

# **TMEA AUDITION PROCESS**

## **PURPOSE**

The TMEA audition process is designed to provide both recognition and meaningful musical experiences for Texas' student musicians. Selection to a TMEA performing organization requires stamina, talent, and a strong work ethic. The selection process has no favorites. Regardless of backgrounds, only the very best student musicians survive these strenuous procedures.

## **PROCEDURES**

These procedures have played a major role in helping the Texas All-State organizations become recognized as the top organizations of their type anywhere in the world and ensure the organizations will continue to consist of the very best student musicians in Texas. These procedures are also designed to create a consistent selection at every level in the process of gaining membership in Texas All-State organizations.

In a state as large as Texas, it is obvious that each of the TMEA regions must adhere to the same policies and yet be allowed to enhance auditions in a manner that can be beneficial to the development of the student musician according to the needs of his/her community and region.

Each State Vice-President is responsible for overseeing the All-State audition process and procedures within their respective division. The State Vice-President may review, by committee if needed, audition procedures and make recommendations to the Executive Board for approval.

## **I. Student Eligibility Requirements**

- A. These requirements apply to all public, private and home school participants.
- B. A student must be enrolled as a full-time student (as defined by rule of the State Board of Education) in a Texas school during the semester in which the TMEA activity takes place. If an audition takes place in one semester and the resultant concert or clinic takes place in another, then the student must be enrolled as a full-time student during both semesters.
- C. Only full-time students enrolled grades 9 – 12 may participate at Area level auditions (Band, Orchestra, Choir and Jazz Ensemble).
- D. All TMEA activities are extracurricular. In order to participate in TMEA activities, a student must be passing the number of courses required by state law and by rules of the State Board of Education. The student must have been in attendance and have passed the number of courses required by the University Interscholastic League for extracurricular participation. The year in which a student first enrolls in grade nine is the student's first year in high school. (See *Eligibility Requirements for TMEA Activities* for more specific information.)
- E. A student must be certified by his TMEA Active Member director as a viable member of the school's parent organization during the semester in which the TMEA activity is held. If there is no parent musical group in the school, the student must be certified by a TMEA member sponsor. This sponsor must hold an Active Membership in TMEA and must have been designated as a sponsor by the chief administrator of the school the student attends.
- F. A student shall compete in the Region in which he is currently receiving the majority of his educational instruction to meet graduation requirements.
- G. A student may not participate after the end of the eighth semester following his first enrollment in the ninth grade. The eight semesters or four year rule may be waived under certain circumstances.
- H. Changing schools within the state after acceptance at any level of the All-State selection process will not affect eligibility for further competition. (See *Eligibility Requirements for TMEA Activities* for more specific information.)

## **II. Region / Area Alignment and School Classifications**

- A. TMEA consists of 28 Regions and 7 Areas (See *TMEA/UII Music Region Alignment*).
- B. Students in public schools must enter the audition process in the Region in which their public school is assigned.
- C. Students in private schools must enter the audition process in the same region as the public school ISD in which the private school is located. A private school student shall compete in the comparable UIL classification according to the enrollment of the school.
- D. Students representing home schools 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 they reside. A home school student must minimally represent this classification.



### III. All-State Organizations

A. TMEA offers the following All-State organizations:

1. **The TMEA 5A Symphonic Band and 5A Concert Band**
  - a) Open to students in all classifications
  - b) Students from 3B, 1A, 2A, 3A and 4A must submit a Track Declaration Form prior to any initial audition to compete for this ensemble.
  - c) A student may not cancel this declaration nor invoke this declaration after beginning the initial audition. The student will not be allowed to participate in any area auditions designed for classifications 4A, 3A, 2A, or 1A after the initial audition.
  - d) Each Region certifies candidates to the Area auditions.
  - e) A student may be selected to advance to area in both wind/percussion and choir but may only participate in one Area audition. The student must declare (by means of the **Area Declaration Form**) by December 15 the division in which he will participate.
  
2. **The TMEA 4A Symphonic Band**
  - a) Open to students in 3B, 1A, 2A, 3A, and 4A classifications
  - b) Students from 1A, 2A, and 3A must submit a Track Declaration Form prior to any initial audition to compete for this ensemble.
  - c) A student may not cancel this declaration nor invoke this declaration after beginning the initial audition. The student will not be allowed to participate in any area auditions designed for classifications 3A, 2A, or 1A after the initial audition.
  - d) Each Region certifies candidates to the Area auditions.
  - e) A student may be selected to advance to area in both wind/percussion and choir but may only participate in one Area audition. The student must declare (by means of the **Area Declaration Form**) by December 15 the division in which he will participate.
  
