



# REGION 21 HANDBOOK

## SMALL SCHOOL CHOIR

### 2023-2024

## Elected Positions

The SSC Coordinator will be elected by the TMEA Region 21 Vocal membership every two years at the same time the Vocal Region Chair is elected.

## Responsibilities of Officers

### **SSC Coordinator**

- Serve as Small School Choir (SSC) chairman of entire TMEA Region 21.
- Fulfill all duties pertaining to region activities, as specified in previous sections and the State TMEA handbook.
- Serve as liaison between the Region 21 Vocal Chair and the directors in TMEA Region 21.
- Serve as liaison between the TMEA State Vocal Vice-President and the directors in TMEA Region 21.

- Serve as moderator for the Region 21 SSC region meetings held each year: Fall meeting, TMEA Convention and Spring meeting.
- Ensure that all SSC vocal directors in Region 21 are informed of all policies and procedures for region events, as well as all other information pertinent to TMEA membership.
- Work with the Region 21 Vocal Chair to secure contest sites and communicate with hosts of those sites in preparation for each event.
- Serve as chairman of Region 21 SSC Music Committee.
- Work with the Region 21 Vocal Chair to secure the services of judges and clinicians for:
  - Region 21 SSC High School All-Region Mixed Choir auditions
  - Region 21 SSC High School Pre-Area auditions.
  - Region 21 All-Region Clinic & Concert.
- Make all other decisions pertaining to Region 21 SSC vocal activities including student issues, violation of TMEA Policies & Procedures, and any conflicts or questions that may arise.
- The term of office for SSC Region Vocal Coordinator shall be two years. If for any reason the elected SSC Coordinator cannot fulfill the two-year term, the Region 21 Vocal Division membership will elect another SSC Coordinator to finish out that term.

## **SSC Vocal Tabulations/Technology Coordinator**

- This office is a shared/common position with Region 21 Large School auditions

.  
 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.

### **Stipends for Officers**

- SSC Vocal Coordinator: \$300 per year

- HS Tabulations/Technology \$200/Year (shared/common for both LSC and SSC auditions)

## 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 or SSC COORDINATOR 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/Proxy 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 Region 21 Vocal Chair or the Region 21 SSC Coordinator. Any necessary deviation, including an appointed proxy, must be approved in advance by the Region 21 SSC Coordinator and Region 21 Vocal Chair according to the following proxy policy, or the student(s) will not be allowed to participate:
- 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 SSC Vocal Auditions:

- The director must provide a written explanation for the reason of his/her absence and receive written approval from the Region 21 SSC Vocal Coordinator.
- 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.

# Voicing for SSC Region Choir Ensemble

- Region 21 SSC High School Mixed Choir (grades 9-12): TMEA-selected repertoire.

## Small School Region Choir

Soprano 25 Region Choir      Next 12 Honor Choir

Alto 25 Region Choir          Next 12 Honor Choir

Tenor 15 Region Choir        Next 8 Honor Choir

Bass 15 Region Choir            Next 8 Honor Choir

**TOTAL- 80 in SSC Region Choir**

**ALL DIRECTORS, PLEASE BE AWARE THAT MALES AND FEMALES ARE NO LONGER RESTRICTED TO EITHER TREBLE OR TENOR/BASS VOICING. THE GENDER DISTINCTION RULE HAS BEEN ELIMINATED FROM TMEA COMPETITIONS.**

**ALL DIRECTORS, PLEASE BE AWARE THAT NOT ALL STUDENTS SELECTED TO THE REGION 21 SSC REGION CHOIR WILL ADVANCE TO PRE-AREA AUDITIONS.**

- **The top 20 Soprano/Alto & the top 10 Tenor/Bass SSC Region members will advance to Pre-Area/the second round of auditions. The top 8 singers selected at Pre-Area auditions will advance to the Area competition.**

## Audition Entry Procedures

- Entries for Region 21 SSC contests are accomplished through the TMEA website.
- Deadlines for all contests are two weeks prior to the contest at midnight.
- 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 21 Vocal Division Treasurer.
- Directors will be allowed to add or change student entries the day of the audition. The 100% additional student late fees will be assessed.
- Directors must notify the Region 21 SSC Vocal Coordinator 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 50% additional campus fee charge and 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, but the **50% additional campus and 100% additional student late fees will be assessed**. All fees must be paid or supported by a school purchase order prior to the start of auditions.

