



Region 16 Band Division Handbook

2019-2020 Revision

Section I – Elected Positions

- 1) Region Band Chairman
 - a. Presides over all meetings of the band division
 - b. Manages region contest entries and events
 - c. Oversees all aspects of TMEA band events in the region
- 2) Region Treasurer
 - a. Maintains all financial records for the region band division
 - b. Submits financial reports to the TMEA state office twice per annum.

Section II – Director Responsibilities

- 1) At least one director from **each** high school and middle school with student participants in the Region Bands will be present for all clinics and concerts. **A director's absence will be considered a violation of TMEA's Rules and Policies.** The director will then become subject to penalties at the direction of the TMEA State President's Committee.

Section III – Region XVI All-Region Bands

- 1) There are six TMEA All-Region Bands in Region 16: Three High School Bands and three Middle School Bands.
 - a. The TMEA High School Honor Band is the premier All-Region Band in TMEA Region 16. Auditions for this band are held in conjunction with the TMEA All-State Process at the Region level.
 - i. Any student, grades 9 – 12, in classes 1A – 6A may audition for this band.
 - ii. Membership is made up of the top musicians by rank at the Region level auditions in each section consistent with the instrumentation published by Region 16.
 - iii. The audition music is that published by the TMEA State Office and is listed on the TMEA Website before the Texas Bandmasters Convention in July of each year.
 - b. The TMEA High School Symphonic Band is also made up of the finest musicians in Region 16. The auditions for this band are held in conjunction with the TMEA All-State Process at the Region level as well.
 - i. Any student, grades 9 – 12, in classes 1A – 6A may audition for this band.
 - ii. Membership is made up of the second tier of musicians in each section by rank at the Region level audition consistent with the instrumentation published by the Region.
 - iii. The audition music is that published by the TMEA State Office and is listed on the TMEA Website before the Texas Bandmasters Convention in July of each year.

- c. The TMEA High School Concert Band is the third and final band in Region 16. The auditions for this band are held in conjunction with the TMEA All-State Process at the Region level as well.
 - i. Any student, grades 9 – 12, in classes 1A – 6A may audition for this band.
 - ii. Membership is made up of the third tier of musicians in each section by rank at the Region level audition consistent with the instrumentation published by the Region.
 - iii. The audition music is that published by the TMEA State Office and is listed on the TMEA Website before the Texas Bandmasters Convention in July of each year.
 - iv. Additional members will be added if students advance to the Area round of the All-State process but fail to rank high enough to make the Concert Band.
- d. The Middle School Honor Band is the premier middle school All-Region Band in TMEA Region 16.
 - i. Any student, grades 7 – 8 in schools that feed class 5A or 6A high schools may audition for this band.
 - ii. Membership is made up of the top musicians by rank at the middle school auditions in each section consistent with the instrumentation published by Region 16.
 - iii. The audition music is that published by the TMEA Region 16 Middle School Chairperson and the MS Music Committee at the August TMEA Band Division Meeting.
- e. The Middle School Symphonic Band is the second tier of the finest middle school musicians in TMEA Region 16.
 - i. Any student, grades 7 – 8 in schools that feed class 5A or 6A high schools may audition for this band.
 - ii. Membership is made up of the second tier of musicians by rank at the middle school auditions in each section consistent with the instrumentation published by Region 16.
 - iii. The audition music is that published by the TMEA Region 16 Middle School Chairperson and the MS Music Committee at the August TMEA Band Division Meeting.
- f. The Middle School Concert Band is the third tier of the finest middle school musicians in TMEA Region 16.
 - i. Any student, grades 7 – 8 in schools that feed class 5A or 6A high schools may audition for this band.
 - ii. Membership is made up of the third tier of musicians by rank at the middle school auditions in each section consistent with the instrumentation published by Region 16.
 - iii. The audition music is that published by the TMEA Region 16 Middle School Chairperson and the MS Music Committee at the August TMEA Band Division Meeting.

