

TMEA Region 24 Middle School Vocal Handbook

2010 - 2011

*Valerie Hornsby/Arbor Creek MS – Coordinator
Brad Kerley/Blalack MS - Coordinator-Elect
Laura Bateman/Polk MS – Secretary*

TMEA Region 24 Middle School All Region Choir Information 2010-2011

Audition

Date: Saturday, October 30, 2010
Location: Blalack Middle School (CFBISD)
Host: Bethany Crawford

Music Selection

7th Grade Treble: **Cantate Hodie** (SSA accomp.) by Mary Lynn Lightfoot
Celebrate This Day Together (SSA a cappella) by Pierre Clereau
Home of My Heart (SSA accomp.) by Catherine Bennett

8th Grade Treble: **The Elm Tree** (SSA Accomp.) by Erlene Rentz
Kikkehahi (SSA a cappella) by Shein
Joshua Fit the Battle of Jericho (SSA accomp.) trad. Spiritual, ed. Kirby Shaw

Tenor/Bass Choir: **Stars I Shall Find** (TTB accomp) by Victor Johnson
Gloria In Excelsis Deo from "Three contemporary Latin Settings" (TTB accomp.) by Jerry Estes
Workin' on the Railroad (TTB a cappella) American Folk Song arr. by Donald Moore

All Choirs: **Bonse Aba** (SATB, a cappella) Trad. Zambian Song, arr. by Andrew Fisher

Audition "cuts" will be sent via e-mail on Friday, October 22nd no later than 12:30 p.m.

Clinic/Concert Date:

Date: Saturday, November 13, 2010
Clinic Time: 8:30 a.m. – 4:30 p.m.
Concert Time: 5:30 p.m.
Location: Newman Smith High School, Carrollton-Farmers Branch ISD
Host: Robin Brockway, Clorese Grey-Porter

Clinicians:

7th Grade Treble: **Joel Price** (Paul Thomas, Accompanist)
8th Grade Treble: **Judy Harvel** (Michael Chandler, Accompanist)
Tenor/Bass: **Christina Chapman** (Jesse Fry, Accompanist)

Video/CD Recordings: Raintree Technology will sell CD/DVD recordings. Prices TBA. These will be shipped directly to purchaser's address.

T-Shirts and Plaques: Pepwear will again supply T-Shirts and plaques. Prices TBA.

Region 24 Middle School/Junior High All-Region Choir

Rules and Regulations

Student Contract and Requirements

- Directors are responsible for obtaining signed copies of the Region Choir Contract from all students wishing to audition. Directors should inform the students of the following information from the rules, which is particularly pertinent to the individual student. Both the student and his/her parent or guardian should sign the contract.
- The student must be on time for his/her audition. Beginning late could negate that student's opportunity to audition.
- All performances and rehearsals are required. Directors should list all of these for the students. It is also a good idea to include information about transportation, such as whether students are responsible for their own transportation or if the school will be providing transportation.
- Any student tardy to a rehearsal must inform his/her director who will obtain clearance from the Region Chair. Directors should make it clear to the students that they will be expected to be available for all rehearsals and **should not audition if they know of unavoidable conflicts.**
- The student will be expected to learn several pieces of music. Directors should indicate how the pieces will be taught (individual help sessions, sectionals, CD's, etc.) and give the student an idea of the amount of learning and practicing involved.
- In addition, directors will want to give the student and his/her parents a description of the choir, so they understand that it is considered an honor to be a member. It should be communicated to parents that excellent conduct would be expected from all members.
- Music must be memorized by the concert.

Audition

- Each Director **MUST** belong to TMEA (Texas Music Educators Association) by Friday, October 15, 2010 in order for his/her students to participate. A copy of this card is to be attached to your entry form.
- **Directors from each school are required to attend ALL of the Region Choir activities, including the audition and Region Clinic/Concert weekend.** Directors not attending the audition are required to hire and compensate their own replacement. The rate paid shall be the same as those paid by the region. If any director fails to perform his/her duties, a letter), an official letter of grievance will be sent to the TMEA Region 24 Vocal Chair as well as the TMEA Vocal Division Vice-President which will begin the grievance process as outlined on the TMEA website: http://www.tmea.org/015_Guidelines/penalties_r.html.

