



Region 21
Vocal Division
Handbook
2023-2024

Handbook

Region 21 Vocal Division

Elected Positions/Responsibilities of Officers

1. Region Vocal Chair

- Serve as vocal chairman of the entire region.
- Oversee the Middle School Vocal Chairman, Treasurer, Secretary, Tabulations Chairman, and Chair-Elect in the carrying out of their specific duties.
- Fulfill all duties pertaining to region activities, as specified in previous sections and the State TMEA handbook.
- Serve as liaison between the TMEA State Vocal Vice-President and the directors in his/her region.
- Serve as moderator for the 3 region meetings held each year: Fall meeting, TMEA Convention & Spring meeting.
- Ensure that all vocal directors in the region are informed of all policies and procedures for region events, as well as all other information pertinent to TMEA membership.
- Secure all contest sites and communicate with hosts of those sites in preparation for each event.
- Serve as chairman of High School Music Committee.
- Secure the services of judges and clinicians for the following events.
 - High School All-Region Mixed Choir auditions.
 - High School Pre-Area Choir auditions.
 - All-Region Clinic & Concert (one clinician for each of 5 choirs).
 - UIL judges are now recommended to the UIL Executive Secretary by a committee of the Vocal Chair, immediate past Vocal Chair, and MS Coordinator. All hiring, is done by the UIL Executive Secretary
- Make all other decisions pertaining to region vocal activities including student issues, violation of TMEA Policies & Procedures, and any conflicts or questions that may arise.
- Region Vocal Chairman shall be selected in the following manner:
 - Nominations shall be made from the floor during the Spring Vocal Division meeting.
 - Voting shall be by secret ballot.
 - The current chairman shall appoint two members of the region to count ballots in the presence of the membership with the results to be reported at the end of the meeting.
- The term of office for Region Vocal Chairman shall be two years. If for any reason the Region Vocal Chair cannot complete the 2 year term, the Vocal Division shall petition the Region Steering Committee to name an interim Chair until an election may be held.

2. Region Middle School Coordinator

- Work with the Region Vocal Chairman in the managing of all Middle School activities and events.
- Fulfill all duties to Middle School region activities, as specified in previous sections.
- Ensure that all Middle School vocal directors in the region are informed of all policies and procedures for Middle School region events, as well as all other information pertinent to TMEA membership.
- Serve as chairman for the Middle School Music Selection Committee.
- Secure the services of judges for All Region treble and Tenor-Bass Auditions.

- Middle School Vocal Coordinator selection shall be in the same manner as the Region Vocal Chairman.
- The term of office for Region Middle School Vocal Coordinator shall be two years.

3. Region Vocal Secretary

- Keep a written record of minutes for the 3 region vocal division meetings.
- Keep all office supplies for region activities in stock.
- Work with the Region Vocal Chairman in communicating with all vocal division members.
- Compile and provide an updated vocal division directory for every member.
- Organize, prepare and oversee the publishing and printing of the Region Clinic & Concert Program.
- Vocal Secretary selection shall be in the same manner as Region Vocal Chairman.
- Term of office for Vocal Secretary shall be two years.

4. Region Vocal Treasurer

- Oversee the payment of all honorariums relating to all TMEA vocal events.
- Keep accurate records of all region vocal division expenses.
- Oversee the prompt payment of all entries by each director and following up on all delinquent payments.
- Oversee the payment of all region expenses pertaining to vocal activities and events.
- Provide annual financial statements for the TMEA State Office and Region Vocal Chairman.
- Provide an annual report to the membership at the Spring meeting.
- Work with the Vocal Chair in recommendations for fee structure and honorariums to the membership.
- Vocal Treasurer selection shall be in the same manner as Region Vocal Chairman.
- The term of office for Vocal Treasurer shall be two years.

5. HS and MS Region Vocal Tabulations/Technology Coordinator-

- Work with Region Vocal Chairman in the preparation of all materials generated by the TMEA computer program for all region vocal auditions for vocal events for their division.
- Supervise the computer tab room at region vocal auditions for their division
- Stay current on all computer training offered by the TMEA State Office.
- Provide the State TMEA Office with all requested data generated by the computer program.
- Oversee the keeping and care of all Region Vocal Division computer equipment and supplies.
- Tabulations Coordinator selection shall be in the same manner as the Region Vocal Chairman.
- Term of office of the Tabulations Chairman shall be two years.

6. Vocal Chair-Elect

- The office of Vocal Chairman-Elect shall be voted on in accordance with previous outlined region voting procedures. The election will occur once every two years in those years not containing elections for other region officer positions.