2) The Instrumentation of the TMEA Region XVI All-Region Bands:

Instrument	HS Honor	HS Symp	HS Concert	MS Honor	MS Symp	MS Concert
Piccolo	1	1	1	0	0	0
Flute	8	8	8	6	8	10
Oboe	3	3	2	2	2	3
Eb Clarinet	1	1	0	0	0	0
Bb Clarinet	12	12	12	12	14	16
Bass Clarinet	3	3	3	2	3	3
Contra Bass Clar	1	1	1	1	1	2
Bassoon	3	3	3	2	3	3
Alto Saxophone	4	4	4	4	4	4
Tenor Saxophone	2	2	2	1	2	2
Bari Saxophone	1	1	1	1	1	2
Trumpet	10	10	10	9	9	10
Horn	8	8	8	6	6	8
Tenor Trombone	7	7	7	6	9	9
Bass Trombone	1	1	1	0	0	0
Euphonium	4	4	4	3	3	4
Tuba	6	6	6	4	4	6
Percussion	8	8	8	8	8	8
Totals	83	83	81	67	77	90

- 3) The Association of Texas Small School Bands also has All-Region Bands. ATSSB bands are restricted to students classified in 1A, 2A, 3A, and 4A bands and their feeder schools. These bands consist of the ATSSB Honor Band, the 1A-2A-3A High School Band, the ATSSB Middle School Honor Band, the 3A Middle School Band, and the 1A-2A Middle School Band. Contact the ATSSB Region Band Chair for a copy of the ATSSB Region Guidelines.

Section IV – Audition Entry Procedures

- 1) Entry for all TMEA auditions is conducted through the TMEA website. Refer to the TMEA Audition Process Online Entry Instructions for specific details. Directors entering students in a TMEA Region, Area, or All-State audition must use the TMEA online audition entry system. Online entry is required for high school, jazz, and middle school students.
- 2) TMEA *Active Membership* is required in order to enter/sponsor students in TMEA auditions.
- 3) When entering students in the audition process the TMEA Active Member (Head director at High School for high school students and the Head Director at Middle School for middle school students) must provide proof of TMEA membership **and submit the Audition Entry Process Entry sheet with the Director’s Statement of Responsibility signed and dated** before the students will be allowed to audition.

- 4) The deadline for entry in the audition process will be found on the audition entry page. Entries will be made via the TMEA web site. *All contest deadlines will be 14 days prior to the day of the audition. The late and final online entry deadline will be seven days prior to the day of the audition. 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 be assessed a 50% additional campus fee charge and a 100% student fee charge. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process. 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. All Fees must be paid or supported by a school purchase order prior to the start of auditions.*
- a. Students auditioning in multiple divisions (dual certification) – This is the process to allow students to qualify for Area auditions in more than one division 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.*
 - i. Each director marks the students who wish to audition in both the wind/percussion and vocal divisions on the web-based Official Entry Document, which is submitted to the Region Chair.
 - ii. Following the final audition for Area certification, the director(s) must have all dual certified students from their organization complete the Area Declaration Form.
 - iii. The student must complete the Area Declaration Form which must also be signed by both Divisional Directors/Sponsors of that student. The form must then be submitted to the TMEA Deputy Director via fax or email by December 15 in order that an alternate may be notified.
 - iv. The TMEA Headquarters will be responsible for notifying the director/sponsor of alternates utilized as a result of Dual Certification elections.
 - b. Students in Region 16 are allowed to audition on a maximum of two wind/percussion instruments.
 - i. Directors shall enter their students on both instruments at the time of the on-line entry.
 - ii. Directors shall then assist their student and fill out the Region 16 Dual Instrument Choice Form. This form requires the student to rank their choices for which instrument they will choose prior to the audition. Students may choose the Area Qualifying position, the highest chair, the highest band etc.

1. If a student wants to change their choice it must be done the day of the audition within 30 minutes of the final sections audition of the contest entered.
- 5) Each Region is encouraged to handle errors and omissions in official entry data to the extent that it will not harm nor punish student participants. Severe or persistent problems with a member's handling of official entries should be addressed through the ***TMEA Penalties for Rules and Policies Infractions*** process.

Audition Entry Fees

- 1) The entry fee for all-region events is \$15.00 per student per event.
- 2) Payment for entry is due prior to the audition.
- 3) Once a student is entered into the on-line system the fee must be paid for that student whether or not the student auditions. Region XVI will pay the Area entry fee for all students who compete in the Area Level Audition.

