



Texas Music Educators Association

Region 7

2023-2024

Vocal Division Handbook

Revised August 2023

TMEA Region Vocal Website: region7web.wixsite.com/vocal
UIL Region Website: sites.google.com/view/uilregion7music/home

REGION 7 VOCAL DIVISION OFFICERS
2023-2024

Chair:	Christina Hallwachs Burkburnett HS 109 W Kramer Rd Burkburnett, TX 76354	School: (940) 569-1411 x 1122 Fax: (940) 569-9700 Cell: (940) 642-0653 christina.hallwachs@burkburnettisd.org
Chair-Elect:	Jeanne Baker Mineral Wells HS 3801 Ram Blvd. Mineral Wells, TX 76067	School: (940) 325-4408 Fax: (940) 325-7623 Cell: (940) 452-0121 jbaker@mwisd.net
Secretary:	Jennifer Reeves Brownwood HS 2100 Slayden Brownwood, TX 76801	School: (325) 646-9549 Fax: (325) 643-1965 Cell: (325) 205-2283 jennifer.reeves@brownwoodisd.org
Treasurer:	Kristi Wied Brownwood MS 1600 Calvert Rd Brownwood, TX 76801	School: (325) 646-9545 Fax: (325) 646-9785 Cell: (940) 447-0752 kristi.wied@brownwoodisd.org
MS Coordinator:	Caden Snow Mineral Wells JH 1301 SE 14 th Ave. Mineral Wells, TX 76067	School: (940) 325-0711 Fax: (940) 325-0450 Cell: (940) 859-3644 csnow@mwisd.net
MS Coord-Elect:	Mineasa Nesbit Burkburnett MS 108 N Ave D Burkburnett, TX 76354	(940) 569-3381 Fax: (940) 569-7116 Cell: (940) 613-2830 mineasa.nesbit@burkburnettisd.org

Officers

Offices elected by Region 7 Vocal Division

High School

Chair
Chair-Elect
Secretary (HS/ MS)
Treasurer (HS/ MS)

Junior High/Middle School

Coordinator
Coordinator-Elect

Elections

Elections held as positions become vacant or complete their two-year term.

The Region will alternate officer elections as needed making the best effort to alternate elections between odd and even years.

Even years: Chair, Chair-Elect, and Treasurer. *Odd years:* MS Coordinator, MS Elect, and Secretary.

Elections are held at the region meetings and delegate will become active officer at conclusion of the spring meeting.

Responsibilities of the Officers

I. Region Chair

A. In General, the Chair shall:

1. Preside at all Region Division meetings.
2. Represent Region 7 at all TMEA meetings.
3. Serve as a member of the UIL Music Advisory Committee and attend its meetings.
4. Serve as a liaison with the UIL Executive Secretary.
5. Complete State Office reports as required.
6. Notify each director through email or written correspondence of TMEA and UIL divisional statewide affairs, as well as any changes in Region activities.
7. Submit electronic contracts for any and all stipends/fees of \$250 or more on the TMEA website through the Region Chair Resource Page. After services are complete, Chair must go back online and verify that the services have been completed PRIOR to payment of said stipends/fees.

B. In the Spring, the Chair shall:

1. Preside at the Spring Region divisional meeting.
 - a. Schedule all TMEA-related activities for the next school year.
 - b. Make preliminary plans for all TMEA-related activities for the next school year.
2. See that new officers are elected at the Spring Region Meeting as specified in the handbook.

3. Order patches for both HS and MS All-Region through the TMEA State Office (May 15 deadline).
 4. Secure Region Choir Clinician(s) (Send Contracts through the TMEA Region Chair Resource Page)
 - a. Supply clinician(s) with appropriate music.
 - b. Secure lodging for clinician(s).
 5. Select and secure accompanist(s) for the Region Clinic/Concert (Contracts sent out).
 - a. Supply accompanist(s) with appropriate music.
 - b. Secure lodging provided the accompanist(s) does not live locally or is not a Region 7 director.
- C. In the Summer (TCDA), the Chair shall:
1. Meet annually at the TCDA Convention to obtain pertinent information regarding all TMEA auditions.
 2. Discuss any pertinent UIL Music Advisory Committee Business at Region Director Mtg.
 3. Determine the literature to be heard at each HS TMEA audition.
 4. Conduct any Junior High/Middle School business, along with MS Coordinator.
 5. Submit an Electronic State Treasurer Report from Region Chair Resource Page by August 1st.
- D. In the Fall, the Chair shall:
1. Preside at the Region Directors meeting.
 - a. Distribute information regarding auditions (as stated on Region Vocal Website in the Region Handbook)
 - b. Provide clinic/concert information for TMEA Region choirs.
 2. Electronically submit an updated Region Handbook to the State.
 3. Verify that each participating director is a member of TMEA and have on record a copy of a valid TMEA Card and/or number by the first audition entry deadline.
 4. Work with the region clinician to determine the literature to be performed on the region concert and to facilitate any arrangements for the Region Clinic and Concert.
 4. Notify directors of music to be performed at the Region Concert.
 5. Work with the Junior High/Middle School Coordinators in arranging for the clinics and concert.
 6. Verify all UIL and TMEA dates and locations for the year.
 7. Work in cooperation with the contest host or a designee in securing judges for the audition.
 9. Arrange for the printing of the concert program.
 10. Arrange for professional recording of concert using a TMEA approved vendor.
 11. Arrange for selling Region Choir t-shirts and plaques using a TMEA approved vendor.
- E. In the Winter, the Chair shall:
1. Report on the All-State Choirs (Dec)
 2. Submit an Electronic State Treasurer Report from Region Chair Resource Page by February 1st.