7. Past Vocal Chair-The office of Past Vocal Chairman shall be recognized as an advisory position to the present Chairman.

Stipends for Officers

- Vocal Chair- \$500 per year
- MS Coordinator- \$300 per year
- Secretary- \$150 per year
- Treasurer- \$300 per year
- MS Tabulations/Technology \$100/Year
- HS Tabulations/Technology \$200/Year
- Small School Coordinator- \$300 per year

Director/Active Member Sponsor Responsibilities

- In accordance with the TMEA Constitution, a director entering students in TMEA auditions must be a member of TMEA and shall be required to provide proof of membership prior to the first audition. **IF PROOF OF MEMBERSHIP OF THE SPONSOR IS NOT IN THE HANDS OF THE REGION VOCAL CHAIR BY THE BEGINNING OF THE FIRST AUDITION, THE STUDENT(S) OF THAT SPONSOR WILL NOT BE ALLOWED TO AUDITION.**
- Directors within the region shall be used to judge and work in other capacities at auditions. Five member panels shall be used in all sections with hired judges to complete the remainder of the panel. Once audition numbers have been assigned, a judge shall not have contact with any participating student until the conclusion of his/her judging assignment. Directors who fail to adhere to rules, policies, or guidelines will be subject to the terms in TMEA Penalties for Rules and Policies Infractions.

Attendance Policy

- Directors must be present at any TMEA audition or function in which his/her students are participating. The director is expected to remain for the duration of the audition/function to fulfill any job assigned by the Chair. Any necessary deviation, including an appointed proxy, must be approved in advance by the Region Vocal Chair according to the following proxy policy, or the student(s) will not be allowed to participate:

Proxy Policy

- As stated in Section VII-B of the TMEA Audition Process Policies, "Each region shall be responsible for establishing rules and procedures for the use of proxies in emergency situation. The TMEA Active Member sponsor must be in attendance and be available to serve as an auditions staff member for any and all activities in which their students are involved. For this reason, the following policy, except in the case of illness or an emergency, will be observed in Region 21 Vocal Auditions:
 - The director must provide a written explanation for the reason of his/her absence and receive written approval from the Region Vocal Chair.
 - The director's school district or the director will be responsible for paying for the hired judge the region must provide to take the director's judging duties (a judge will always be hired in this situation).

The director must sign an agreement to these terms BEFORE entering any students in the contest."

Instrumentation or Voicing for each Ensemble All-Region High School Mixed Choirs (grades 9-12): State-selected repertoire.

Small School All-Region Choir

See Region 21 SSC Handbook

Total = 80

Large School All-Region Choirs

15 – Soprano 1 Next 6 Honor Choir

15 – Soprano 2 Next 6 Honor Choir

15 – Alto 1 Next 6 Honor Choir

15 – Alto 2 Next 6 Honor Choir

6 – Tenor 1 Next 4 Honor Choir

6 – Tenor 2 Next 4 Honor Choir

13 – Bass 1 Next 4 Honor Choir

7 – Bass 2 Next 4 Honor Choir

TOTAL= 92 All-Region Mixed

TOTAL= 40 HS Honor Choir

GRAND REGION CHOIR TOTAL- 252

ALL DIRECTORS, PLEASE BE AWARE THAT MALES AND FEMALES ARE NO LONGER RESTRICTED TO EITHER TREBLE (FEMALES) OR T/B (MALES) VOICING. THE GENDER RULE HAS BEEN ELIMINATED FROM THE TMEA RULES.

Large School members will advance to a second, Pre-Are round according to the numbers below.

Soprano 1- 15

Soprano 2- 15

Alto 1- 15

Alto 2 -15

Tenor 1- 6

Tenor 2- 6

Bass 1- 13

Bass 2- 7

- The top 5 Large School students will be selected to advance to the Area competition.
- All-Region Middle School Treble Choir (grades 7 & 8): Region-selected repertoire. 50 singers per section (3) maximum.
- All-Region Middle School Tenor/Bass Choir (grades 7 & 8): Region-selected repertoire. 35 Tenors and 25 Bases.