3. **The TMEA Jazz Ensemble**
  - a) Open to students in all classifications
  - b) Each Region certifies candidates to tape for All-State competition.
  - c) Students from 3B, 1A, 2A, and 3A must submit a Track Declaration Form prior to any initial audition to compete for this ensemble.
  - d) A student may not cancel this declaration nor invoke this declaration after beginning the initial audition. The student will not be allowed to audition for the ATSSB/TMEA Jazz Ensemble after the initial TMEA jazz audition.
  - e) Once a student is notified of placement in an All-State Jazz Ensemble he may not advance to Area for another All-State group.
  
4. **The TMEA Symphony Orchestra and Philharmonic Orchestra**
  - a) Open to students in all classifications
  - b) Each Region certifies candidates to record string auditions for All-State competition. Each Region certifies wind and percussion students to Area auditions.

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- c) Students from 3B, 1A, 2A, 3A and 4A must submit a Track Declaration Form prior to any initial audition to compete for this ensemble.
  - d) A wind or percussion student may not cancel this declaration nor invoke this declaration after beginning the initial audition. The student will not be allowed to participate in any area auditions designed for classifications 4A, 3A, 2A, or 1A after the initial audition.
  - e) Once a student is notified of placement in an All-State Orchestra (strings) he may not advance to Area for another All-State group.
5. **The TMEA String Orchestra**
- a) Open to students in all classifications
  - b) Each Region certifies candidates to record string auditions for All-State competition.
  - c) Once a student is notified of placement in an All-State Orchestra (strings) he may not advance to Area for another All-State group.
6. **The TMEA Mixed Choir, Women's Choir and Men's Choir**
- a) Open to students in all classifications
  - b) Each Region certifies candidates to the Area auditions.
  - c) A student may be selected to advance to area in both wind/percussion and choir but may only participate in one Area audition. The student must declare (by means of the **Area Declaration Form**) by December 15 the division in which he will participate.
  - d) Throughout the audition process, only women shall audition for the Soprano and Alto sections, and only men shall audition for the Tenor and Bass sections.
7. **The ATSSB/TMEA Symphonic Band and Concert Band**
- a) Open to students in 1A, 2A, and 3A classifications
  - b) Each Region certifies candidates to the ATSSB Area auditions.
  - c) A student may not audition at the Area level for both TMEA and ATSSB/TMEA organizations. A student who has submitted a Track Declaration Form for the 4A or 5A track is no longer eligible for ATSSB Area certification.
  - d) A student may be selected to advance to area in both wind/percussion and choir but may only participate in one Area audition. The student must declare (by means of the **Area Declaration Form**) by December 15 the division in which he will participate.
8. **The ATSSB/TMEA Jazz Ensemble**
- a) Open to students in 1A, 2A, and 3A classifications
  - b) Each Region certifies candidates to tape for ATSSB All-State competition.
  - c) A student who has invoked a declaration to participate or has participated in the TMEA Jazz Ensemble audition may not audition for the ATSSB/TMEA Jazz Ensemble.
  - d) Once a student is notified of placement in an All-State Jazz Ensemble he may not advance to Area for another All-State group.

#### IV. Entry Procedures

- A. Entry for all TMEA auditions is conducted through the TMEA website - [www.tmea.org](http://www.tmea.org). Refer to the TMEA Audition Process Online Entry Instructions for

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specific details. Directors entering students in a TMEA Region, Area, or All-State audition must use the TMEA online audition entry system.

- B. Each Region will maintain their online entry system through the auspices of the division chair and the TMEA Deputy Director. Each Region Division Chair shall be the custodian of the online audition entry system for all auditions for their Region's division. Each Region Band, Orchestra, and Vocal Division must have a copy of their audition rules, procedures and guidelines on file with the TMEA office before the online audition entry system will be made available to their respective division.
- C.
- D. TMEA Active Membership is required in order to enter/sponsor students in TMEA auditions.
- E. 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.
- F. When entering students in the audition process The TMEA Active Member sponsor must provide proof of TMEA membership and submit the Audition Process Entry sheet with the Director's Statement of Responsibility signed and dated.

**G. *Director's Statement of Responsibility***

I have read the Eligibility Requirements for TMEA Activities and agree to abide by all the rules and regulations set forth by the Texas Music Educators Association with respect to all auditions and events.