F. For TMEA Auditions, the Chair shall:

1. See that each audition follows the guidelines of the TMEA Audition Procedure Manual.
2. Contact the director of an alternate immediately upon notification of a student withdrawal or disqualification.
3. Certify that each student is entered according to audition regulations by the entry deadline.
4. Certify Eligible Students at each audition.
5. Be present when the scores are tabulated.
6. See that results for each participating director will be posted on-line at the conclusion of each audition. Directors sign-in as if they are viewing their entries for a specific event and click on results.
7. Bring all pertinent materials to the contest:
 - a. Audition and Warm-up MP3s
 - b. Cut Sheets
 - c. Sight-reading instructions
 - d. Registration materials
 - e. Student badges
 - f. Sight-reading exercises in folders for each room
 - g. Tabulation Correction Forms
 - h. Information for the next audition or clinic/concert
 - i. Judges' packets (which are to include)
 - 1) Cut Sheet
 - 2) Sight-reading Instructions
 - 3) Score Sheet
 - 4) Pencils
 - 5) Comment Sheets (if applicable)
 - 6) Rank Sheet
 - 8) Judge's Roster
 - 9) Judge's instructions
 - 10) Panel Chairperson's instructions (if applicable)

G. For HS Clinic/Concert, the Chair shall:

1. Have programs printed or electronically available.
2. Provide attendance rolls to section leaders.
3. Arrange for additional instrumentalists for the Region Concert.
4. Arrange lunch and dinner for HS Clinicians and Accompanists.
5. Prepare school packets for distribution (including patches).
6. Emcee Region Concert.

II. Chair-Elect:

A. In General, the Chair Elect shall:

1. Work as closely as possible with the Chair. (Attend both MS & HS events)
2. Assume whatever duties the Chair requests of or designates to him/her.

3. Develop a better understanding of the workings of the position of Region Chair.
 4. Preside if the Chair is unavailable.
 5. Assume the position of Vocal Division Chair at the end of the Chair's term (Spring Mtg).
- B. For TMEA Auditions, the Chair-Elect shall:
1. Work with the Chair to certify that each student is entered according to audition regulations by the entry deadline.
 2. Work with the Chair to certify eligible students at each audition.
 3. Will assist with Tabulations at as needed.
 4. Bring charged MP3 players.
 5. Perform other duties as needed.

III. Secretary

In General, the Secretary shall:

1. Take minutes and attendance at all meetings.
2. Submit a copy of meeting minutes to all Region Vocal Officers within one week of meeting.
3. Email a copy of current minutes to all participating Region directors two weeks prior to the next meeting.
4. Keep directory of all Region directors' information current.
5. Have the past meeting minutes available at all called meetings (or via website).

IV. Treasurer

A. In General, the Treasurer shall:

1. Be the collecting agent for all HS and MS monies pertaining to the Region 7 Vocal Division.
2. Present a budget for the upcoming year at the Spring Meeting.
3. Prepare and present a financial statement for presentation at each Region Meeting.
4. Prepare and provide the Region Chair with all the necessary information needed so the Region Chair can electronically submit the State Treasurer's report to the state TMEA office by February 1st and August 1st each year as required.
5. Prepare deposits for all monies received pertaining to the Region 7 Vocal Division from the Vocal Chair and/or MS Coordinator.
6. Keep all monies in a non-interest bearing checking account.
7. Notify Region Chair of any school in arrears to the Vocal Division.
8. Pay all Region 7 Vocal Division bills.

B. For TMEA Auditions, the Treasurer shall:

1. Prepare, bring, distribute and collect Judge payment forms at all auditions.
2. Pay HS and MS Guest Judge Honorarium of \$100/each unless a proxy (director pays).
3. Pay TMEA Audition Host School Honorarium of \$150.
4. Pay Region 7 shared expenses from Area auditions when invoiced in January.

C. For the Clinic/Concert, the Treasurer shall:

1. Pay HS Region Clinician(s) \$500/each Honorarium + per diem, lodging, and travel (at the rate that is aligned with IRS mileage reimbursement rates).
2. Pay HS Region Accompanist(s) \$250/each Honorarium + per diem, lodging, and travel

(at the rate that is aligned with IRS mileage reimbursement rates).

3. Pay MS Region Clinician(s) \$300/each Honorarium + per diem, lodging, and travel (at the rate that is aligned with IRS mileage reimbursement rates).
4. Pay MS Region Accompanist(s) \$175/each Honorarium + per diem, lodging, and travel (at the rate that is aligned with IRS mileage reimbursement rates).
5. Pay TMEA Clinic/Concert Host School Honorarium of \$150 unless otherwise decided when sharing host with another region.

D. In the Spring, the Treasurer shall pay the Region Officer Stipends at the Directors Meeting:

1. Pay High School Vocal Chair Honorarium of \$400.
2. Pay High School Region Chair-Elect Honorarium of \$200.
3. Pay the MS Coordinator Honorarium of \$200.
4. Pay Secretary, Treasurer, and MS Coordinator-Elect Honorarium of \$100/each.

V. Middle School Coordinator

A. In General, the MS Coordinator shall:

1. Preside at all Region 7 MS Division meetings.
2. Represent Region 7 at all State MS Coordinator meetings including TMEA and TCDA conventions.
3. Notify each director through email or written correspondence of any changes in Region activities.
4. Select a committee to choose music or facilitate a suggestion file from which music may be chosen for the MS Region Concert each Spring.
5. Arrange for MS voice part and accompaniment MP3s to be recorded before the Fall meeting.
7. Secure MS Choir Clinicians prior to the Fall Meeting and supply them with appropriate music.