- Directors are encouraged to enter student names correctly online. Please re-check entries for spelling and proper voice placement. Each director will have from October 16 – 22, 2010 to make any corrections in spelling, grade level, or voice part. **Changes will not be allowed beyond 11:59 p.m. of October 22, 2010.** A verification list will be sent out approximately one week after the audition.
- Students entered in each section will be randomly placed in audition rooms by the computer.
- If a student is placed in the wrong section by director error, that student will be allowed to compete in the correct section a penalty fee will be applied (per TMEA) guidelines.
http://www.tmea.org/015_Guidelines/penalties_r.html.
- **Boys will be allowed to switch voice parts up to one week before auditions for changing voice reasons only. Changes must be made on the entry website, and the Region Coordinator must be notified via e-mail no later than 11:59 p.m. on Friday, October 22, 2010.**
- Directors should check in advance with the students for time conflicts on the day of the audition. If a special time request is needed, directors should note it on the entry form. Special requests made later than the entry deadline will be worked out if possible by the Region Chair. **Any special requests made after Friday, October 22, 2010 will not be honored.**
- Music does not have to be memorized for the Region Choir audition. Remember that each student must have his/her own original copies of the music on the stand in the audition room. If a student uses a photocopy with highlighting, etc., an original octavo must also be in his/her possession as well.
- Each student will be given an audition number. Upon entering the audition room, a monitor will announce the audition number only. Students will be screened from the view of the judges.
- Students will sing their assigned part of the audition songs with the accompaniment CD. A music stand will be provided for the student's use.
- If a student arrives late for his/her audition, he/she will be worked in if it is possible. Any student arriving 15 minutes after the last scheduled person in their room has auditioned for his/her section will not be allowed to audition.
- The Chair-Elect will hold a short training session on the morning of the audition. **All Directors and Guest Judges are required to be in attendance at this meeting.**
- A five-judge panel, per TMEA guidelines, will be used to audition the students.

- Upon finishing their audition, students are to return to the cafeteria or leave the building. Directors are responsible for posting their own results, as results will not be posted at the audition site. Results will be posted on www.tmearegion24.org within 24 hours of the audition.
- Listening devices (including cell phones with music capabilities) of any kind are prohibited at the audition site. Students may be disqualified for listening to, or practicing audition pieces onsite. In addition, students may be disqualified for any of the following reasons: being in the audition hallway unless escorted by a runner, loud or disruptive behavior, rude/disrespectful behavior to students and adults, or any other behavior deemed inappropriate by the Region Chair.
- Students chosen for the choir will receive a packet containing music and directions for the clinic/concert. It is the director's responsibility to pay any costs associated with the packet on the audition day. Directors are responsible for sharing all pertinent information with their students.
- Students will be selected as follows:

7 th Grade Treble Chorus	8 th Grade Treble Chorus	Tenor/Bass Chorus
Soprano 1 = 30	Soprano 1 = 30	Tenor 1 = 22
Soprano 2 = 30	Soprano 2 = 30	Tenor 2 = 22
Alto = 30	Alto = 30	Bass = 22
- Two alternates per part will be selected. If the judging panel is unable to certify 2 alternates, then one or zero will be selected at the discretion of the panel and the Region Chair.
- If a student makes the Region Choir, but moves *within the region* before the concert, he/she will be allowed to participate in the clinic/concert.

Sight-Reading at the Auditions

- Students will be required to sight-read an eight-measure selection at the audition. After singing the audition piece, the CD will announce sight-reading and continue with sight-reading instructions as follows:

“On the stand in front of you is the sight-reading example. You will have 30 seconds to study it, using your preferred sight-reading method. Here is the tonic pitch (*tonic pitch sounded*), the tonic triad (*tonic triad sounded*), and the starting pitch (*starting pitch sounded*). You may begin.”

- The following statement will be sent to directors (with the rest of the audition instructions) to be distributed to students auditioning prior to the audition:

*“You will be instructed by a voice on the CD to look at the sight-reading exercise. The CD will play the tonic triad in broken fashion (do-mi-sol-mi-do-sol-do), followed by the starting pitch. At that time, a 30-second study period shall follow. You will be allowed to tap, chant, or sing during this study period. You will not be allowed to use any tuning device or any additional materials as aid during the study period or in singing the exercise. **You may not write on the exercise for any reason.**”*

At the end of the 30-second study period, the CD will play the tonic triad again in broken fashion (do-mi-sol-mi-do-sol-do), followed by the starting pitch. You will begin immediately to sing the exercise using your preferred method of sight-reading (syllables, numbers, neutral syllables, or any combination). No additional study time is allowed.