I have informed the students entered of the audition process and requirements for All-Region and All-State. They understand that if they are certified for Area in the orchestra winds/percussion, band, or choir, (and accept that assignment), they may not advance to area through any other division.

- H. Each Region must establish its policies for dealing with late entries and/or changes. The online entry process provides a firm deadline of 11:59 p.m. on the date of the published deadline. The website program will not allow entries to be edited or altered after the deadline.

**I. *Limiting of entries at the Region Level***

The TMEA Executive Board recognizes the educational value of permitting all students, who so desire, to be a part of the Region/Area/All-State process and to participate to the fullest extent possible. The board also recognizes the need for a Region with extenuating circumstances to restrict or limit the number of students who enter the process.

As custodians of the All-State audition, the Executive Board may grant variances to this policy. Regions with extenuating circumstances may submit a request for limitation to the appropriate State Division Vice-President. Rationale and a definitive plan for limitation must be included in the request.

- J. Students Auditioning in Multiple Divisions (Dual Certification) – This is the process to allow students to qualify for Area auditions in more than one division

and then choose the one in which to audition. The TMEA Eligibility Rules state: *A student may audition in band and/or choir and/or orchestra, but once notified of placement in either the All-State Jazz Ensemble or All-State Orchestra (strings) may not advance to Area for another All-State group.*

1. Each director marks the students who wish to audition in both the wind/percussion and vocal divisions on the web-based Official Entry Document, which is submitted to the Region Chair.
  2. Following the final audition for Area Certification, the Region Vocal Chair will send the list of Area candidates (and alternates) to the Region Band Chair.
  3. Each Region Band Chair will send to the Region President and the TMEA Headquarters the names of all students who are certified to Area in both wind/percussion and vocal divisions. The Region President will then contact those students and will send them an Area Declaration Form (found on the TMEA website).
  4. The student must complete the Area Declaration Form which must also be signed by a parent or guardian, and both divisional directors of that student. The form then be submitted by fax to the Region President by December 15 in order that an alternate may be notified. The Region President shall forward all Area Declaration Forms to the Area Chairs.
  5. The TMEA office will send a list of All-State Orchestra string students and All-State Jazz Ensemble students in each Region to each Region President and performance division chairs.
- K. Each Region is encouraged to handle errors and omissions in official entry data to the extent that it will not harm nor punish student participants. Severe or persistent problems with a member's handling of official entries should be addressed through the ***TMEA Penalties for Rules & Policies Infractions*** process.

#### V. Instrumentation or Voicing

- A. The instrumentation and voicing for the TMEA All-State ensembles shall be published on the TMEA website.
- B. Each Region shall be responsible for establishing and publishing the instrumentation or voicing quotas for each audition and all performing ensembles prior to the initial audition.
- C. 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.
- D. No student may be eliminated, not selected to advance or not be seated in an organization based on arbitrary decision to reduce the published instrumentation or voicing quotas.
- E. No Region for any reason may exceed the allotted quota for representation at Area auditions.

#### VI. Anonymity

- A. Each student shall be assigned a unique, random and anonymous audition letter or number through the use of the TMEA audition tabulation software.

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- B. All judging panels and contestants must be screened from view from one another in the audition room. Care must be taken during all breaks to keep contestants and judges from realizing audition letters. Anonymity is vital!
- C. At no time during the audition process should a contestant and their respective section judges have direct communication. Any necessary communication must be done through an audition monitor.

## VII. Audition Personnel

- A. TMEA requires the use of 5 member panels for all auditions. There are no exceptions for high school level auditions that lead to All-State seating. Variances must be requested by each Region for middle school auditions to use three-member panels.
- B. Each Region shall be responsible for establishing rules and procedures for the use of proxies in emergency situations. 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. Failure to adhere to this policy subjects the sponsor to the *TMEA Penalties for Rules & Policies Infractions* process.
- C. TMEA highly recommends that all adults participating as judges, tabulators or monitors hold membership in TMEA.
- D. TMEA provides the audition tabulation software. It is highly recommended that tabulators using this software attend the training sessions offered each year through the TMEA Headquarters.
  - 1. It is recommended that four persons assist with the transferring of data from judges' forms to the computers.
    - a) Two persons to read and verify data from the judges' forms
    - b) Two persons to input and verify computer data.
- E. Other staff as needed might include but are not limited to:
  - 1. Housing Table staff (for Area auditions only)
  - 2. Fees collection (Region to Area, or Area to State)
  - 3. Securing judges from Region to Area
  - 4. Monitoring hallways and warm-up locations as needed

## VIII. Alternates

- A. Each Region shall select alternates for Area Wind/Percussion and Vocal Auditions.
- B. Every effort should be made by all TMEA Active Member director/sponsors to notify the respective Region Division Chair of any vacancies or forfeitures of Area candidacy at the earliest convenience.
- C. The Region Division Chair is the only person authorized to secure alternates to Area. The Region Division Chair shall notify the director/sponsor of the alternate student and notify the appropriate Area Chair of the substitution.
- D. An alternate may not represent a vacancy from a Region different than their own.