Audition Entry Procedures

Entry Procedures

- o All entries for all region contests are entered through the TMEA website.
- o Deadlines for all contests are two weeks prior to the contest at midnight.
- o When entries are completed, and the TMEA Membership Verification form has been printed, it must be sent, along with a school check for entry fees to the Region Vocal Division Treasurer.
- o Directors will be allowed to add or change student entries the day of the audition. The 100% additional student late fees will be assessed
- o Directors must notify the Region Vocal Chair of any student conflicts. All contest deadlines will be 14 days prior to the day of the audition. The late and final online entry deadline will be seven days prior to the day of the audition. Correction to an existing student entry may be made between 13 and seven days prior to the contest without penalty but a student entry added less than 14 but more than seven days prior to the contest will result in an additional 100% student late fee. A campus entry begun less than 14 but more than seven days prior to the contest will be assessed a 100% student fee charge. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process. Directors will be allowed to add or change student entries the day of the audition. The **100% additional student late fees will be assessed**. All fees must be paid or supported by a school purchase order prior to the start of auditions.

Entry Fees

- All region contest entry fees are \$12 per student.
- Pre-Area contest entry fee is \$12 per student.
- Region Clinic & Concert fees are \$20 per student.
- HS Area fees \$7 per student- to be paid by Region to TMEA

The Audition Procedure

Audition Personnel Responsibilities

1. Region Chair
 - a. Shall appoint a designee with no students in a Region 21 organization to determine audition cuts.
 - b. Shall appoint a designee to provide the necessary number of CD's or MP4 download of the audition cuts.
 - c. Ensure that all judging sheets and materials have been provided for the audition.
 - d. Conduct a judges' meeting at the beginning of the day to apprise judges of all policies and procedures for the audition.
 - e. Conduct a practice session of the cuts for students auditioning or designate another director to this duty. Cuts shall be played twice for students.
 - f. Observe all other duties set forth in the TMEA Audition Process-Vocal Division Appendix.
2. Host
 - a. The host will provide all materials and sites set forth in the TMEA Audition Process-Vocal Division Appendix.
 - b. The host will provide arrangements for a meal (when the contest falls during the appropriate time of the day) for the students auditioning, the judges, and other personnel involved in the contest.
3. Judges

- a. Judges shall observe all policies and procedures set forth in the TMEA Audition Process-Vocal Division Appendix.
- b. Judges shall have no contact in any way with auditioning students to preserve the anonymity of the contest.
- c. Judges shall listen to the audition CD or electronic file completely, set the volume, and keep it set at the same volume for all singers.
- d. Judges shall use all scoring materials provided to keep an accurate record of the rank and score of each singer. Judge 1 shall ensure that all said materials are returned to the tabulation room.

Stipends Associated with Auditions

1. Judges: HS Region, MS Region, and Honor Choir judges will receive \$160/day plus mileage that is commensurate with the state approved reimbursement amount, as well as per diem meals. Pre-Area judges will receive \$125/day plus mileage that is commensurate with the state approved reimbursement amount, as well as per diem meals. Overtime will be paid to the judge at the rate of \$20/hr should any audition day go over 8 hours.
2. Hosts
 - a. High School Region Mixed-\$250 plus expenses turned in with receipts
 - b. Middle School Treble/TB - \$250 plus expenses turned in with receipts.
 - c. High School Pre-Area \$200 plus expenses turned in with receipts.
3. Creating Cuts/Sight-Reading: \$100 plus expenses turned in with receipts.

Audition Procedures

High School Audition Procedures:

1. Music for all auditions shall be selected from TMEA All-State repertoire for the current year. The Music Selection Committee shall determine selections for each round of auditions.
2. Sight-reading for all auditions shall be weighted in accordance with TMEA guidelines.
3. Audition numbers shall be randomly pre-assigned utilizing the TMEA computer program.
4. Students are expected to be on time for all auditions. The Region Vocal Chair will accept no late registrants without prior approval. (Refer to Sect. A, 3, d.)
5. Separate pre-audition and post-audition areas will be provided when sight-reading is included in the audition.
6. 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. (TMEA 1/09)
7. In the event of an absolute tie, both students will be certified unless the tie involves students that advance to area. In this case, the state tie-breaking method will be employed.
8. 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, smart watches connected to a phone, electronic games, computers, cameras (within an audition room), and playback systems. Exceptions to the "no cell phone" policy will be made for students who make emergency/needed calls during this restricted time under the supervision of a director at a provided call table.
9. Judges will be behind screens. If monitors are used, they shall be seated out of the sight of the auditioning student.

