

Region 20 Orchestra Handbook for Directors

2017-2018



Elected Positions

Responsibilities of Officers

REGION ORCHESTRA DIVISION CHAIR – Region 20 Orchestra division will elect a chair every two years for a term of two years at the spring meeting in years ending in 0, 2, 4, 6, 8. The Region orchestra chair must be an active member of TMEA and employed full-time within the Region as a music teacher or music administrator. The chair shall execute the responsibilities as outlined in the TMEA Region Chair Handbook and shall be the presiding officer of the meeting of the orchestra division within the Region, will serve as a member of the Region steering committee and shall be responsible for implementing the Region program of TMEA within the division. Region chairs will be paid a stipend of \$500. Other duties are as follows:

- Oversee all Region auditions, rehearsals, and concerts
- Handle all financial transactions, balance checkbook, and pay bills for the orchestra division
- Select audition excerpts
- Assign judging duties as necessary
- Coordinate with the band division for the audition of wind/brass/percussion for Region
- Coordinate state recorded auditions for Region 20 Orchestra Division
- Hire recording company for Region concert
- Hire recording company for state auditions

REGION ORCHESTRA MIDDLE SCHOOL COORDINATOR– Region 20 Orchestra Division will elect a middle school coordinator every two years for a term of two years at the spring meeting in years ending in 0, 2, 4, 6, 8. The Assistant Region Chair must be an active member of TMEA and employed full-time within the Region as a music teacher or music administrator. The middle school coordinator will assist the Region chair in all activities and will assume duties of the Region chair if she/he becomes incapacitated. The assistant chair will assume the office of Region chair if the chair becomes vacant and complete the term. Middle school coordinator will be paid a stipend of \$500.

Director/Active Member Sponsor Responsibilities

Attendance Policy

1. As stated in Section II Article I of the *TMEA Eligibility Requirements for Auditions* Each student's TMEA Active member director, member sponsor, or proxy must be in attendance at all TMEA auditions and any other TMEA activity as directed by their Region rules. Each Region shall define guidelines determining the use of proxies.
2. Region 20 Orchestra Division has determined that directors are required to participate in the judging of the auditions. **If an emergency prevents this, they are expected to obtain a proxy and contact the chair for approval of the proxy no later than 1 week preceding the event. Also, if the member is not employed as a music teacher, a proxy must be provided by the member to serve on a judging panel.**
3. Directors are responsible for leading the sectional rehearsals. If an emergency prevents this, they are expected to obtain a proxy and contact the chair for approval of the proxy no later than 48 hours preceding the event.
4. ***Directors must be present at all auditions (Region and state) and must be present at all times during the clinic/concert weekend.***

Instrumentation for Region Orchestras

Region 20 will have the following auditioned orchestras:

Honor Orchestra – A full orchestra with wind/brass/percussion.

The size of the string sections will be: 20/20/16/16/8. This orchestra will allow 9th through 12th graders to audition. This orchestra is the track to state. The numbers of wind/brass/percussion students will be as follows:

1 Piccolo, 4 Flute, 3 Oboe or 2 Oboe 1 English Horn , 4 B Flat Clarinet, 1 Bass Clarinet, 4 Bassoon, 6 Horn, 4 Trumpet, 3 Trombone, 1 Bass Trombone, 1 Tuba, up to 5 Percussion as needed

Symphonic Orchestra – A string orchestra with repertoire chosen by the Region.

The size of the string sections will be: 20/20/16/16/8. This orchestra will allow 9th through 12th graders to audition. This orchestra is not a track to state.

Philharmonic Orchestra – A string orchestra with repertoire chosen by the Region.

The size of the string sections will be: 20/20/16/16/8. This orchestra will allow 6th through 8th graders to audition. This orchestra is not a track to state.

Concert Orchestra – A string orchestra with repertoire chosen by the Region.

The size of the string sections will be: 20/20/16/16/8. This orchestra will allow 6th through 8th graders to audition. This orchestra is not a track to state.

Audition Entry Procedures

Eligibility

All students auditioning for Region 20 Orchestra events must meet all TMEA eligibility requirements as prescribed by TMEA. These requirements can be viewed on the TMEA website at www.tmea.org. Directors are responsible for checking eligibility of their own students. The chair must be notified within 24 hours of a student selected for Region becoming ineligible.

Entry Procedures and Fees

1. Directors must be a current member of TMEA in order for students to enter the contest online entry using the TMEA website no later than midnight of the deadline date as designated by the online entry program
2. Print your invoice to request a check for the entry fees, \$10 per student and the \$50 school fee with the check made payable to TMEA Region 20 Orchestra which are non-refundable to arrive no later than the day before auditions.
3. Email as an attachment a signed commitment form for yourself
4. Email as an attachment a copy of your current TMEA membership card or receipt for payment of current membership
5. When entries are complete, print the list from the entry program and have each student ***verify*** they are ***on the list***, registered for the ***correct orchestra***, correct ***instrument***, and make sure their ***name is spelled correctly***.