- E. For vacancies that occur prior to the Area audition date, alternates should be notified as soon as the vacancy has been verified.
- F. For vacancies that occur on the day of the audition:
  1. Existing candidates should be given every opportunity to arrive before the end of the first round.
  2. Alternates should not be substituted until the end of the first round (See F. 1.).
  3. Alternates must be contacted by the Region Division Chair representing the Region with the vacancy.
  4. Alternates must be called in rank order from the preceding audition in which the vacating student qualified for advancement.

#### IX. Audition Music

- A. Audition materials will be prescribed for each division by the State Vice-President. A listing of these materials will be posted on the TMEA website and published in the August issue of the *Southwestern Musician* each year.
- B. The TMEA website is the **official source for errata**. Director/Sponsors should check the site frequently during the time leading up to the initial audition using the prescribed music.
- C. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections and/or etudes prescribed by the State Vice-President.
- D. The judges must hear each student play/sing a portion of each of the prescribed selections, etudes, or excerpts before auditions are complete.

#### X. Variances

- A. Each Region's division must prepare in writing for distribution its audition process rules and procedures. Unless variance(s) have been approved, this procedure should mirror the procedures above and those in the applicable division Appendix below.
- ~~B. The Region division Audition Rules and Procedures should be made available on or before the Fall Region Meeting.~~
- ~~C. A copy of the Region's division procedures must be on file with the TMEA Headquarters prior to the Fall Region Meeting. This should be done each year to ensure the latest version is on file.~~
- D. A Region must submit requests for variances on or before June 1 in order to use the approved variance the next school year. The form for submitting a variance request is available on the TMEA website.

#### XI. Region Clinic/Concert

- A. Each Region should establish written policies for rehearsal and concert attendance and communicate these policies with directors and student members.
- B. 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 TMEA member sponsor.

- C. Clinic/Concert rehearsal and performance facilities should be handicap accessible.
- D. In return for funds obtained from retailers in support of Region clinic/concert activities, advertisement space in the clinic/concert program should be allocated in proportion to the level of funds obtained from each retailer. Region officers should be sensitive to the total amount requested from each retailer by the entire Region.
- E. Recording of clinic/concerts for sale or distribution must be done by TMEA licensed vendors. Consult the TMEA website for a listing of current vendors. It is the responsibility of the vendor to secure copyright permission to record, sell, and/or distribute the recordings.

## **XII. Scheduling**

- A. Regions should avoid scheduling auditions and clinic/concerts on major religious holidays or observances of any faith.

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# Vocal Division

## Audition Procedures and Guidelines Appendix

### 1. Long-Range Planning

#### A. All-State Choir Audition Definitions

- 1) There shall be no less than three and no more than four auditions during the entire All-State Choir selection process.
- 2) Each Region shall determine the number of students to be selected at the District and Region Choir auditions. The 3-audition format shall be called Region, Pre-Area and Area. The 4-audition format shall be called District, Region, Pre-Area and Area.
  - a) The District audition shall determine who is selected to participate in the Region audition. A TMEA District patch may be awarded to each student who is selected to continue in the Region audition.
  - b) The Region audition shall determine who is selected to participate in the Region Choir concert and continue in the next audition level (either Pre-Area or Area). A TMEA Region patch shall be awarded to each student who satisfies the requirements of Region participation. Only women will be allowed to audition for the Soprano and Alto parts. Only men will be allowed to audition for the Tenor and Bass parts.
  - c) The Pre-Area audition shall determine who is selected to participate in the Area audition which will select the All-State Mixed, Men's and Women's Choir members. No patch shall be awarded for the Pre-Area audition. Each Region may certify as many as five candidates on each voice part for the Area audition. Only women will be allowed to audition for the Soprano and Alto parts. Only men will be allowed to audition for the Tenor and Bass parts.
  - d) The Area audition shall determine who is selected to participate in the Texas All-State Chords. Each Area shall certify the following number of students to the All-State Choral Organizations.

