchestra Division each year).
  - f. The following requirements:
    - i. All directors must be a current member of TMEA and hold a valid membership card;
    - ii. All directors entering students must be present and willing to participate in the auditions and activities of ANY and ALL TMEA Region 25 events for which their students are present, including but not limited to: auditions, rehearsals, and concerts;
    - iii. Do not enter a student who expects conflicts of any kind or length of time during the scheduled rehearsal times. Students will not be excused for doctor's appointments, athletic activities, family reasons, etc;
    - iv. Please remind your students that UIL Eligibility Rules apply to their participation in the All-Region Orchestra.
5. Audition material will have a student information sheet set up so individual directors can take the student information sheet and audition material and easily make copies for their students. Audition material will also be made available on the Region website whenever possible.
6. The Student information sheet will include the following information:
  - a. Audition date and site;
  - b. Clinic/Concert dates, times, and sites;
  - c. Entry fee information;
  - d. The following Rules and Procedures:
    - i. If chosen to participate, each student will attend all scheduled rehearsals and the performance. Any student recording for All-State (HS) must be available for all Region rehearsals and performances as asked, or his/her recording will be disqualified;
    - ii. All TMEA functions are considered extra-curricular activities and are subject to UIL rules regarding eligibility;
    - iii. All students participating are required to be on time to each scheduled Region event (audition, rehearsal, and performance). Students arriving late are subject to loss of chair or removal from Region Orchestra at the sole discretion of the

- Region Chair. Additionally, any HS student arriving late may lose All-State privileges by removal via the Audition Process at the Region Chair's discretion;
- iv. A list of all of the audition material with exact measure numbers and tempos;
  - v. Clear and clean copies of each of the audition excerpts with the required sections clearly marked as to where to start and stop and metronome marking(s) clearly indicated.
- b. Audition Entries:
- i. The TMEA online audition entry process, using either the TMEA website or Charms, will be used for all entries. Late entries will not be accepted. Instructions are available on the TMEA website.
  - ii. In addition to the online entry process, directors will submit hardcopies to the Region Chair. Hardcopies must be postmarked by the date specified at the Fall meeting and mailed to the Region Chair or designee. Hardcopies must include the following:
    1. The summary printout from the online audition entry process. This includes: the Director's Statement of Responsibility signed by the director of record; a list of students entered; a total amount due;
    2. Please have each student verify and initial that their name is included and correct.
    3. Attach only one school/booster club check or money order for the fees (no personal checks);
  - iii. It is the individual director's responsibility to verify the accuracy of entries for his/her school prior to submission. All contest deadlines will be 14 days prior to the day of the audition.
  - iv. The late and final online entry deadline will be seven days prior to the day of the audition.
  - v. 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 a penalty equal to 100% of the student fee.
  - vi. Entries begun less than 14, but more than seven days prior to the contest, will be assessed a penalty equal to 100% of the student fee.
  - vii. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process.
  - viii. Directors will be allowed to add or change student entries the day of the audition with a penalty equal to 100% of the student fee.
  - ix. All fees must be paid or supported by a school purchase order prior to the start of auditions.
  - x. It is the individual director's responsibility to be aware of and follow all TMEA policies, including but not limited to those regarding student eligibility for participation in the region audition process.
- c. All-Region Audition Process:
- i. String auditions will follow the All State String Audition Procedures. All rooms must follow this same procedure (see All State Chair Audition Procedures).
  - ii. METRONOME – FOR BAND AND ORCHESTRA DIVISIONS
    1. The contest host will provide a non-audible metronome for student use in each audition room.
    2. Said metronome may be used prior to the performance by the auditioning student. The student may not use the metronome during the performance.
    3. Metronome markings should be closely adhered to so as to maintain the intent of the music.
    4. 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.
  - iii. ELECTRONIC DEVICES
    1. No electronic devices, including personal metronomes may be used or accessed by a student participant until the results for the student's section have been posted or announced. Failure to comply with this regulation may result in student disqualification.
    2. The list of non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras and playback systems.
  - iv. Directors with students entered in the audition process are expected to be available at all times the day of the audition to help with the audition process as assigned by the Region Chair.
  - v. Any director unable to attend the audition must secure a proxy approved by the Region Chair. Any costs will be the responsibility of the director needing the proxy.
  - vi. Directors are responsible for ensuring that appropriate numbers of chaperones are present for their students. This may be fulfilled by the student's parent/guardian in attendance.
  - vii. Should a student arrive after his/her scheduled audition group has entered the audition room, the student will not be allowed to audition unless he/she can be added to a later audition group without disruption to the audition process.
  - viii. Audition results will be posted for the public with a statement very clearly written that all results become final one hour after posting. The time of posting will also be indicated.