6. Review TMEA policies for late/changed entries. Infractions will be reported to TMEA and a decision on level of reprimand will be made by TMEA.

The Audition Procedure

Audition Personnel

REGION AUDITION CHAIR – The Region audition chair is usually the Region chair, but, can be someone appointed by the Region chair and will run all Region level auditions according to guidelines established by TMEA. The Audition Chair shall have the following responsibilities:

- Receive all entries and double check for postmark deadline
- Document and reconcile all names with entry fees
- Deposit fees in the Region orchestra account
- Deliver student registration information to the tabulation chair
- Create the audition schedule
- Assemble judging panels
- Create labels for each audition room
- Conduct judges' meeting before the auditions
- Supervise auditions
- Deliver audition results to directors in accordance with TMEA policy
- Deliver results to the person in charge of printing the Region concert program
- Deliver results to TMEA sanctioned third parties: t-shirts, plaques, recordings, etc.

REGION AUDITION TABULATION CHAIR – The Region Audition Tabulation Chair is the person responsible for running the tabulations at Region Auditions. The Tabulation chair will be paid a stipend of \$250. The Region Audition Tabulation Chair shall have the following responsibilities:

- Inform the Region chair when audition assignment has been made so that the chair can create labels for each audition room.
- Tally audition results using the TMEA prescribed computer program and provide those results to the chair for review and posting.
- Hire the tabulation committee which will be paid \$150 each person..

ALL-REGION AUDITION HOST – The TMEA Audition Host is responsible for organizing the audition site and shall have the following duties:

- Arrange for all rooms needed for the audition which shall be:
 - Cafeteria with microphone
 - Tabulation room, usually the library on an upper floor, isolated from the auditions
 - Hospitality Room, usually the teachers' lounge or family/consumer science room away from the tabulation room
 - Six audition rooms
 - One room with a piano (can be one of the 6 rooms)
- Set-Up audition rooms Friday afternoon using music stands to drape sheets across to block the view of the judges.
- Set up a table for the help desk.

- Provide coffee and donuts for the morning (cost will be reimbursed with a receipt by Region 20 Orchestra Division).
- Provide lunch at the auditions (cost will be reimbursed with a receipt by Region 20 Orchestra Division).
- Concession stand is optional.
- Post a sign for Student's Entrance and Director's Entrance
- Audition host will be paid \$250

Audition Procedure

- Strings will follow the audition process as set forth by TMEA.
- 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.
- All students in rank order will be provided for directors only, including DNA's.
- All audition panels will have 5 judges per panel.
- All audition panels must be concealed behind a screen during the audition process.
- Judges should use a consistent scoring method.
- Students may not audition out of order.
- Students are permitted to use a non-audible metronome that is only a single purpose device. Said metronome may only be used prior to the performance by the auditioning student. The student may not use the metronome during the performance. 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 student disqualification. The list of non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras (within an audition room), and playback systems.
- When students enter the audition room, their audition number will be announced to the judges. Students must remain silent from the time of lineup until returned to the cafeteria.
- Once students have entered the audition room, judges will announce audition excerpts to be performed.
- Students will not warm up in the audition room.
- The audition room is run by the monitor-all communication between students and the judging panel will take place through the monitor.
- Students will play all excerpts at one time.
- Student anonymity must be maintained at all times. Any student communicating with the judges or speaking during the audition may be disqualified at the discretion of the judging panel. Students who are disruptive (talking, playing, etc) while others are performing will be brought to the attention of the judging panel by the monitor and may be disqualified.
- Students will return to the warm up area as soon as they are finished.
- Parents may not be present in the audition room with their child nor may they stand outside the door. All parents and chaperones are to remain in the warm up area.

Audition Music

Audition music will be available at the August meeting.

Alternates

Alternates will be chosen in the order they finished in auditions.

Certification Procedures(HS Only)

Students will only be certified to area only if they have participated in the region audition process the same school year.

Clinic/Concert

ALL-REGION ORCHESTRA CLINIC/CONCERT HOST – The clinic/concert host shall be responsible for organizing all facility needs for the Region clinic/concert and shall have the following duties:

- Reserve facilities for rehearsals and performance.
- Provide chairs and stands for the organizers to set up.
- Communicate with percussion organizer on what equipment is available.
- Assist Organizers as needed.
- Provide coffee and donuts for the morning (cost will be reimbursed with a receipt by Region 20 Orchestra Division).
- Provide lunch the Saturday of rehearsal (cost will be reimbursed with a receipt, by Region 20 Orchestra Division).