If you begin singing, stop and then start again, the judges will judge you on what was your first attempt through the point where you stopped. The judges will resume judging with any new material you attempt for the first time. You will have only one chance to sing the exercise unless there is a mechanical failure with the CD player.”

- Directors should make sure the students understand the process, particularly the fact that they can sing with the tonic chord, may sing aloud during the 30-second practice time, and that the actual sight-reading must be sung after the second triad and starting pitch.
- **PLEASE NOTE:** Tenor I and Tenor II will sight-read on **TREBLE CLEF**. Basses will sight-read on **BASS CLEF**.
- All sections will sight-read primarily between Do and Sol.
- All sections will sight-read the same line in their appropriate key.
- The sight-reading passage may include any of the following: eighth, quarter, half, dotted half, and whole notes. Only quarter rests will be used.
- Skips will be in the tonic chord only.

SIGHT-READING KEYS

Soprano I & Soprano II – G Major (Treble Clef)

Alto – C Major (Treble Clef)

Tenor I & II – Read in G Major (Treble Clef) but sounds in A Major

Bass – C Major (Bass Clef)

Clinic/Concert

- Attendance at all rehearsals and the performance is required as listed on the contract. This includes the clinic rehearsals all day Saturday, November 13, 2010 and the concert that evening.
- Any student tardy to a rehearsal must inform his/her director, who will obtain clearance from the Region Chair. Only one tardy is allowed. Any student missing more than one-half hour of any rehearsal will not be allowed to continue his/her participation in the Region Choir. Exceptions will be made at the discretion of the Region Chair. Any student more than 10 minutes tardy to the final assembly before the performance will not be allowed to sing.
- No folders or music will be used at the concert. Any student *obviously not* knowing the music may, at the discretion of the section leader and with the approval of the Chair, be asked not to participate.

- Each Director is responsible to see that each student entered understands the rules and regulations and agrees to abide by them in the event of his/her selection to the Region Choir. Failure to do so could result in the school becoming disqualified from entering the following school year. Directors should also discuss proper behavior in rehearsal and concert so that the section leader and clinician will be able to use the time and talent of each student to his/her fullest potential.
- Patches will be awarded only to those students performing in the final concert.

Judging Guidelines

- Professional behavior is expected at all times.
- Each Director needs to plan ahead so that he/she is able arrive on time for the Director's Meeting.
- **Be Focused**, giving each student your undivided attention as they audition i.e. no talking, grading, reading a book/newspaper, etc. while a student is singing.
- **Be Aware** of the student's feelings. There is to be no laughing or making noise during each audition. The students do not know what you are laughing at and will assume that you are laughing at them. Any noise will be a distraction to the student and therefore negatively affect their audition experience.
- **Be Careful** in-between each audition. The walls are not sound proof and students could be standing outside the door.
- **Be Polite** and always treat each other with respect. To err is to be human. Treat others better than you would want to be treated.
- **Be Silent** when a student is in the audition room. One judge may thank the student when he/she has completed the audition.
- **Be Confidential** by not discussing your scoring of each audition with one another at anytime.
- **BE CONSISTENT** within your own parameters. In other words, find a system that you want to use and stick to it.

Region Officer Duties

CHAIR DUTIES & TIMELINE

Meetings (Throughout the School Year)

- Prepare and copy Fall and Spring meeting agendas.
- Preside over Fall, Spring, TMEA convention and TCDA convention middle school Region Meetings.

Music Selection (End of School Year)

- Preside over the Region Music Selection Committee meeting.
- Contact Region clinicians.
- Obtain Region accompanists.
- Contact UIL judges.
- Contact and communicate with composer of commissioned work as needed.

Before New School Year Begins

- Make arrangements for creation of Region audition, rehearsal and accompaniment CD's.
- Coordinate scheduling of auditions by communicating with the person hired to run the TMEA computer program.
- Prepare Region Handbook for upcoming year.
- Contact and communicate with composer of commissioned work as needed.
- Attend TMEA Vocal Coordinator meetings at TCDA.
- Look over the Tabs system for auditions. Make sure current system is downloaded onto Region Chair's Computer.