Section V – Audition Procedures

- 1) Audition Personnel
 - a. TMEA requires the use of 5 member panels for all auditions. TMEA policies for judging will be in effect at all Region XVI events.
 - b. The TMEA Active Member sponsor (head director) must be in attendance and available to serve as an auditions staff member for any and all activities in which their students are involved. Failure to adhere to this policy subjects the sponsor to the ***TMEA Penalties for Rules and Policies Infractions*** process.
 - i. Region 16 requires all directors from the high school and middle school to be present at all auditions. Failure to adhere to this policy subjects the sponsor (head director) and the director in question to the ***TMEA Penalties for Rules and Policies Infractions*** process.
 1. Students may be declared ineligible for auditions if directors from the student's school are absent.
 - ii. If a director must miss, the absence should be cleared with the Region Chair prior to the audition. The director may be asked to find a substitute judge to replace him/her before the absence will be granted.
 - c. TMEA ***highly*** recommends that all adults participating as judges, monitors, or tabulators hold membership in TMEA.
 - d. TMEA also recommends having adult sponsors in the hallways and warm-up locations as needed.
 - e. Region 16 recommends that each participating school bring parent sponsors to monitor students in the hallways and warm-up areas. It is the Head Directors responsibility to secure these volunteers and submit their names to the contest host seven days prior to the contest. This

will give the contest host time to assign locations for all adult sponsors.

2) Audition Procedures

a. Students must meet all TMEA Eligibility Requirements as listed on the TMEA website and in Section II of this handbook.

b. Anonymity of Students

- i. Each student shall be assigned a unique, random and anonymous audition letter or number through the use of the TMEA audition tabulation software.
- ii. 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 realizing audition letters. Anonymity is vital!
- iii. At no time during the audition process should a contestant and their respective section judges have direct communication. Any necessary communication must be done through the monitor.
- iv. Students shall not take in nor wear letter jackets, band shirts, school shirts, or any other item that will identify the school in which they attend.

c. Student Auditions

- i. Students should be aware of warm-up and audition procedures as outlined by TMEA.
- ii. Students who fail to follow these rules may be subject to disqualification from the audition. Students who disrupt or make a mockery of the audition (i.e. plays music other than audition music, improvises, etc) may be removed from the audition room.
- iii. In the event that a student is disrupting auditions the panel shall ask the monitor to remove all students from the room after the first incident occurs. The panel then shall notify the Region Chair of the incident and the audition letter in question. The Region Chair may then:
 1. Address the entire student body in the audition room.
 2. Remove the student in question from the audition causing the student to forfeit their audition.
 3. Subject the student's director to the *Penalties for Rules and Policies Infractions*

d. Audition Music

- i. All audition music will be governed by the TMEA State Band Chair and will be accessed from the TMEA website, the official TMEA source of audition music publication.

Section VI – Region XVI All-Region Band Weekend

- 1) **Clinicians** - The clinicians for the Region Bands shall be voted on by the membership of the sub-division (high school or middle school) at the Spring Meeting each year. For each clinician at least two alternates should be listed as well. The Region Band Chair will distribute contracts to the clinician after the band organizer has secured the clinician.
- 2) Each clinician will be assigned a **band organizer** and a **percussion organizer**.
 - a. Band Organizers shall be elected by the Region membership.
 - i. Duties are detailed later in this document.
 - b. Percussion Organizers shall be appointed by each band organizer.
 - c. Variance requests must be submitted to the TMEA Headquarters prior to August 1.
 - d. **NOTE:** In 1996 the Superintendents of Region 16 gave approval to the Friday rehearsals for both high school and middle school students. This decision was confirmed by the Superintendent's Executive Committee that same year.
 - e. The order of performances shall be:
 - i. Middle School Concert Band will be allocated a 30-minute performance block.
 - ii. Middle School Symphonic Band will be allocated a 30-minute performance block.
 - iii. Middle School Honor Band will be allocated a 30-minute performance block.
 - iv. High School Concert Band will be allocated a 30-minute performance block.
 - v. High School Symphonic Band will be allocated a 45-minute performance block.
 - vi. High School Honor Band will be allocated a 45-minute performance block.
 - f. Each band's organizer will be introduced by the Region Chair before each band performs.
 - g. Each band organizer shall recognize their percussion organizer and introduce their clinician prior to the beginning of their band's concert.
- 3) At least one director from **each** high school and middle school with student participants in the Region Bands will be present for all clinics and concerts. **A director's absence will be considered a violation of TMEA's Rules and Policies.** The director will then become subject to penalties at the direction of the TMEA State President's Committee.
- 4) Student Absence Policy
 - a. Student attendance is required at all clinic and concert events.
 - i. Absence for the ACT or SAT is not excused as students have multiple dates for taking such tests. Directors should make students aware of this at the beginning of each school year.