PERCUSSION ORGANIZER – The Percussion Organizer shall be responsible for all percussion needs for the All- Region Clinic/Concert and shall have the following duties:

- Acquire the list of percussion equipment needed from the Region Chair.
- Contact the clinic host for available percussion equipment.
- Make arrangements to bring any other equipment needed by informing students of what equipment the students need to bring.
- Check schedule and supervise moving of equipment as needed.
- Rehearse the percussion section Friday evening of clinic.
- Supervise Set-Up of Equipment on the stage.
- Return any borrowed equipment.

TMEA REGION ORCHESTRA ORGANIZER – There will be two organizers for each All-Region Orchestra with the following duties completed prior to the Friday Rehearsal:

- Check with the conductor regarding personal needs.
- Obtain a biography for introduction to the students.
- Some conductors want a name on the stand. Bring 8 ½ x 11 paper, fold in half, have the students write their first and last name in large letters and hang over the stand.
- Supervise students at all times.
- Keep the Rehearsal on Schedule. The conductor is responsible for the music. You are responsible for keeping the rehearsal on schedule. If the conductor wishes to alter the schedule, it must be cleared with the Region chair and arrangements made for supervision of all students.

TMEA REGION ORCHESTRA ORGANIZER'S Friday Night CHECK LIST:

- Arrive one hour before rehearsal.
- Check placement of names in seats for accuracy.
- Have name tags ready for distribution as students arrive. Make sure the tag is placed on the right upper chest area.
- Take attendance- inform chair of any no shows and notify the student's director.
- Take charge of tuning. Choose a team to help you tune (especially concert orchestra). There will be plenty of directors to assist with that.
- Have extra copies of music in case of emergencies
- Be in charge of the schedule, breaks, etc. You control the schedule. No food, drink, or gum allowed in the rehearsal space.
- Introduce clinician to the orchestra and Assist as necessary with the rehearsal.
- Stay in the rehearsal. Students should not be dismissed from the rehearsal hall except at scheduled times.
- Students should remain as quiet as possible in the hallways during break so as not to disturb the other groups still rehearsing.

Closing Announcements:

- Remind students to take music and bring it back the next day.
- Remind students to bring a pencil.
- Remind students to bring a folding music stand marked clearly with their name.
- Remind students of rehearsal start time Saturday morning (8:30 AM)
- Remind students to have money for lunch, snacks, recordings, T-Shirt, etc.
- Review concert dress requirements.
- Remind students to bring concert clothes on in a bag.
- Remind students that they are to adhere to school district/Region 20 dress policy (no pajamas, no hats, phones turned OFF!)
- Concert time is 4:00pm
- Students are to stay for the entire program. Dressing rooms will be locked during the performance.
- Students are to remain only in the part of the building being used by Region 20.
- **AFTER REHEARSAL – SET UP CHAIRS/STANDS FOR SATURDAY MORNING.**

TMEA REGION ORCHESTRA ORGANIZER'S Saturday CHECK LIST:

- Arrive one hour before rehearsal is to begin.
- Take charge of tuning.
- Check attendance. Notify chair and students director of absences.
- Keep track of the schedule and assist with the move from rehearsal hall to stage.
- Announce concert schedule before the last afternoon break.
- Remind students they must turn in their concert performance music at the end of the performance to get a patch.
- Assist tuning at the concert.
- Make preparations to collect music and give out patches.
- Supervise tear down of the rehearsal room
- Assist the host to clear stage at conclusion of concert of all stands and chairs

Stipends/Honorariums Associated with Clinic/Concert

- Honorariums for each clinician will not exceed \$500.
- Clinicians will be reimbursed \$0.55 per mile.
- One night hotel for clinicians outside a 50 mile radius of Region 20.
- Region 20 Orchestra will reimburse any of the following meals not provided:
 - Friday Dinner
 - Saturday Breakfast and Lunch

Student and Director Attendance Requirements

1. Students selected for All-Region Orchestras will be required to attend ALL rehearsals and the concert.
2. Results posted on-site should list all students in final order.
3. All students chosen for Region orchestra are required to be on time to each scheduled audition, rehearsal, and concert. Membership will be forfeited if a selected student fails to attend the rehearsals. Students arriving late are subject to, but not limited to:
 - loss of chair by demotion to last chair in the section
 - removal from the orchestra
 - disqualification of state recording
 - loss of All State privileges by removal via the TMEA Appeals Process
4. Directors are responsible for the behavior of their students. One responsible adult must be present for every 10 student participants at auditions and at the clinic/concert.