August

- Oversee preparation of Director's packets including copies of rehearsal CD's.
- Plan and coordinate Region audition day with site host.
- Plan and prepare Region entry form packet.
- Plan and prepare the student Region audition day packet.
- Send introductory email to Directors new to the Region.

September (mid-month)

- Contact and communicate with composer of commissioned work as needed.
- Order Region patches.
- Send Region audition information to all Region Directors (two weeks before entries are due).
- Hire any extra instrumentalists needed for Clinic/Concert.

Four Weeks from Region Auditions

- Receive and organize Region entries.
- Obtain extra judges for the Region audition.
- Make judging assignments.

Three Weeks from Region Auditions

- Make final decisions about audition procedures prior to audition day.
- Plan, prepare and send the student Region audition day packet to Region Directors.
- Continue to plan and coordinate Region audition day with site host.
- Coordinate the preparation of all items necessary for registration, tab room, and audition rooms.
- Request the audition sight-reading to be composed by high school director.

Two Weeks from Region Auditions

- Send student audition times to Region Directors.
- Prepare the audition sheets and judges' packets.
- Receive change requests for time or TTB voice changes.

Week Before Region Auditions

- Shop with Chair-Elect for student water and Director's snacks.
- Help Chair-Elect coordinate registration for audition.
- The night before Audition, go to host site and set-up library, tabs room, and audition rooms.

Region Auditions

- Arrive at Audition site hour early to set-up Director's breakfast.
- Oversee Auditions.

Week after Auditions

- Send Region Choir member names to Region Directors for spelling check of names.
- Send corrected list of students to Chair-Elect for program preparation.
- Communicate with clinicians and inquire as to special needs for clinic/concert day (favorite drinks, food preferences for lunch, etc.)

November (week before Clinic/Concert)

- Prepares Clinic/Concert schedule and Director's assignments for that day.
- Sends Clinic/Concert Schedule and Director's assignments to Region Directors by end of week as well as map of Clinic/Concert site.
- Assists Chair-Elect and Secretary in preparation for clinic/concert (i.e. registration, shop for water for students, purchase snacks/breakfast for Directors).
- Communicate with clinicians and inquire as to special needs for clinic/concert day (favorite drinks, food preferences for lunch, etc.)
- Visit Clinic/Concert site to design concert logistics as well as check on rehearsal space.

Clinic/Concert

- Get to site hour early to set up registration with Chair-Elect and Secretary, as well as set-up student waters, snacks and breakfast for Directors.
- Oversee Clinic and Director assignments with Region Chair-Elect and Secretary.
- Take Clinicians to lunch with all Region officers.
- Give Directors their student's Region patches.
- Act as Master of Ceremonies at the Region Concert.

CHAIR-ELECT DUTIES & TIMELINE:

Music Selection (End of School Year)

- Member of Music Selection Committee.

Before New School Year Begins

- Order Director's packet music through Pender's or Peppers.
- Maintain the Region checkbook.
- Send Clinicians the TMEA contract with octavos of music.
- Look over the Tabs system for auditions. Make sure current system is downloaded onto Region Chair-Elect's Computer.
- Assist in preparation of Region Handbook for upcoming year.
- Prepare bi-annual TMEA Financial Report and send to Tesa Harding by August 1st.

August

- Prepare Director's packets for Fall Meeting.
- Prepare, copy, and distribute Region Financial Report at the Fall Meeting.
- Collect payment from Director's for packets at Fall Meeting.
- Create, distribute and collect director information sheets for the Fall Meeting.

September

- Communicate with Clinic/Concert site host to confirm all necessary equipment for that day is available.
- Communicate with Clinic/Concert host to receive map of site for students showing rehearsal rooms, parking, etc. as well as map of local restaurants for student/Director lunch.
- Order Student music packet music as well as packet envelopes from Penders Music.

Four Weeks from Region Auditions

- Assist Chair and Secretary with organizing Region entries.
- Assist Chair with judge's assignments.

Three Weeks from Region Auditions

- Begin preparation of all items necessary for Audition registration.
- Coordinate Audition lunch with caterer.