- ii. Students are allowed a **ONE-TIME** absence, not to exceed 1 hour from one rehearsal for certain approved conflicts. In most cases, this is a conflict with another school activity, but other cases will be considered. The absence must be submitted to the Region Chair no later than seven days prior to the first rehearsal. Determination of the validity of the absence, and the decision to excuse the absence, is at the sole discretion of the Region Chair.
 - 1. Emergency situations are considered on a case-by-case basis.
- b. Students who miss rehearsal time that is not pre-approved are subject to removal from the All-Region Band, as well as possible removal from the TMEA All-State Process.

Section VII - All-Region Band Organizer Duties

- 1) Be in charge of helping the clinician, and see that directors are fulfilling their assignments. The organizer will be the main contact person for the clinician. The organizer will be charged with providing transportation for his/her clinician during the All-Region weekend. Organizers will also notify the Region Chair that a contract is to be issued.
- 2) Make sure communication is clear regarding dates and times of clinics and concerts to clinician.
- 3) Obtain a seating chart and bio for the clinician. Send projected instrumentation to the clinician to aid in the development of his/her seating chart. Make sure the clinician specifies where 1st chairs are located and how parts should be divided. Make sure that percussion setup is specific. Obtain part distribution for all pieces from clinician.
- 4) Have music program selected by the clinician far enough in advance so that the folders can be prepared and available at the audition. E-mail the titles of these selections (with composer/arranger names spelled correctly) to the Region Band Chair.
- 5) Obtain music selections either by purchasing or by borrowing music from other Region schools or from the clinician. Order music only if it cannot be located by other means.
- 6) Percussion coordinators will need to have the clinician / organizer send copies of the scores. Parts can then be assigned to the percussionists the day of the audition. All auxiliary percussion instruments should be supplied by the percussion coordinator of each band. Large instruments (bass drums, timpani, chimes, mallet instruments) will be supplied by the host site.
- 7) Obtain complementary folders from music store.
- 8) Photocopy all music to be used and load the folders per clinician's instructions. Destroy all photocopied parts following the clinic/concert. Label all folders by Chair numbers (Flute 1, Flute 2, Flute 3, etc.). Stuff all folders as per your clinician's wishes. Put both treble and bass clef parts in the baritone horn folders, and both E-flat and B-flat parts in the contra-clarinete

folders. Load all percussion folders with all prescribed percussion parts as per the percussion organizer. Have extra copies on hand at the clinic and concert for emergencies.

- 9) Name Signs will be provided by the Region Chair for each band by request of organizers. The signs will be available from the Region Chair prior to the clinic.
- 10) See that rehearsal and performance area is set up on time. Make sure there is a tuner, metronome, chairs, and stands at clinic/concert site prior to the start of the first rehearsal.
- 11) Introduce the clinician to the band prior to the first rehearsal. Stay with clinician throughout each rehearsal. If the organizers need to leave the rehearsal for a few minutes make sure that this information is communicated to the clinician.
- 12) Coordinate with Region Chairman on lunch breaks and rehearsal start/end times. Provide water, soft drinks, coffee etc. for the clinician and directors helping with rehearsals during these breaks and rehearsals.
- 13) Provide an information sheet for each student's folder that contains the rehearsal schedule and any other pertinent information. E-mail this information to all directors with participating students prior to the clinic. The earlier the better as this will aid in travel arrangements for participating schools.
- 14) Collect folders and issue ALL-REGION patches as band members exit the stage after their performance.
- 15) Help pick up stage and rehearsal areas at the end of the clinic/concert weekend so that the site host is free to deal with other logistical issues after the concert.
- 16) Organizers should provide the meal for the clinician throughout the clinic/concert event. TMEA will feed the clinicians, organizers, and region officers at a time/place as determined by the Region Chair or designee.
- 17) A member of the organizing school's staff needs to serve as the Percussion Organizer. His/her job will be to assign percussion parts. The Percussion Organizer shall also be present at all rehearsals to assist the percussion.
- 18) Make sure all receipts are turned in to the Region Chair before leaving the concert/clinic site so that the chair can make all payments in a timely fashion.
- 19) Return any originals supplied by the clinician to him/her on the evening of the concert. Make sure that any original scores are retrieved from the clinician before he/she leaves the site.