B. In the Fall, the MS Coordinator shall:

1. Distribute information regarding auditions (as stated on Region Vocal Website in the Region Handbook)
2. Proof and distribute all audition MP3s via the Region website.
3. Coordinate ordering of MS Region patches with Vocal Chair.
4. Will assist with tabulations as needed.

E. At TMEA Auditions, the MS Coordinator shall:

1. Ensure that the MS Region audition follows the guidelines of the Audition Procedures Manual.
2. Certify that each student is entered according to audition regulations by the entry deadline.
3. Proof all MP3s (cuts) before the audition.
4. Notify directors of audition selections and cuts 2 days prior to audition.
5. Bring audition MP3s and all other pertinent materials to the contest.
6. Provide each judge with a list of cuts to be auditioned.
7. Be present when audition scores are tabulated.
8. See that results for each participating director are posted on-line at the conclusion of each audition. Directors sign-in as if they are viewing their entries for a specific event and click on results.

9. Enforce all audition regulations approved by the Region directors per the handbook.
- F. For the MS Clinic/Concert, the MS Coordinator shall:
1. Communicate expectations of Region Concert dress to all MS directors.
 2. Have programs printed for MS Region Concert.
 3. Provide attendance rolls to section leaders.
 4. Arrange for additional instrumentalists for the MS Region Concert.
 5. Arrange lunch for MS Clinicians and Accompanists.
 6. Prepare school packets for distribution (to include patches).
 7. Emcee MS Region Concert.

VI. Middle School Coordinator-Elect (CE)

In General, the MS CE shall:

1. Assume the position of MS Coordinator at the end of the present Coordinator's term (Spring Mtg).
2. Work as closely as possible with the MS Coordinator to assume whatever duties the Coordinator requests.
3. Will preside over Region MS meeting if the MS Coordinator is not present.
4. Will perform other duties as needed.
5. Will assist with tabulations as needed at auditions.

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Stipends for Officers

The Region Officers shall be paid the following stipends in the Spring:

1. High School Vocal Chair - \$400
2. High School Region Chair-Elect - \$200
3. HS/MS Secretary - \$100
4. HS/MS Treasurer - \$100
5. MS Coordinator - \$200
6. MS Coordinator-Elect - \$100

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Director Responsibilities

I. Responsibilities of each Director:

- A. Join TMEA in time for membership to be processed before the entry deadline.
- B. Maintain active participation by attending Region meetings, reviewing meeting minutes, Handbook and other Region information, and stay in communication with Vocal Chair and MS Coordinator as needed.
- C. Review student eligibility requirements for audition and notify students of:
 1. Music to be performed at each audition.
 2. Dates, places, and times for each event.
 3. Region audition policies and penalties for student infractions.

4. Expectations for student attendance at auditions and clinic/concert.
 5. Expectations for student conduct in audition holding areas and other public areas of the audition facility, as well as the Region Clinic/Concerts.
 6. Regulations for Region Choir participation.
 7. Dress for the Region Choir Concert (each school's uniform).
- D. Arrange for lodging, meals and transportation where appropriate.
 - E. Submit online entry information by Friday, **14 days** prior to the audition.
 - F. Mail printed entry form (has copy of TMEA Card at top, student fees and 1-time school fee) and fees to the Region Chair.
 - G. All cut suggestions, early/late requests, parent volunteer form, Judging Commitment form, etc., must be submitted on-line via the Vocal Website by the entry deadline.
 - H. Submit payment of fees in accordance with TMEA policy. All proof of requested fees or payment must accompany entry form should a check payment be delayed. All fees **MUST** be paid by the 1st round of auditions to avoid the filing of a grievance.
 - I. Notify the Region Chair of DNAs ON-LINE, via the Vocal Website, as they occur up to 7:00 p.m. the evening before the start of auditions. Student fees are NON-refundable. DNAs after the 7:00 p.m. deadline must be reported upon arrival at the audition site in the directors meeting place.
 - J. Use proper guidelines in early or late audition time requests for students – limit requests to conflicts with other school events or school-related events. If a special time request is needed, directors should note it on the AM-PM Special Request Form on-line via the Vocal Webpage. Any special requests made later than the entry deadline will be worked out IF POSSIBLE by the Chair/Coordinator. Any special requests made within a week of the audition **WILL NOT** be honored. Please remember you can request a special time; however, that does not guarantee it will be granted.
 - K. Attend all Region events in which students are involved or send a qualified proxy to be responsible for duties (See Section III regarding Proxies). The director is personally responsible for paying their proxy their \$100 stipend.
 - L. Directors may have NO contact with students from registration through the end of the audition process.
 - M. ALL HS and MS directors should be prepared to judge or work at ALL HS and MS auditions according to TMEA guidelines
 - N. Have a thorough knowledge of the audition music and part to be judged.
 - O. All directors must stay until all results have been certified.
 - P. Maintain professionalism in spoken, written, social and non-verbal communication in reference to student auditions.

II. Director / Member / Sponsor Attendance and Responsibility Policies:

- A. All directors and assistant directors are expected to be fully involved in the audition process if they have students that are entered. Although every director assigned to a school is expected to take part in the audition process, students should be entered into the computer program using one consistent TMEA number throughout the audition process.
- B. In signing the Judging Commitment Form, you are acknowledging all audition dates in advance of entering students in the audition process. Therefore, it is expected that you have made provisions to be in attendance at every audition. All directors with students participating in the Region Choir concerts are expected to be in attendance the day and evening of the clinic and concert.