Two Weeks from Region Auditions

- Purchase necessary items for Audition registration.
- Prepare items needed for Audition registration.
- Make sure that Student Music Packets are prepared

Week Before Region Auditions

- Shop with Chair for Director's Snacks, Audition Breakfast, paper goods, etc.
- Make sure that Student Music Packets are prepared and include schedule for Clinic/Concert, map to Clinic/Concert site, and map of site with rehearsal spaces marked.

Region Auditions

- Arrive at Audition site hour early to set-up Director's breakfast.
- Oversee Tabs Room the entire day.
- Collect money for student packets once Audition results are posted.
- Set-up Director's lunch.

Week after Auditions

- Begin Concert program preparation for printing after receiving corrected names from Chair.

November (week before Clinic/Concert)

- Assist Chair (if needed) in preparation of Clinic/Concert schedule and Director's assignments for that day.
- Assists Chair and Secretary in preparation for clinic/concert (i.e. registration, shop for water for students, purchase snacks/breakfast for Directors).
- Visit Clinic/Concert site to design concert logistics as well as check on rehearsal space.

Clinic/Concert

- Get to site hour early to set up registration with Chair-Elect and Secretary, as well as set-up student waters, snacks and breakfast for Directors.
- Oversee Clinic and Director assignments with Region Chair and Secretary.
- Take Clinicians to lunch with all Region officers.

January

- Prepare annual TMEA Financial Report and send to Tesa Harding by February 1st.

May

- Prepare, copy, and distribute Region Financial Report at the Spring Meeting.

SECRETARY DUTIES & TIMELINE:

Music Selection (End of School Year)

- Member of Music Selection Committee.
- Prepare Region Choir Repertoire list and send via-email following Music Selection Committee meeting.

Meetings (Throughout the School Year)

- Take minutes for the Fall, Spring, TMEA convention and TCDA convention middle school Region Meetings.

Before New School Year Begins

- Assist in preparation of Region Handbook for upcoming year.

August

- Make hotel/travel arrangements for clinicians.
- Prepare and execute UIL placement drawings at the Fall Meeting.
- Create a spreadsheet with placements by school for Jim McDaniel. Send to him as soon as possible following the Fall Meeting.
- Collect director information sheets from the Fall Meeting and create the MS Region Directory.

September

- Send MS Region Directory to all Region Directors the within a week of the Fall meeting.
- Arrange for recordings and T-Shirts for Region Choirs.

Two Weeks from Region Auditions

- Assist Chair and Chair-Elect with organizing Region entries.
- Assist Chair and Chair-Elect with judge's assignments.
- Create name badges for Directors and Guest Judges.
- Create signage for the Audition (room designation, directions to rooms, etc.)

Region Auditions

- Arrive at Audition site hour early to set-up Director's breakfast.
- Oversee Audition registration table.

Week after Auditions

- Contact Pep-Wear (T-Shirt/Plaque people) with names of students after corrections are made.

November (week before Clinic/Concert)

- Assist Chair (if needed) in preparation of Clinic/Concert schedule and Director's assignments for that day.
- Assists Chair and Chair-Elect in preparation for clinic/concert (i.e. registration, shop for water for students, purchase snacks/breakfast for Directors).
- Visit Clinic/Concert site to design concert logistics as well as check on rehearsal space.

November (week before Clinic/Concert)

- Create survey to be given to Directors at Clinic/Concert.

Clinic/Concert

- Get to site hour early to set up registration with Chair-Elect and Chair-Elect, as well as set-up student waters, snacks and breakfast for Directors.
- Oversee Registration.
- Distribute Region Survey at the morning Director's meeting.
- Take Clinicians to lunch with all Region officers.

In the Spring

- Disseminate Region Survey results and create report to be given to Directors at the Spring meeting.

Region XXIV Middle School All-Region Choir Commitment/Contract

Students and parents or guardians must sign this contract in order for the student to audition for the Region XXIV Middle School/Jr. High Region Choir. Please sign and return this contract to your choir director as soon as possible. Signed contracts must be received before your director can enter you into the Region Choir Auditions.

NAME OF SCHOOL: _____

- Students, please read the statement below and sign.

I agree to commit myself to all required dates if I am selected as a member of the Region Choir. In addition, I understand and will follow all the rules regarding behavior and preparation for the Region Choir.