- ix. Results will be posted online, including rank order and DNAs.
  - x. Directors are required to stay until the results have been finalized to pick up the folders for their students who were selected. No folders will be mailed.
  - xi. Students will be assigned to the HS orchestras and to the Beethoven/Brahms orchestras based on the ranking determined by the appropriate judging panel via the region audition process.
  - xii. For instrument groups requiring multiple audition panels, the Region Chair may determine from which etudes/excerpts each panel will take their audition cut.
  - xiii. HS audition panels will hear cuts taken from each of the All-State etudes.
- d. Region Orchestras:
- i. For High School All-Region: two full orchestras with the winds, brass, & percussion taken from All-Region Band Auditions. For Middle School All-Region: three string orchestras.
  - ii. The size of the HS string sections will not exceed 16/16/12/12/6 for each full orchestra; the size of the MS string sections will not exceed 16/16/12/12/6 for the Beethoven and Bach Orchestras, and 12/12/8/8/4 for the Brahms Orchestra.
  - iii. For each string instrument, 20% of the total number taken (rounded up) or two (2), whichever is higher, will be designated as an alternate. Violin alternates will be given music for Violin 2 of the lower level orchestra determined by that audition.
  - iv. At the discretion of the Region Chair, if a violin player withdraws from region within seven (7) days of the first rehearsal, the first available alternate will be inserted at the back of the section from which the student withdrew regardless of the group level.
  - v. Eligibility to audition for MS orchestras will be based on grade level, as follows: 6<sup>th</sup> or 7<sup>th</sup> grade for the Bach Orchestra, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade for the Beethoven and Brahms Orchestras.
  - vi. The size of the wind section (HS) will be decided prior to the wind/percussion audition by the orchestra organizers and the Region Chair.
- e. Region orchestra organizers:
- i. At least one per orchestra, the Region Orchestra organizers will be assigned at the Spring Region meeting.
  - ii. One percussion organizer to serve both HS Region Orchestras.
  - iii. Perform all duties as specified in the Region Orchestra Organizer Duties (see Appendix A).
- f. Clinicians:
- i. Clinicians will be hired by the Region Chair or designee. A signed contract will be secured from each clinician.
  - ii. Fees:
    - 1. Honorarium - \$500 for conductors;
    - 2. \$.50 per mile for travel or reimburse for airline ticket. Clinician makes their own arrangements and pays for airline ticket;
    - 3. Meal reimbursement.
- g. Clinic/Concert host:
- i. Work with organizers to secure rehearsal space with correct numbers of chairs and stands. Stands will be secured from other schools if necessary. Truck rental to transport stands may be paid for by Region 25 if school or personal vehicles are not available.
  - ii. Arrange for sectional space should it be needed.
  - iii. Arrange percussion needs for all performing groups. Coordinate with the organizers at the clinic/concert to ensure that all percussion needs are met.
  - iv. Arrange for setup prior to the first rehearsal.
  - v. Must be present at clinic/concert at all times.
  - vi. Arrange for microphone on stage for concert.
- h. All-Region Music:
- i. The region will borrow music for use whenever possible.
  - ii. Photocopies will be used in the folders and the originals (enough for one per stand) will be on hand at all times.
  - iii. All photocopies will be destroyed after they are turned in.
  - iv. All music purchased by Region 25 will be housed in a central Region 25 Library and recorded in a central database.
- i. Programs for clinic/concert:
- i. Region Chair will arrange to have programs typed and printed.

III. Other honorariums:

- a. Audition host - \$200
- b. Clinic/Concert host - \$200

- IV. All-State auditions:
- a. All procedures and policies set forth by TMEA will be followed.
  - b. To determine students eligible to audition for All-State:
    - i. Students must complete the All-Region Orchestra audition process;
    - ii. Should more students wish to record than are allowed to do so under TMEA policies, the rank order as determined in the region audition process will be used to determine which students will be eligible to record;
    - iii. For each instrument, 20% of the number allowed to record (rounded up) or two (2), whichever is higher, will serve as alternates in the Area recording process, with the understanding that they may not get to record. Should a student chosen to record under policy [IV, b, ii] not appear or be ineligible to audition for any reason, alternates will fill those recording spots in order as determined by the All-Region audition process;
    - iv. Policies [IV, b, i] and [IV, b, ii] are only applicable provided that the region audition judging includes cuts taken from each of the All-State etudes (see also [II, a, ii, 4] and [II, c, xi]).
  - c. There may be two or more recording rooms running simultaneously as determined by the number of entries.
  - d. A professional recording technician will be hired for each room to record the auditions.
  - e. Each audition will be duplicated electronically.
  - f. The All-State recording fee is set each year by TMEA. Currently, Region 25 charges no additional fee to cover recording costs. This will be evaluated periodically by the region membership.
  - g. Directors with students participating in the All-State recording process:
    - i. Will perform duties as assigned by the Region Chair;
    - ii. Must be present at the audition site while any student from his/her school is present at the host site