III. Director / Proxy Attendance Responsibility Policies:

- A. All directors with an excused or unexcused absence must contact the Vocal Chair ASAP, send a qualified proxy, and cover the \$100 judging fee (out-of-pocket, not school) should a qualified proxy need to be obtained.
- B. A qualified proxy must be a TMEA member and be familiar with the auditioning materials.
- C. Excused absences would include the following with sufficient notification:
 - 1. Illness, prolonged or sudden.
 - 2. Death or severe illness in the immediate family.
 - 3. Emergency or accident in immediate family.
 - 4. Marriage in the immediate family.
 - 5. Directors who have responsibilities for both vocal and instrumental programs.
- D. Unexcused absences will include:
 - 1. Any unreported absence unless the director is incapacitated due to illness or emergency.
 - 2. Attendance at any other event that is of an elective nature.
 - 3. A third absence for any reason.
- E. Director absences / Proxy fees, penalties:
 - 1. Excused absence – send qualified proxy approved by the Region Chair and pay \$100 fee.
 - 2. First unexcused absence – send qualified, approved proxy or pay \$100 fee, and a grievance will be filed.
 - 3. Second unexcused absence – pay a \$150 fee (whether sending a proxy or not) and a grievance will be filed.
 - 4. Third unexcused absence – pay a \$200 fee and a grievance will be filed.
- F. A director who is going to be absent MUST also arrange for proper supervision of their students by school personnel.
- G. Director penalties for non-compliance with other region policies, deadlines, and audition and clinic start times may range from an official notification from the Vocal Chair or MS Coordinator, to a TMEA grievance being filed.

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## Instrumentation for Each Ensemble

### I. **High School SSC Region Mixed Choir Voicing will be SATB. High School District Treble will be SSA.**

- A. The HS Region Mixed Choir will sing selections announced by TMEA and selections made by the HS Clinician.

#### Round 1

*Kyrie from Missa Pange lingua by Josquin des Prez*

*O Schöne Nacht by Brahms*

*I'll Be On My Way by Shawn Kirchner*

Round 2-3

*Gloria from Coronation Mass in C by Mozart*

*Veni Sancte Spiritus by Zanaida Robles*

*I Believe in God from Gospel Mass by Robert Ray*

B. The District Treble will sing 3 selections announced as soon as possible.

**II. Middle School Region Choir Voicing will be SAB in a single choir.**

A. The MS Region SAB Choir will be singing:

Audition:

*Ain't that Good News by - Moses Hogan*

*Baloo Baleerie by - Ruth Elaine Schram*

*Gloria in Excelsis Deo by- Russ Robinson*

Concert:

*Kumbia by-Victor C. Johnson*

*Twilight by- Andy Beck*

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Audition Entry Procedures

- I. **Go to www.tmea.org and join or renew TMEA membership online NOW!!** (Also update your profile information in the TMEA database as well as the Region 7 Vocal Website.)
- II. **SET UP CAMPUS** – must be done each year - this can be done in one of two ways (Charms or TMEA.org).
 - A. LOGIN in upper right hand corner of the website home page.
 - B. DIVISIONS & REGIONS – VOCAL – ALL-STATE – AUDITION ENTRY
 - C. LOGIN AS DIRECTOR – (note: the person who logs on to start entries is designated the “primary director” in the computer for all contact from the state office).
 - D. ADD A CAMPUS – everyone will have to confirm campus information. If you use Charms to do your entries, you will find your Campus number on this page. Do this in advance to enter students!!
- III. **ONLINE ENTRY (tmea.org) BEFORE THE DEADLINE!!!!**
 - A. Select a contest and follow directions to enter.
 1. Enter students directly OR
 2. Upload a file converted from a spreadsheet (instructions on website)
 3. You can go back to add / delete / edit students up until the deadline specified.
 - B. PRINT STUDENT LIST / ENTRY DOCUMENTATION and send to the Region Chair –**emailed** by deadline. This also serves as invoice/support for your ISD. **EMAIL PLEASE**
 - C. Submit payment paperwork to ISD and send proof of check submitted for payment, or check with STUDENT LIST **via email**.
 - D. After deadline, but before the late deadline, mark corrections and submit additional paperwork and or late fees accrued **via email**.

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## Audition ENTRY FEES

- I. **Make all checks payable to:** TMEA REGION 7 VOCAL DIVISION
- A. High School Audition Entry Fees are as follows:
1. Student fee: \$15/each
  2. One-time school participation fee of \$50
- B. Middle School Audition Entry Fees are as follows:
1. Student fee: \$10/each
  2. One-time school participation fee of \$50
- C. All audition entries must be accompanied by payment or a copy of a purchase requisition. Any school district that is not current at the time of the Region Clinic/Concert will result in a grievance filed against the director with TMEA.
1. CHECK your online entries. Notify the chair if you have made an entry error or need to add a late entry after the deadline has passed. LATE FEES will APPLY.
  2. *Double the entry fee* on the “day of” contest changes for voice part corrections.
- D. Should there be corrections or entries to be made after the deadline has past, please refer to the Auditions Section for the additional assessed fees per student/school.
- II. **ALL HS and MS CHECKS/POs, ENTRY FORMS SHOULD BE SCANNED AND EMAILED TO VOCAL CHAIR BY THE DEADLINE. ALL PAYMENT and ORIGINALS IN HAND TO BE BROUGHT TO THE CONTEST:**

Christina Hallwachs  
Region 7 Vocal Chair  
[Christina.hallwachs@burkburnettisd.org](mailto:Christina.hallwachs@burkburnettisd.org)

email subject title: **REGION 7 FORMS 2023**

- III. **STUDENT MEALS ARE THE RESPONSIBILITY OF EACH INDIVIDUAL PARTICIPATING SCHOOL DIRECTOR.**
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## Audition Personnel