Any TMEA sponsor who has a student as a member of any Region 20 All-Region Orchestra must be in attendance at all rehearsals and performances. If a sponsor cannot attend a rehearsal or performance, they must send a proxy who must check in with the orchestra organizer. The Region 20 Orchestra Chair will file a grievance with TMEA on any sponsor who is not in attendance or does not send a proxy.

Student Elimination

1. Students who fail to meet their obligation to the All-Region Orchestra will not be eligible for an official participation patch or other award and risk being removed from further participation in the All-State process through the TMEA Appeals Process. Conflicts with other organizations, personal discomforts, personal schedule conflicts, stuck in traffic, etc. will NOT constitute reasonable excuses for missing any activities for this Region.
Exceptions: personal illness, hospitalization, and doctor's notes will be dealt with at the discretion of the Region Orchestra Chairperson.
2. Any student recording for state must attend all Region rehearsals and performances as scheduled or his/her state recording may be disqualified.

All-State Auditions

1. Students who qualify for Region Orchestra and are also entered in the All State process must reconfirm their intent to record by sending payment of \$25 per student to the chair by the Monday before the Saturday recording through the school director. A recording schedule will be generated by the chair and delivered to the appropriate directors by email. TMEA rules state that directors must be present while their students are at the recording site.

2. Harp and piano students wishing to record for state will be required to audition at the Region orchestra auditions if there are more students registered than are allowed to record. If the number of students registered at the Region level does not exceed the number allowed to record, no audition will take place. The state excerpts will be used for the Region auditions and students must play a portion of both All-State etudes. If harp and/or piano is required for the Region concert, harp and/or piano students will be held accountable to the same rehearsal requirements as strings/wind/brass/percussion students as set forth by TMEA and Region 20 Orchestra Division.
 - All procedures as set forth by TMEA will be followed.
 - A professional recording technician will be hired to record the audition.
 - Each school that has a student recording must have both original etude books in the room as each student records.
 - Students MAY use their thirty seconds between recording tracks any way they see fit, including practicing the excerpts.
 - Audition music will be posted on the TMEA website by 2:00PM the day before the recording.
 - Students will pay a \$40 fee for all state recording.
 - Students may not record for both All State Orchestra and All State Jazz Band
 - Once a student is notified of placement in an All-State Orchestra (strings) he/she may not advance to Area for another All-State group.

This page intentionally left blank.

TMEA Region Orchestra Director Contract

I, _____, intend to have students audition for the 2016-2017 TMEA Region 20 Orchestra. I state that if students from my school are selected I am committed to attending the following events:

November 6, 2017	7:00pm-8:30pm	MS String Sectional	Houston MS, Irving ISD
November 6, 2017	7:00pm-8:30pm	HS String Sectional	MacArthur HS, Irving ISD
November 17, 2017	6:30pm-9:00pm	Rehearsal	Conrad HS, Dallas ISD
November 18, 2017	8:30am-3:00pm	Rehearsal	Conrad HS
November 18, 2017	4:00pm	Concert	Conrad HS

I consent to the following guidelines:

- To prepare students for the audition in regards to musical performance, behavior as a guest on another campus, and a positive attitude for participation regardless of outcome
- To participate in all audition, sectional, and rehearsal activities. ***If a school has students present, the director must also be present at all times.*** See TMEA eligibility rules.
- All directors are required to serve as an audition judge. In the case a student is entered from a school that does not have an orchestra program, a qualified judge must be provided and approved by the Region chair
- To check eligibility as required by House Bill 72 and any local district policies and bring only those students who meet eligibility requirements
- Notify the Region chair in writing of students who must be withdrawn from Region activities within 48 hours of ineligibility
- Model professional attire for the concert performance
- Arrange for adult supervision at a ratio of 1:10
- Directors are expected to maintain a professional demeanor at all region activities and will be held responsible by TMEA for any unprofessional social media conduct

By signing this form, you commit to and are required to be at all rehearsals and the performance. It is your responsibility to plan ahead to make sure you will have no conflicts that would require you to miss any rehearsal or the concert. Should a conflict arise which prevents you from attending any part of a rehearsal, arrangements for a proxy must be submitted to the Region chair not later than 48 hours preceding the event. For any event requiring music expertise, the Region chair must approve the selection of proxy. Failure to comply with this agreement will result in this information being submitted to TMEA for further action.

Director Name: _____ Instrument: _____

Cell phone: _____ School Phone & ext.: _____

Principal (print): _____

Principal Signature: _____

Director Signature: _____

School: _____

David Fleming, Region Chair
 South Grand Prairie High School
 301 W.Warrior Tr, Grand Prairie, TX, 75052
 david.fleming@gpsid.org

One signed contract for each director must be submitted with the school registration and postmarked by October 13, 2017 and mailed to the address above.