V. DUAL CERTIFICATION

Through this is the process, students may qualify for Area auditions in both Wind/Percussion and Vocal, and then choose the one in which to audition. The TMEA Eligibility Rules state: A student may audition in band and/or choir and/or orchestra, but once notified of placement in either the All-State Jazz Ensemble or All-State Orchestra (strings) may not advance to Area for another All-State group

## APPENDIX A: REGION 25 ORCHESTRA ORGANIZER RESPONSIBILITIES

### BEFORE AUDITIONS:

- Edit string parts with bowings and fingerings
- Assist Region Chair or designee in creating audition packets
- Make student folders, containing copies of all music and the student letter, in sufficient numbers for the instrumentation indicated in the Region 25 Orchestra Handbook plus two alternates on each string part
- Coordinate with the percussion organizer prior to Region Band Phase 2 to determine number of percussionists needed to cover parts

### BEFORE CLINIC/CONCERT:

- Communicate with clinician regarding travel and lodging as instructed by Region Chair or designee
- If needed, arrange for clinician transportation to/from airport, to/from hotel to host site, etc.
- Make stand cards
- Arrange for section leaders for each section to run sectionals should the clinician desire
  - Try to use MS directors for MS Region groups and HS directors for HS Region groups
  - (HS) Secure a section leader for the wind section
- Communicate percussion needs with the percussion organizer, including sending copies of scores to the percussion organizer
- Help Clinic/Concert host in securing equipment (chairs, stands, percussion) as needed

### AT EACH REHEARSAL:

- Arrive early and make sure chairs/stands are set
- Be present throughout each rehearsal
- Assist in careful student tuning
- Check roll and report any late or absent students to Region Chair or designee
- Make sure students hang their name cards on their stand in a visible manner
- Help maintain order in rehearsals and report discipline problems to Region Chair or designee
- Make all announcements at each rehearsal
- Inform students of where they should be next and when
- Supervise the tear-down of your last rehearsal space following the final rehearsal
- Provide for the clinician's needs (water, etc.)

### ANNOUNCEMENTS TO BE MADE

#### FRIDAY REHEARSAL

##### START:

- Instruct students to keep up with their stand card and use it at ALL rehearsals
- Remind students of good rehearsal etiquette, to have a pencil at all times, and to be early to all rehearsals
- Assist the students in tuning
- Introduce your conductor

##### END:

- Review rehearsal time and location for Saturday morning; remind students to be EARLY
- Remind students to bring their concert dress with them Saturday morning
- Instruct students where they may store large instruments

#### SATURDAY REHEARSAL

##### START:

- Remind students to use their stand cards
- Assist the students in tuning

##### AT LUNCH BREAK:

- Review rehearsal time and location for afternoon rehearsal; remind students to be EARLY back from lunch
- Instruct students where to store instruments, clothes, etc. during the lunch break
- (HS) Point out the location of nearby restaurants
- (MS) Give instructions for students who purchased pizza

##### AFTER AFTERNOON REHEARSAL:

- Thank students for their hard work. Have the students recognize the clinician's efforts.
- Give instructions for changing and case storage
- Give instructions for where students should be prior to and during the performance

### CONCERT:

- Help manage student behavior before the concert
- Make sure that your group moves to and from the stage in an efficient manner
- Assist in getting the group set on stage
- Following the performance, assist Region Chair or designee in collecting folders and handing out patches
- Help with tear-down following the concert

### PERCUSSION ORGANIZER:

- Help orchestra organizers determine the number of percussionists needed to cover parts prior to Region Band Phase 2
- Help host and organizers determine the percussion equipment needs for each group prior to the first rehearsal
- Help the percussion section of each orchestra with setup and any issues related to covering parts
- Following the concert, help make sure all auxiliary percussion equipment is returned to the appropriate location

EDITS MADE:

- Added procedure for violin withdrawal close to region
- Added percussion organizer to organizer list
- Added percussion organizer duties to Appendix A