Middle School Audition Procedures:

1. Middle School auditions will consist of a 3-member panel.
2. All MS judges will be hired from outside the director participants, no choir director will be judging his/her own students.
3. **Middle School Sight-Reading**
 - a. The sight-reading audition will count 20% of the total score.
 - b. Allowable key signatures are as follows: Sop/Alto in F, Tenor in G, Bass in C.
 - c. The sight-reading exercise will be written in both clefs for Tenor only.
 - d. The exercise will be 4 measures in length using quarter, half, dotted half, whole and an occasional pair of eighth notes. The exercise may include quarter and half rests.
 - e. The sight-reading exercise will use mostly stepwise movements with skips limited to the tonic chord and leaps of do to sol in any direction. The range of the exercise will be Do to Sol.
 - f. Total rhythm and pitch points must equal 30.

All Levels:

1. Disqualification: As stated in Section II, Article 2 of the Eligibility Requirements for TMEA Activities, "Once a student enters the TMEA audition process, he may be eliminated only by either (1) the audition process itself, (2) the TMEA appeals process, or (3) the student's TMEA member sponsor." Therefore, students who demonstrate any of the following behavior WILL be subject to the TMEA appeals process.
 - a. Misconduct at auditions or clinics/concerts
 - b. Cheating or violation of audition rules/procedures
 - c. Violation of attendance policies
 - d. Students shall not be allowed to sing any portion of the cuts, following the group singing of the cuts initiated by the Region Vocal Chair. Any student singing the cuts after the official run throughs will be subject to disqualification.
 2. Except for the Region Vocal Chair and assigned contest helpers, there shall be no one in the audition room other than the judges and auditioning students.
 3. Except for the Region Vocal Chair and assigned personnel, there shall be no one allowed in the tabulation room.
 4. Auditioning Student Expectations
 - a. Be on time for your audition.
 - b. Do not speak to the judges for any reason, and provide no information to them as to your name or school.
 - c. No student may leave the audition site after receiving an audition number and before the audition.
 - d. Students may leave the audition site following their audition only with previous permission from their director.
 - e. Students should realize that if they leave, any questions in tabulation or re-singing will be forfeited.
 - f. Make arrangements to register if selected for All-Region Choir.
 - g. Do not leave until the completion of all tryouts unless absolutely necessary. If you must leave early, give the registration information to your director so he/she can register you.
 - h. Pay Pre-Area fees, if selected, immediately following the contest.
 5. Miscellaneous Personnel
- All other personnel involved with the audition process will observe all policies and procedures set forth in the TMEA Audition Process-Vocal Division Appendix. The Region Vocal Chair will work with the contest host to see that all these duties are carried forth.

6. Other Region Choir policies

- a. All other region choirs will follow the basic policies and procedures set forth in the state and local policies.
- b. Sight-reading will be utilized at all levels of Region 21 auditions.

Sight-reading Procedure

1. The audition CD will say, after the final cut, "Open the sight-reading folder. You will have 30 seconds to study the exercise."
2. The CD will play the starting pitch (Do), the tonic triad in broken fashion, and the starting pitch again.
3. There will be 30 seconds of silence for student practice.
4. At the end of 30 seconds, the starting pitch, the tonic triad and the starting pitch will be played again.
5. The student will then sing the exercise, using his/her preferred method of sight-singing.
6. Directors: please instruct your students that they may chant rhythms, chant syllables, sing, tap, etc. during the 30-second study time. They will be judged after the study period on their singing only.

High School All-Region Sight reading Guideline

Sight reading will count 20% of the total score.

- No key signatures over 3 flats or sharps.
- SR written in treble clef for Soprano, Alto and Tenor. Bass clef for Basses only.
- No longer than 8 measures.
- No compound meters.
- Skips within tonic and dominant chords.
- No rhythms over 8th notes.
- Total rhythm and pitch points must equal 60.
- Verbal prompt will be given on the CD to open the SR folder (6.6,a).
- Students will begin 30 second practice when tonic chord and starting pitch are played (6.6, c)
- At the end of 30 seconds, the tonic chord and starting pitch will sound again, and the student will sing the exercise for a score (6.6,d,e,f).
- Students may use their own form of SR during practice and performance.

High School Pre-Area

- Sight reading will count 20% of total score
- No key signatures over 4 flats or 4 sharps
- SR written in treble clef for Soprano, Alto and Tenor. Bass clef for Basses only
- No longer than 8 measures
- No compound meters
- Skips within tonic and dominant and subdominant chords with no leap larger than a 5th
- No note values shorter than an eighth note, with the exception of one dotted eighth/sixteenth allowed
- Dotted eighth/sixteenth may not happen in first or last measures AND MUST BE STEPWISE APPROACHES ONLY
- Total rhythm and pitch points must equal 60
- Verbal prompt will be given on the CD to open SR folder
- Students will begin 30 second practice when tonic chord and starting pitch are played

- At the end of 30 seconds, the tonic chord and starting pitch will sound again, and the student will sing the exercise for a score
- Students may use their preferred system of SR during practice and performance

Middle School and Honor Choir Audition results: Directors may choose to leave the audition without inspecting the results. 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, results are subject to the TMEA Appeals Process.