### **Host Volunteers for Region 7**

- |                                             |                                                   |
|---------------------------------------------|---------------------------------------------------|
| A. MS Region Audition Host:                 | Brownwood HS: Brownwood; Sat, Sept 30, 2023       |
| B. HS Round 1 – Region SSC Audition Host:   | Stephenville HS: Stephenville; Sat, Oct 7, 2023   |
| C. HS Round 2 – Pre-Area SSC Audition Host: | Mineral Wells HS: Mineral Wells; Fri, Dec 1, 2023 |

## Responsibilities of the Volunteers

### I. Audition Host:

- A. Reserve the contest facilities. The size of the audition site and number of rooms will vary according to the number of students participating in the audition.
1. Each audition site should contain the following:
  - a. One large holding area (such as a cafeteria) available for the registration and assembly of student participations (with a concession stand).
  - b. A large room for the assembly of judges and directors.
  - c. A second holding area to separate the students who have completed their audition from those who have not.
  - d. Eight non-adjacent rooms, or as many rooms as there are judging panels, for audition rooms. Each room shall have proper heating, cooling, lighting and ventilation. It is imperative that these rooms be free from outside noise or other disturbances which might hamper the fairness of the audition.
  - e. A warm-up room for students to utilize in the five minutes immediately prior to the vocal audition. Not cuts may be sung, however, students may vocalize or emulate sight reading.
  - f. Electronic Devices
    - 1) 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.
    - 2) The list of non-allowable electronic devices includes, but is not limited to, phones, smart watches, electronic games, computers, cameras (within an audition room), and playback systems.
    - 3) Students may be allowed limited access to phones (only phone calls, not texting) in a designated area with adult supervision as decided by Region Officers.
  - g. A tabulation room with a printer and a computer capable of running the TMEA audition software. TMEA Vocal Division Tabulation Procedures shall be followed carefully.
  - h. A lounge/concession/lunch area for the judges so that they will be separated from the students until the conclusion of the audition (could be same large room in which they assembled).
  - i. If a Region has a Pre-Area audition, every effort shall be made to simulate the Area audition. This shall include the use of the warm-up room prior to the singing audition.
  - j. If applicable, separate holding area for sight-reading.
  - k. Access to copy machine for copying of final results for director perusal.
2. The registration area shall include all of the items below:
  - a. Four chairs (more accessible if needed)
  - b. Long tables to accommodate four sections.
3. The large holding area shall be equipped with the items listed below:
  - a. A public address system for all announcements and instructions.
  - b. A Piano or Keyboard for warm-up.

- c. A playback sound system if cuts are to be played in the holding area.
  - d. A concession area.
  - e. A sufficient number of chairs to accommodate the students who audition.
  - f. Monitor's checklist for the announcer.
4. Each audition room shall be equipped with the items listed below:
    - a. A sign on each door identifying the section.
    - b. Screens (all the way to the floor) to shield auditioning students from judges. Anonymity is required at all TMEA vocal division auditions. Verbal and visual contact shall not be made between students and judges.
    - c. One adjustable music stand in each audition room for use by the candidate.
    - d. Sufficient chairs, desks and/or tables for the judges.
    - e. The Region will provide a playback system set-up with the speakers facing the singer so that the judges will be able to hear the student more easily.
  5. Sufficient extension cords, tables, desks and chairs in judging, tabulation, registration and holding areas.
  6. Large, clearly visible signs for direction, room identification, etc.
- B. Assist in the registration of students upon their arrival.
- C. Provide and train the following personnel:
1. Registration (1 adult per voice part)
  2. Audio Monitors (1 adult per room)
  3. Student Guides (to and from holding/audition rooms)
  4. Student Runners
  5. Hall Monitors (1 adult per hallway)
  6. Room Monitors (1 per audition room – student / adult)
  7. Adult Caller
  8. Be prepared to add personnel to comply with TMEA, UIL, School District health guidelines.
- D. Host School will receive a \$150 stipend to cover expenses incurred.

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Auditions

I. Audition procedures and information

- A. **Email** entry form and payment proof to the Region Vocal Chair by deadline.
1. All contest entry deadlines will be **14 days** prior to the day of the audition.
 2. Vocal Chair will ask directors to confirm their online entries by the deadline.
 3. Late online entry deadline will be seven days prior to the day of the audition and will be \$30 per student entry correction or addition.
 4. A STUDENT ADDED between 13 and 7 days prior to the contest will result in an additional 100% student late fee.

5. A CAMPUS ADDED between 13 and 7 days prior to the contest will be assessed a 50% additional campus fee charge and 100% student fee charge.
 6. A campus added less than 14 days prior to the contest will be subject to the TMEA Grievance Process.
 7. Directors will be allowed to add or change student entries the day of the audition with the assessed 50% additional campus, and 100% additional student late fees.
 8. All fees MUST be paid, or supported by a school purchase order, PRIOR to the start of auditions by each director, including the host director.
- B. In accordance with state policy, no electronic devices may be used or accessed by a student participant until audition for the student's section have been concluded. Failure to comply with this regulation may result in student disqualification.
 - C. The Region may set-up an adult-monitored "call station" where students may access their phones in emergency situations without penalty.
 - D. It is requested that adult chaperones use their cell phones or other electronic devices only when necessary and in an area away from all competing students.
 - E. The list of non-allowable electronic devices includes, but is not limited to: phones, electronic games, computers, cameras (within an audition room), smartwatches and playback systems.
 - F. Only the personnel assigned to the computation room will be allowed in the contest headquarters prior to the posting of the results.
 - G. The visiting judge's stipend will be \$100 for compensation and travel, with the condition that they are to remain to verify their results.
 - H. The warm-up process will include a vocal warm-up and singing through the cuts 2 times. Vocal warm-ups will occur at the beginning of the day and at midday, as needed. *Singing through the cuts will occur only at the beginning of the day.*
 - I. Five-member judging panels must be used.
 - J. Tabulated 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.
 - K. HS Small School All-State Process:
 1. Students in High Schools classified as 1A-4A can choose to participate in the Large School or Small School audition track. It's the student's choice which track in which they'd like to participate.
 2. Small School students who audition will sing in rooms specific to their voice part on the Region Audition day. This serves as their first stepping-stone to Area.
 3. Concert personnel: refer to the specifics of each round in Section IV on page 20-21.
 4. Small School Directors need to have written commitment from each student as to their track choice (LSC or SSC) by September 1st. This is NOT an online official deadline; it is only a guideline for logistics.
 5. If a student chooses to audition for the Large School Tract, they must travel to Region 6 (Midland).