STUDENT'S SIGNATURE: _____

- Parent/Guardians, please read the statement below and sign.

I agree to support all required dates if my child is selected as a member of the Region Choir.

**PARENT/GUARDIAN
SIGNATURE** _____

Audition Date: Saturday, October 30, 2010

Possible District Sectional: _____

Saturday Clinic and Concert: Saturday, November 13, 2010
Newman Smith High School
Clinic: 8:30 am – 4:30 p.m.
Concert: 5:30 p.m.

Region XXIV Middle School All-Region Choir PRE-CERTIFICATION FORM

(DIRECTORS: This copy may be used as an invoice to request a check from your secretary/office manager)

Date: _____

I certify that all of the students I have registered from my school have met the UIL No Pass-No Play regulations at this time.

SCHOOL _____

DIRECTOR _____

Number of students auditioning by voice part:

Voice Part	Number Auditioning	Voice Part	Number Auditioning
7 th Grade Soprano 1		Tenor 1	
7 th Grade Soprano 2		Tenor 2	
7 th Grade Alto		Bass	
8 th Grade Soprano 1			
8 th Grade Soprano 2			
8 th Grade Alto			

Total number of students auditioning: _____

Number of students auditioning X \$10.00 per student = TOTAL FEE

TOTAL FEE _____

Mail one check (Payable To: **TMEA Region 24 MS CHOIRS**)

to: **TMEA Region 24 MS CHOIRS**
c/o Valerie Hornsby
2109 ARBOR CREEK DR.
CARROLLTON, TX 75010

Please include the following items with your entry by either:

- 1) Hand delivering your entry to Valerie Hornsby OR
- 2) Sending your entry CERTIFIED MAIL to the above address postmarked by Friday, October 15, 2010.
 - TMEA Official Entry Page
 - TMEA 2010-2011 Membership card (You can get it online- (www.tmea.org))
 - Pre-Certification Form
 - Guest Judge Recommendation form
 - Entry fee for all students.

DIRECTOR'S SIGNATURE _____

Region XXIV Middle School Guest Judge Recommendation Form

Director: _____

Please nominate at least one possible guest judge for our October 30, 2010 audition. Consider colleagues from nearby regions, voice teachers at your campus or elsewhere, retired teachers, HS directors, etc. In the last column please give a brief description of the person's qualifications (i.e. voice teacher, former director, etc.)

There is no need to contact these persons yourself. They will be contacted by a region officer if they are needed.

Nominations

Name	Phone	e-mail	Brief description of qualifications

Region XXIV Middle School Significant Dates

August

21 – Fall meeting: receive handbook, music packet, and practice CDs

September

18 – East Side Region Camp at Blalack MS, Carrollton ISD. All are welcome to participate.

23 – New director meeting: opportunity for new directors or those wishing for a “refresher” to go over region information in depth. The meeting will begin at 5:00 and will be approximately 60 minutes, or until questions are answered. Location: Arbor Creek Middle School, Carrollton.

24 – All director’s music packets picked up and paid for by this date.

October

1 – All-Region online entry window begins (www.tmea.org)

15 – All-Region online entry deadline. Online entries must be entered by the end of the day (midnight), mailed entry packets must be postmarked by this date, and hand delivered entries must be received by this date.

18 – Verification e-mails will be sent to directors by Valerie Hornsby. Directors will be expected to confirm this information promptly via e-mail.

22– Cuts will be announced to all directors via email, with mp3 files of cuts available online (location TBA).

25 – Cuts are released to students.

30 – All-Region auditions at Blalack Middle School, Carrollton, TX. Judge’s meeting begins promptly at 7:30 a.m. ALL directors with students auditioning (including part-time) are expected to be available to judge. Directors should be on time and prepared to stay on campus until all results have been certified. Music packets must be purchased for selected students before leaving the campus.

November

1 – Deadline for directors to notify Brad of any anticipated director absences for Clinic/Concert. See handbook for expectations in this area.

5 – Deadline to notify Valerie or Brad of students who are unable to perform; Last day for substitutions. No more alternates will be contacted after this date.

13 – All-Region Clinic and Concert at Newman Smith High School. All directors are expected to attend.

March

7 & 8 – Non-Varsity UIL at Heritage High School, Frisco ISD

9 & 10 – Varsity UIL at Marcus High School, Lewisville ISD