Section VIII – Region XVI All-Region Jazz Band

Region 16 audition procedures follow the state guidelines. The region clinic and concert rules mirror the region band guidelines.

Section IX – Compensation Schedule (As per current policy)

1. Region Band Clinicians = \$400.00 per day + travel and meal expenses

At the discretion of the Region Chair and Region Treasurer “Upper Level” clinicians may be negotiated; example: Col. Gabriel.

2. Band Organizers = \$150.00

3. Middle School and High School Audition Host = \$100.00

4. High School and Middle School Percussion Organizer = \$75.00

5. High School and Middle School Clinic Equipment Manager = \$75.00

6. Jazz Band Clinician = \$400.00 per day + travel and meal expenses

7. Jazz Band Organizer = \$100.00

8. Region Chairman
 - a. Nothing is in place at this time.

9. Sec/Treasurer
 - a. Nothing is in place at this time.

10. Middle School Region Coordinator
 - a. Nothing is in place at this time.

Section X - TMEA Honor Band

1. Region 16 shall adhere to all TMEA Honor Band Policies and Procedures. Directors shall refer to the TMEA website for all Policies and Procedures.
2. Participating directors will enter the Honor Band Contest by March 1.
 - a. Directors must list four recording dates and venues.
 - i. Review TMEA Policies and Procedures concerning requirements.
 - b. Directors must nominate judges on the entry form.
3. Selecting Region judges:
 - a. Directors nominate judges via the on-line Honor Band Entry Form.
 - b. The Region Chairman verifies the eligibility of each judge as per the Honor Band Policies and Procedures.
 - c. Judges are ranked by the number of nominations each judge receives from each competing classification.
 - d. Each classification nominating judges will be represented as evenly as possible.

- e. The Region Chair will extend invitations to the top 5 judges. If a judge declines the Chair will proceed to next judge on the list. Every attempt will be made to keep the panel balanced according to the nominations of each participating classification.
4. Directors shall complete all required forms from the TMEA website and submit to the Region Chair prior to the posted deadlines.
5. Directors shall follow TMEA Policies for making recordings. Check the TMEA website Honor Band Recording Guidelines prior to *each* recording session.
6. Recordings, paperwork, and fees shall be turned in by the posted deadlines in order for recordings to be judged.
7. Directors are welcome and encouraged to attend the honor band listening sessions at the Region, Area, and State Levels.
8. Financial Information
 - a. Region Fees (beginning 2009)
 - i. \$100.00 non-refundable deposit due with March 1 entry.
 - ii. \$150.00 balance due with scores and forms by posted deadline.
 - b. Area Fees
 - i. \$300.00 due ASAP following the award of Area Qualifier. Payment shall be made to the Region Chair. The Region Chair will write one check on behalf of the region to the Area Coordinator. Check the TMEA website for instructions.
 - c. Judge's Compensation
 - i. Judges shall be compensated \$300.00 plus travel expenses.
 - d. Region Fees shall be used to pay for materials, postage, meals, and other expenses involved with the contest and submission of winners to the Area Level.
 - e. Should the expense of running the Honor Band listening session exceed the amount paid through the entry process, the remaining cost will be divided equally among the participating schools.
 - f. The Region shall also pay for the Region Chair, or the proxy, to attend the Area Listening sessions.

Section XI – Selection of UIL Judges

UIL judges shall be nominated and voted upon at the spring meeting. Judges with the highest number of votes will be called first.