### Entry Fees

- SSC Region contest entry fees are \$12 per student.
- SSC Pre-Area contest entry fees are \$12 per student.
- Region Clinic & Concert fees are \$20 per student.
- SSC Area East contest entry fees are \$10 per student.

## The Audition Procedure

### Audition Personnel

#### Responsibilities

- Region 21 SSC Coordinator
  - Shall appoint a designee with no competing students in a Region 21 organization to determine audition cuts.
  - Shall appoint a designee to provide the necessary number of CD's or digital downloads of the audition cuts.
  - Ensure that all judging sheets and materials have been provided for the audition.
  - Conduct a judges' meeting at the beginning of the audition day to apprise judges of all policies and procedures for the audition.
  - Conduct a practice session of the cuts for students auditioning or designate another director to this duty. Cuts shall be played twice for students.
  - Observe all other duties set forth in the TMEA Audition Process-Vocal Division Appendix.
  
- Host
  - The host will provide all materials and sites set forth in the TMEA Audition Process-Vocal Division Appendix.

- 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.
- Judges
  - Judges shall observe all policies and procedures set forth in the TMEA Audition Process-Vocal Division Appendix.
  - Judges shall have no contact in any way with auditioning students to preserve the anonymity of the contest.
  - 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.
  - 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**

- Judges: \$160/day plus mileage that is commensurate with the state approved reimbursement amount, as well as per diem meals
- Hosts: SSC Region Mixed Auditions - \$250 plus expenses (with submitted receipts) (shared/common with Region 21 LSC auditions)
- SSC Pre-Area Auditions: Judges: \$125 plus mileage that is commensurate with the state approved reimbursement amount, and per diem meals.  
Host: \$200 plus expenses (with submitted receipts) (shared/common with Region 21 LSC auditions)
- Cuts/CD's: \$100 plus expenses (with submitted receipts)

### **SSC Region Audition Procedures**

- a. Music for all auditions shall be selected from TMEA All-State Small School Choir (SSC) repertoire for the current year. The Region 21 SSC Music Selection Committee shall determine selections for each round of auditions.
- b. Sight-reading for Pre-Area and Area auditions shall be weighted in accordance with Region 21 policies and TMEA guidelines.
- c. Audition numbers shall be randomly pre-assigned utilizing the TMEA computer program.

d. Students are expected to be on time for all auditions. The Region 21 SSC Coordinator will accept no late registrants without prior approval. (Refer to Sect. A, 3, d.)

e. Separate pre-audition and post-audition areas will be provided when sight-reading is included in the audition.

f. 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)

g. 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.

h. 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, 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.

i. Judges will be behind screens. If monitors are used, they shall be seated out of the sight of the auditioning student.

j. 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.

- 1) Misconduct at auditions or clinics/concerts
- 2) Cheating or violation of audition rules/procedures
- 3) Violation of attendance policies
- 4) Students singing any portion of the cuts following the group singing of cuts

initiated by the SSC Coordinator will be subject to disqualification.

k. Except for the Region 21 Vocal Chair, Region 21 SSC Coordinator and assigned contest helpers, there shall be no one in the audition room other than the judges and auditioning students.

m. Except for the Region 21 Vocal Chair, Region 21 SSC Coordinator and assigned personnel, there shall be no one allowed in the tabulation room.

## I. Auditioning Student Expectations

- 1) Be on time for your audition.
- 2) Do not speak to the judges for any reason, and provide no information to them as to your name or school.
- 3) No student may leave the audition site after receiving an audition number and/or before auditioning.
- 4) Students may leave the audition site following their audition only with previous permission from their director.
- 5) Students should realize that if they leave, any questions in tabulation or re-singing will be forfeited.

m. 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 21 Vocal Chair and Region 21 SSC Coordinator will work with the contest host to see that all these duties are carried forth.

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 SSC auditions.
- c. Sight reading guidelines are as follows:

REGION LEVEL AUDITIONS

- 1) Sight reading will count 20% of the total score.
- 2) No key signatures over 3 flats or sharps.
- 3) SR written in treble clef for Soprano, Alto and Tenor. Bass clef for Basses only.
- 4) No longer than 8 measures.
- 5) No compound meters.
- 6) Skips within tonic and dominant chords with no leap larger than a 5<sup>th</sup>.
- 7) No rhythmic values shorter than 8<sup>th</sup> note.
- 8) Total rhythm and pitch points must equal 60.
- 9) Verbal prompt will be given on the CD to open SR folder (6.6,a).
  - a) Students will begin 30 second practice when tonic chord and starting pitch are played (6.6, c)
  - b) 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).
- 10) Students may use their own form of sightreading during practice and performance.