II. Audition Regulations for Students

- A. A student may audition for only one voice part.
- B. A student must be academically eligible on the date of the audition as summarized by State law and in the State Audition Procedures Manual.
- C. A student must be a member of the school's performing organization unless one does not exist.

- D. Except for emergency situations, directors and students will not be allowed to make contact with each other once registration has begun.
- E. Once the contest has begun, students will not be allowed to rehearse the audition music after the group cut-rehearsal. Students who have been assigned late arrival times are not to be informed of cuts before their arrival at the audition site.
- F. In accordance with state policy, 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.
- G. It is requested that adult chaperones use their cell phones or other electronic devices only when necessary and in an area away from all competing students.
- H. The list of non-allowable electronic devices includes, but is not limited to: phones, smart watches, electronic games, computers, cameras (within an audition room), and playback systems.
- I. Students who have completed the sight-reading audition are not allowed to have contact with any student who has a later audition.
- J. Students are expected to remain at the audition site until released by the Vocal Chair, MS Coordinator or their designees. A student will not be allowed to leave the holding area after auditioning unless the student has an early audition request, must leave the audition site to travel to another school event, or unless prior arrangements have been made.
- K. Students are expected to refrain from any behavior that does not reflect the integrity of the Texas All-State audition process. Expected behavior includes showing courtesy to all other students, adult sponsors, student and adult workers, refraining from overt displays of affection, giving proper attention immediately to the Audition Caller when requested, and remaining in designated areas as instructed. Adult Chaperones and workers will have the authority to seek the involvement of Region Officers should any of these or other situations arise. A student should expect to accompany any adult sponsor or worker to the Contest Office to speak to one or more Region Officer, if requested to do so. If electronic use is involved, a student should also expect to surrender said item to the adult who will deliver it and the student to the Contest Office.
- L. If students choose not to abide by the above regulations, future solutions may be sought such as in-room monitored auditions, bathroom monitoring, restriction of holding area privileges, and immediate contact of directors for the purpose of possible student removal from the competition. Directors may also choose to supplement the above rules with other school-based and/or organizational policies. It is the goal of the Region 7 directors to provide a safe, fair and positive audition experience for all students.
- M. A student who begins the audition process is expected to advance through the audition process and perform in the Region concert unless eliminated by the audition process itself, by the student's director, or by student violations of Region 7 audition regulations.
- N. Directors will receive, have web access to, a list of regulations for participation in the Region Choirs. Students who do not abide by these regulations may be subject to removal from the concert. Directors, acting according to school policy, may choose to remove a student from both the audition process and the concert.

III. Home-school Students

- A. A student representing a home-school must enter the audition process in the same region as the public school ISD in which the home-school is located. Home-school classification is considered to be the same as the public high school in which boundary the student resides.
- B. Each student's TMEA Active member/director or member/sponsor must be in attendance at all TMEA audition and any other TMEA activities in which the student participates.
- C. A home-school student may not participate after the end of the fourth year following the first audition entry. The four-year rule may be waived under certain circumstances.

IV. Specifics of each Audition Round

- A. High School Small School Choir ONLY since our region currently has no Large School Choir schools.
- B. HS SSC Round 1 - Region
 - 1. Audition will be held by a host volunteer; **Stephenville HS, October 7, 2023**
 - 2. HS SSC **Entry Deadline: Saturday, September 23, 2023**
 - 3. Both literature (80%) and sight-reading (20%) are auditioned.
 - 4. Sight-Reading will:
 - a. Consist of 8 measures (30 points for pitch / 30 points for rhythm accuracy)
 - b. Consist of a range for each voice part that will be considered when the key is selected for each section.
 - c. Be written in one of the Following Key Signatures: C-G-D-A-E-F-Bb-Eb-Ab major keys, no modulations.
 - d. Be written in one of the Following Time Signatures: 2/4, 3/4 or 4/4
 - e. May or may not begin on 'Do'
 - f. Use any major interval.
 - g. Use eighth, quarter, half, whole and dotted notes and rests.
 - 5. Audition will select:
 - a. S/A - Chairs 1-14 will go to Round 2 (Pre-Area) and sing in the Region MIXED Choir with Chairs 15-16 serving as alternates both to the audition and the Mixed Choir.
 - b. T/B - Chairs 1-14 will go to Round 2 (Pre-Area) and sing in the Region MIXED Choir with Chairs 15-16 serving as alternates both to the audition and the Mixed Choir.
 - c. S/A - Chairs 15-20 will sing in the Region Treble Choir in combination with Region 5 Treble chairs. No Audition advancement.
 - 6. Round 1 (Region) Audition Music will cover:

Kyrie from Missa Pange lingua by Josquin des Prez
O Schöne Nacht by Brahms
I'll Be On My Way by Shawn Kirchner
 - 7. All Region Mixed/Treble Choir members will receive their patches **after** they have completed the **All-Region Clinic/Concert**.
- C. HS SSC Round 2 – Pre-Area
 - 1. Auditions will be held at **Mineral Wells HS, Friday, December 1, 2023**.
 - 2. Both literature (80%) and sight-reading (20%) are auditioned.