<u>Voicing</u>	<u>Mixed Choir</u>	<u>Women's Choir</u>	<u>Men's Choir</u>
Soprano I	4	6	0
Soprano II	4	6	0
Alto I	4	6	0
Alto II	4	6	0
Tenor I	4	0	4
Tenor II	4	0	4
Bass I	4	0	4
Bass II	4	0	4
<b>Total</b>	<b>32</b>	<b>24</b>	<b>16</b>

Chairs 11 and 12 of the women's sections shall be alternates to the Women's Choir.  
Chairs 9 and 10 of the men's sections shall be alternates to the Men's Choir.

An Area patch shall be awarded to each student who participates in the Area audition.

- e) A TMEA All-State patch shall be awarded to each student who satisfies the requirements of participation in the All-State Chords.

**B. Region Vocal Chair's Responsibilities for District/Region/Pre-Area/Area Auditions**

- 1) Obtaining District, Region and Pre-Area audition personnel is the responsibility of the Region Vocal Chair or his designee. Audition personnel include: audition chair, site chair, tabulation chair, judges and any other necessary workers. Obtaining Area audition personnel is the responsibility of the Area Vocal Chair.
- 2) The production of the audition accompaniment CD is the responsibility of the Region Vocal Chair or his designee prior to the Area audition.
- 3) If a Region agrees to do so, the Region Vocal Chair may submit a Variance Request to the TMEA Audition Procedures Manual for his Region. Any requests for a variation, exemption or change to the TMEA Auditions Procedures Manual must be made to the State Vocal Chair by June 1. See TMEA Audition Process, X.
- 4) Additional Region Vocal Chair responsibilities include the items listed below.
  - a) Meet annually at the TCDA Convention to obtain pertinent information regarding all TMEA auditions.
  - b) Preside at the fall Region vocal meeting.
    - i) Distribute information regarding auditions (dates, rehearsal notes, historical notes, deadlines for entry, fee information, rules policies, sites, tape information, audition music and a step-by-step description of the student audition process the Region shall follow at each audition beginning with student registration and following through to the announcement of final results).
    - ii) Provide clinic/concert information for TMEA Region choirs.
    - iii) Provide clinic/concert information for TMEA performing choirs.
  - c) Prior to each audition, give notice to all directors of details pertaining to that audition.
  - d) Assist the Area Vocal Chair with the Area audition responsibilities.
  - e) Preside at the spring Region divisional meeting.
    - i) Schedule all TMEA-related activities for the next school year at the spring meeting.
    - ii) Make preliminary plans for all TMEA-related activities for the next school year.
  - f) Meet annually at the TMEA and TCDA conventions to obtain pertinent information regarding all TMEA activities.
  - g) Preside at the Region meetings at the TCDA convention.

**C. Certification of District/Region/Pre-Area/Area Candidates and Alternates**

- 1) In order for a student to obtain certification to the Area audition, all Pre-Area music shall have been auditioned, listed to be auditioned or performed on a District/Region concert. When students have prepared selections for the audition process, that music can then be certified without every selection actually being adjudicated. Regions do not need to audition all of the selections listed. However, students should not be made aware of any selections to be omitted in the actual audition process.
- 2) Any student who is selected for Pre-Area or Area, but is unable to participate in the District/Region concert due to a pre-approved, school-related conflict or extenuating

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circumstance, may acquire certification for the next level of competition by submitting a CD to or performing live for the Region Chair or his designee, his complete vocal part of any music certified only by the Region concert. The CD shall be submitted or the audition performed at least 5 days prior to the next competition to allow ample time for the student to be certified by the Region Chair.

- 3) The Region shall be responsible for establishing and following procedures for using alternates for Region/Pre-Area auditions and for Region choirs.

## **2. Pre-Audition Preparation**

### **A. Audition Material**

- 1) Each Region shall determine the selection of audition material.
  - a) The audition material for each TMEA All-State Choir audition shall be selected from the All-State Choir literature.
  - b) Each Region shall determine the method used to distribute audition material with the emphasis placed on uniform access of information for all participants.
  - c) The dissemination of this privileged information shall be handled with the highest professionalism.
- 2) Each Region/State Vocal Chair or his designee shall be responsible for making the audition CD prior to each audition.
  - a) Audition cuts shall be determined by the Region/State Vocal Chair or his designee, making every attempt to select cuts of content and duration that shall adequately allow the students to display their musical talents.
  - b) The audition material shall enable a student to display his full capabilities as a singer. The tessitura of each voice part shall be a consideration.
  - c) It is suggested that the duration between audition selections be between 7-10 seconds if more than one cut is used per audition.
  - d) The audition material shall be made from an accompaniment CD to which all directors had equal access.
  - e) Every effort shall be made to use quality CD and recording equipment when making the recordings, with particular attention paid to pitch accuracy.
  - f) Back-up CDs shall be available