PRE-AREA LEVEL AUDITIONS



- 1) Sight reading will count 20% of total score.
- 2) No key signatures over 4 flats or sharps.
- 3) SR written in treble clef for Soprano, Alto and Tenor. Bass clef for Basses only.
- 4) No longer than 8 measures.
- 5) No compound meters.
  - 6) Skips within tonic, dominant and subdominant chords with no leap larger than a 5<sup>th</sup>.
  - 7) No rhythm values shorter than 8<sup>th</sup> note, with the exception of one dotted 8<sup>th</sup>/16<sup>th</sup> pattern allowed. The dotted 8<sup>th</sup>/16<sup>th</sup> pattern may not happen in the first or last measure and must be STEPWISE APPROACH ONLY.
- 8) Total rhythm and pitch points must equal 60.
- 9) Verbal prompt will be given on the CD to open SR folder (6.6,a).
  - c) Students will begin 30 second practice when tonic chord and starting pitch are played (6.6, c)
  - d) 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).
- 10) Students may use their own form of sightreading during practice and performance.

d. 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 2022-2023 School Year.**

### **Audition Music**

Music for all auditions shall be selected from TMEA All-State Small School Choir repertoire for the current year. The Region 21 SSC Music Selection Committee shall determine selections for each round of auditions except SSC Area (determined by TMEA).

Music Selection Committee: The Region 21 SSC Music Selection Committee will be elected at the Spring Region Meeting by the membership to perform the following duties:

Region 21 SSC Music Selection Committee

1. Select music for Region 21 SSC auditions (Region and Pre-Area) from the current year's TMEA literature.
2. Select Region 21 SSC Clinic/Concert repertoire.

### **Alternates**

TMEA Alternate Policy: Alternates will be “called up” in rank order from the preceding audition.

SSC 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

Singers will be certified for SSC Area East by auditioning excerpts from the designated SSC Region 21 repertoire at Region and Pre-Area auditions. The Region 21 SSC Music Selection Committee will select pieces to be auditioned from the TMEA current year’s list and will utilize all pieces not designated as SSC Area level pieces. Region 21 SSC auditions (Region and Pre-Area) may include SSC Area selections, but will not exclude any other TMEA designated pieces; all literature will be “certified” according to TMEA policies.

## Clinic/Concert

### **Stipends/Honorariums Associated with Clinic/Concert**

- a. Clinicians
  - 1) SSC Mixed -\$600 plus mileage that is commensurate with the state approved reimbursement amount, as well as per diem meals (with receipts).
- b. Accompanists
  - 1) SSC Mixed - \$250
  - 2) Host: \$250 plus expenses turned in with receipts.

### **Student and Director Attendance Requirements**

1. 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, vaping, possession of non-prescription drugs or alcoholic beverages.
    - e. No use of cell phones or other electronic devices during rehearsals or performances.
2. Duties of the Region 21 SSC Coordinator
  - a. Work with the Region 21 Vocal Chair to secure the services of an SSC Region Choir clinician.

- b. Work with the Region 21 Vocal Chair to contact and correspond with the selected SSC Region Choir clinician.
- c. Work with the Region 21 Vocal Chair to order/secure all region patches for students.
- d. Work with the Region 21 Vocal Chair to create a clinic/concert rehearsal and performance schedule.
- e. Work with the Region 21 Vocal Chair to secure any instrumentalists needed for SSC Region Choir performances.
- f. Work with the Region 21 Vocal Chair for clinician all travel and financial arrangements.
- g. Correspond with Region 21 SSC directors about locations, scheduling, rules, etc.
- h. Work with the Region 21 Vocal Chair to insure that all banking and bookkeeping, including collection of clinic fees and payment to the SSC Region Choir clinician and SSC accompanist is properly handled by the TMEA Region 21 Treasurer.

## Student Elimination

Students who fail to follow the TMEA Region 21 rules and regulations for the TMEA Region 21 Clinic and Concert may be subject to removal from the event by the Region 21 Vocal Chair, Region 21 SSC Coordinator and/or the student's director.

## Other Region Policies

### A. Rehearsal Track Information

1. Rehearsal tracks 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  
[www.eercmusic.com](http://www.eercmusic.com)  
email: sales@eercmusic.com

**Please contact Tiffany Hammock, Region 21 SSC Coordinator for questions or clarifications.      tiffany.hammock@jisd.org    Office # 903-586-3661, ext. 7018**