3. Sight-Reading will consist of all that was mentioned in Round 1.
4. Audition top 14 chairs from Round 1 and select the top 8 chairs from each voice part to go to Area Auditions, with chairs 9-10 as alternates.
5. Audition Music will cover excerpts from any of the following:

Gloria from Coronation Mass in C by Mozart

Veni Sancte Spiritus by Zanaida Robles

I Believe in God from Gospel Mass by Robert Ray

D. HS SSC Round 3 – Area Auditions

1. Region 7 is aligned with SSC Regions 8 and 9 to create SSC Central Area
2. The top 8 chairs from each of the 4 voice parts (S, A, T, B) will audition at the **Area Round held at China Spring HS, China Spring, TX on January 6, 2023.**
3. The Area Audition will select the top 4 chairs from each S-A-T-B section to sing in the All-State Small School Choir, with chairs 5-6 serving as alternates.
4. Both literature (80%) and sight-reading (20%) are auditioned.
5. Sight-Reading will be according to the state guidelines listed on the TMEA website.
6. Audition Music will cover:

Gloria from Coronation Mass in C by Mozart

Veni Sancte Spiritus by Zanaida Robles

I Believe in God from Gospel Mass by Robert Ray

7. An Area patch will be awarded to each student who participates in the SSC Area audition.

E. Certification Procedures

1. Students who wish to audition in the vocal division and also wish to audition for band and/or orchestra must sign a letter of intent upon earning an Area seat. Students may only audition at the area level in ONE division.
2. A dual certification letter is to be signed as soon as the student is notified by the first division in which they compete. A student may not wait until all divisions have reported their results. They must accept the first seat they earn.
3. Once the letter of intent has been signed, it must be sent directly to Frank Coachman at the state level no later than December 15th.

F. Middle School Region Auditions

1. Audition will be held at **Brownwood HS, September 30, 2023**
2. **Entry deadline: Saturday, September 16, 2023**
3. Voice parts are: S1 -- A1 -- B1
4. Both literature (85%) and sight-reading (15%) are auditioned.
5. Sight-Reading will:
 - a. Consist of 8 measures (30 points for pitch / 30 points for rhythm accuracy)
 - b. Be in the Key of F for Sop and Alto
 - c. Be in the Key of G written on Treble Staff for Tenors

- d. Be in the Key of G written on the Bass Clef for Basses
 - e. Start and end on 'Do'
 - f. Include one tonic chord skip of a 3rd
 - g. Use eighth, quarter, half, and whole notes
 - h. Be written in 4/4 or Common time.
6. Auditions are open to 6th, 7th and 8th graders who are actively involved in their school choir program.
 7. There is no limit placed on the number of entries. However, directors are STRONGLY encouraged to pre-audition students to determine their readiness for the actual all-region audition.
 8. When listing a student's name on the entry form, please be aware that students listed in each section will be randomly placed in rooms by the computer.
 9. Boys may switch voice parts (for changing voice reasons) up until the audition day. A fee will be assessed for the change as noted on page 15 of this handbook.
 10. Music selections for auditions come from:
 - Ain't that Good News* * - Moses Hogan
 - Baloo Baleerie* * - Ruth Elaine Schram
 - Gloria in Excelsis Deo* * - Russ Robinson
 11. Audition will select:
 - a. S1/A1 - Top 18 Chairs will sing in the MS All-Region Choir.
 - b. B1 - Top 16 Chairs will sing in the MS All-Region Choir.
 - c. At the start of Auditions directors may make a collective decision to add chairs based on the number of students at the auditions. Decision must be finalized at the directors meeting prior to the start of the judging process.
 12. Should a student make the Region Choir and move within the Region before the concert, they will still be a member of the choir.

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## Region Clinic and Concert

### I. Region 7 Clinic / Concert Hosts:

- A. MS Region Clinic/Concert Host: **Wichita Falls HS: Wichita Falls; November 4, 2023.**
- B. HS Region 5 +7 Combined Clinic/Concert Host: **Glen Rose HS: Glen Rose; November 11, 2023.**

### II. Region Clinic / Concert Host Responsibilities:

- A. Clinic Arrangements...
  1. Make lodging arrangements for the clinician in conjunction with the Vocal Chair.
  2. Secure all clinic facilities for the All Region Choirs (rehearsal and performance room).
  3. Assure that the Clinic/Concert facility is in compliance with ADA regulations.
  4. Provide piano, risers, choral shell, etc.
  5. Arrange for any additional instruments and players in cooperation with the Vocal Chair.
  6. Make seating and standing arrangements (including alternates).
  7. Concert Host and Section Leaders register choir members and notify Region Chair of any absences and/or tardies.

8. Provide refreshments for clinician and directors.
  9. Provide local restaurant and hotel information to Vocal Chair for disbursement to participating region directors.
  10. Be available to assist the clinician.
- B. Concert Arrangements (Coordinated between Region Chair, MS Coordinator and School Host)
1. Secure concert facilities, pianos (tuned), risers and sound shells.
  2. Reserve seating area for the choirs
  3. The Vocal Chair will arrange for the printing of the concert program.
  4. The Vocal Chair will arrange for professional recording of concert using a TMEA approved vendor.
  5. The Vocal Chair will arrange for selling Region Choir t-shirts, plaques using a TMEA approved vendor.
  6. When combined, the Vocal Chair will arrange for the Treasurer to divide the fees to be split equally between the participating Regions.