All Audition results will be uploaded on the TMEA Website for the 2023-2024 School Year. Results posted on-site will list all students in alphabetical order indicating the students advancing or selected to an organization. Rankings will not be included.

Audition Music

Music for all auditions shall be selected from TMEA All-State repertoire for the current year. The Music Selection Committee shall determine selections for each round of auditions.

Music Selection Committees: Music selection committees will be elected at the Spring Region Meeting by the membership to perform the following duties.

1. High School Music Selection Committee
 - a. Select repertoire for High School Honor Choir Auditions.
 - b. Select division of TMEA prescribed music for Region and Pre-Area rounds and Clinic/Concert repertoire. SSC and LSC will have separate committees.
2. Middle School Music Selection Committee
 - a. Select repertoire for Middle School Treble Choir Auditions.
 - b. Select repertoire for Middle School Tenor/Bass Choir Auditions.

Alternates

TMEA Alternate Policy: Alternates will be “called up” in rank order from the preceding audition. Audition results will have no named alternates. Call ups can be for both audition and or Region Clinic/Concert Purposes. Alternates will be designated for pre-area and area. Any singers called up to audition for pre-area prior to the Clinic & Concert will be allowed to perform in the Clinic & Concert.

Certification Procedures (HS only)

Singers will be certified for Area by auditioning excerpts from the designated Region repertoire and Pre-Area repertoire, as selected by the High School Music Selection Committee. The Committee will use the TMEA prescribed list and will utilize ALL pieces not designated as Area level pieces. They may include Area selections in the Region and Pre-Area levels, but not exclude any other pieces.

Clinic/Concert

Stipends/Honorariums Associated with Clinic/Concert Clinicians

1. High School Large School Mixed-\$600 plus mileage that is commensurate with the state approved reimbursement amount, as well as per diem meals (with receipts).
2. High School Small School Mixed--\$600 plus mileage that is commensurate with the state approved reimbursement amount, as well as per diem meals (with receipts).

3. High School Honor-\$600 plus mileage that is commensurate with the state approved reimbursement amount, as well as per diem meals (with receipts).
4. Middle School Treble/T-B- \$600 plus mileage that is commensurate with the state approved reimbursement amount, as well as per diem meals (with receipts).
5. Accompanists
 - a. High School Large and Small School Mixed-\$250
 - b. High School Honor-\$200
 - c. Middle School Treble/T-B-\$200
 - d. Host: \$250 plus expenses turned in with receipts.

Student and Director Attendance Requirements

Choir Member Rules and Regulations

- a. Must be present for all rehearsals and performances.
- b. Must bring all music and a pencil to rehearsals.
- c. Must use good rehearsal discipline.
- d. No drinking, smoking or possession of drugs or alcoholic beverages.
- e. No use of cell phones or other electronic devices during rehearsals or performances.

Duties of Region Vocal Chair

1. Secure the services of choir clinicians for all 5 choirs.
2. Contact and correspond with the selected choir clinicians.
3. Order all region patches for students.
4. Make rehearsal and performance schedules.
5. Secure any instrumentalists needed for performances.
6. Make all travel and financial arrangements for guest clinicians.
7. Correspond with directors about locations, scheduling, rules, etc.
8. See that the Region Treasurer takes care of all banking and bookkeeping, including collection of clinic fees and payment to clinicians.
9. See that the Region Secretary secures office supplies, postage, etc., for all correspondence.

Student Elimination

Students who fail to follow the rules and regulations of the region for Clinic and Concert may be subject to removal from the event by the Vocal Chair and/or his/her director.

Other Region Policies:

Rehearsal Track Information

- A. Rehearsal CD's for TMEA All-State Music (region, pre-area, area levels) are available from Educational Enterprises Recording Co., P.O. Box 4053, Pasadena, TX. 77502 (713)-475-8555
- B. Rehearsal CD's for local region choirs (HS Honor, MS Treble/T-B) are available from TMEA Region 21 Vocal Division. Tracks will be made available online. Director inquiries will be to the Region Chair and Middle School Coordinator.