### III. Region Clinic / Concert Attendance Policy – Students

- A. Region Clinic
1. Full attendance is required. Absences may only be granted by the Region Chair. Only school-related absences will be considered. Unexcused absences will result in forfeiture of chair and potential withdrawal from the audition process.
  2. Students must have music in a black folder (no clear cover) with a working pencil.
  3. No fund-raising activities are to occur during the Region Clinic/Concert. The only exceptions are a snack bar and lunches.
  4. T-shirts and recordings must be provided by a TMEA approved vendor. Any other sales conducted at any TMEA sponsored event must be cleared by the state TMEA office. (Encourage your parents to buy a recording of the All Region Concert. We will not allow individuals to bring their own video recording devices.)
- B. Region Concert
1. Alternates may not perform in the Region Concert unless they are officially called to replace another student by the Region Chair or the MS Coordinator.
  2. Students must have their music in a black folder (no clear cover).
  3. Students must bring **appropriate concert attire** for Region Concert (Director Responsibility/Discretion)
  4. Students will receive their Region patch upon the completion of the concert with the understanding that *they perform in the concert*.

### IV. Region Clinic / Concert Attendance/Supervision Policy – Directors

- A. Directors are expected to assume responsibility for their own students at the Region Clinic/Concert. Because of the length of the day and the number of students involved, there is an increased potential for medical, procedural and behavioral problems to arise. Neither the Region itself, nor any other director present, should be forced to assume legal liability for your students should a problem arise. Therefore, it is of the utmost importance that students be chaperoned by their own director. If this is

absolutely impossible, it is the Region's position that a school administrator should accompany your students to the Clinic/Concert.

- B. Directors are needed for supervision of students in the rehearsal areas, breaks, medical decisions regarding student illness or injury, enforcement of student Clinic/concert regulations, making lunch and/or dinner arrangements for students as needed, and enforcement of the Concert dress code.
- C. It is suggested that any deviation from the director chaperone policy above be discussed and approved by the Region Vocal Chair or MS Coordinator beforehand. The Vocal Chair or MS Coordinator may be able to contact your school and secure administrator participation on your behalf.
- D. If a director chooses not to abide by these guidelines, a TMEA grievance may be filed.

**V. Student Elimination**

- A. Once a student enters the TMEA audition process, the student may be eliminated only by the:
  - 1. Audition process itself
  - 2. TMEA Appeals Process
  - 3. Student's TMEA Director/Member/Sponsor
- B. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections prescribed by the State Vice-President.

**FEE CLARIFICATIONS**

All Entries On Time:                      \$50 Campus Fee + \$15 HS/\$10 MS Per Student Entry = \$ Total Due

**ADDITIONAL LATE FEES**

Add CAMPUS:                      \$75 Campus Fee + \$30 Per Student Entry = \$Total Due  
Add STUDENT:                      \$25 One Time Campus Fee + \$30 Per Student Entry = \$Total Due  
Student Name Correction:       \$25 One Time Campus Fee + \$30 Per Change = \$Total Due  
Voice Change:                      \$25 One Time Campus Fee + \$30 Per Change = \$Total Due

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TMEA/UIL Region 7 Vocal Division Calendar

**UIL dates included as a courtesy.*

UIL communications go to Region 7 Executive Secretary, Chris McClellan.

- | | |
|--------------|---|
| 9 Sep 23 | MSU Clinic @ Wichita Falls, TX, bring music. Free |
| 16 Sep 23 | HS Clinic @ HPU in Brownwood, TX, bring music. \$10 fee. |
| 16 Sep 23 | TMEA MS Region Audition Entry Deadline |
| 23 Sep 23 | TMEA HS Round 1 Audition Entry Deadline |
| 28 Sep 23 | TMEA MS - DNAs submitted EMAIL by 4:00 p.m. Afterwards, must submit on-site. |
| 30 Sep 23 | TMEA <u>MS Region Auditions</u> - Brownwood HS (SAT) |
| | |
| 5 Oct 23 | TMEA HS - DNAs submitted EMAIL by 4:00 p.m. Afterwards, must submit on-site. |
| 7 Oct 23 | TMEA <u>HS - Round 1 Region Auditions</u> - Stephenville HS (SAT) |
| 14 Oct 23 | (UIL MARCHING BAND) |
| 30 Oct 23 | TMEA Region Choir DNAs HS/MS must be received ASAP for calling up alternates. |
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| 4 Nov 23 | TMEA MS Region Clinic / Concert – Wichita Falls HS, Wichita Falls |
| 11 Nov 23 | TMEA <u>HS Region 5 + 7 Clinic / Concert</u> – Glen Rose HS, All-Day Event. |
| 29 Nov 23 | TMEA HS - DNAs for Round 2 EMAIL by 4:00 pm. Afterwards, must submit on-site. |
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| 1 Dec 23 | TMEA <u>HS - Round 2 Pre-Area Auditions</u> - Mineral Wells HS (FRI AM) |
| 15 Dec 23 | TMEA HS - Dual Cert form submission deadline to Frank Coachman at State TMEA Office. |
| 27/28 Dec 23 | Tarleton Area “Last Look” Camp @ Tarleton University in Stephenville, TX |
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| 6 Jan 24 | TMEA <u>HS - Round 3 AREA Auditions</u> – China Spring HS, Waco, TX |
| | |
| 8-10 Feb | TMEA All-State Convention in San Antonio |
| 17 Feb 24 | UIL - NZ Solo/Ensemble Contest |
| 24 Feb 24 | UIL - SZ Solo / Ensemble Contest |
| | |
| 26 Mar 24 | UIL - SZ Concert & Sight-Reading Contest |
| | |
| 4 Apr 24 | UIL - NZ Concert & Sight-Reading Contest |
| 20 Apr 24 | SPRING REGION MEETING @ Graham HS, 10am |