### **B. Entry Regulations and Limitations**

- 1) All Regions shall use the TMEA Auditions Process Entry Cover Sheet as the official TMEA online entry process and the initial entry form into the audition process.
- 2) Regions may not limit the number of entries from one school without an approved variance.
- 3) Fees shall be determined by each Region as is necessary to cover expenditures associated with auditions and all related activities.
- 4) Entry deadline, audition dates and reporting times shall be determined by each Region.

- 5) The TMEA Vocal Division District/Region/Pre-Area Entry Form is recommended for use as a financial statement for each school's audition entries.

**C. Audition Facilities and Equipment**

- 1) The size of the audition site and number of rooms shall vary according to the number of students participating in the audition.
- 2) The following facilities shall be provided at each audition site:
  - a) One large holding area, such as a cafeteria, shall be available for the registration and assembly of student participants (with a concession area).
  - b) A large room for the assembly of judges and directors
  - c) A second holding area to separate the students who have completed their sightreading from those who have not (if applicable)
  - 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) The use of any personal electronic device by students in the warm-up, holding and audition rooms is prohibited (i.e., cell phones, pagers, portable music players, PDA's, etc.)
  - f) 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.
  - g) A lounge/concession area for the judges so that they will be separated from the students until the conclusion of the audition
  - h) An optional audition warm-up room
- 3) The registration area shall include eight chairs and long tables to accommodate eight sections
- 4) The large holding area shall be equipped with the items listed below:
  - a) A public address system for all announcements and instructions
  - b) A CD player sound system if cuts are to be played in the holding area
  - c) A concession area
  - d) A sufficient number of chairs to accommodate the students who audition
  - e) A copy of the time roster and a monitor's checklist for the announcer
- 5) Each audition room shall be equipped with the items listed below:
  - a) A sign on each door identifying the section
  - b) Screens to shield auditioning students and judges completely. 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) A CD player set up with the speakers facing the singer so that the judges will be able to hear the student more easily
  - f) A sufficient supply of pencils for the judges
  - g) A sufficient number of judges' score cards in their packets or they may be brought in by the monitor as each student comes in to audition. Judges shall always double-check the audition number.
  - h) A copy of the audition time roster for each judge
- 6) A sufficient number of audition CDs that have been checked for fidelity

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- 7) A sufficient number of CD players that are properly labeled and in good working order. Personnel shall be assigned to distribute them to audition rooms and return them at the end of the audition. Players shall play without distortion at a volume sufficient to be heard by singers and judges.
- 8) Sufficient extension cords, tables, desks and chairs in judging, tabulation, registration and holding areas
- 9) Signs for directions and room identification
- 10) A lunch area for judges and workers, if necessary

#### **D. Instruction of Workers**

There shall be meeting(s) of key personnel prior to the day of the audition to outline their responsibilities and answer any questions, if necessary. The following is an outline of assignments which may be adapted to the specific requirements of each audition.

- 1) CD player set-up personnel shall have the responsibilities listed below:
  - a) Label all players.
  - b) Compile a list of rooms in which each player is placed. Make sure each CD player is operable.
  - c) If a player does not function properly, or if there is a problem with the CD, replace it with another from the tabulation office.
  - d) Remove the audition CDs and return these to the tabulation office when the auditions are complete.
  - e) Check off CD players as they are picked up by directors. Make certain that all are returned.
- 2) Registration aides shall follow the procedures listed below:
  - a) Have each student show his name on the student registration form.
  - b) Have each student initial beside his name.
  - c) Issue the corresponding badge to the student. If a student's name is not listed, get clearance from the Region Vocal Chair before issuing a badge to that student.
  - d) Issue each student a copy of the cuts and the Information and Instructions for TMEA Vocal Division Auditions.
  - e) If requested, verify the information on the student information form and make any necessary corrections.
- 3) The director responsible for the judges' registration shall follow the procedure below:
  - a) Have each judge sign in and verify his assignment.
  - b) Give each judge a copy of the Information and Instructions for TMEA Vocal Division Auditions and the audition cut.
  - c) Report to the audition host or to the Region/Area Chair when all judges have signed in. If a judge does not appear, notify the Region/Area Chair immediately.
- 4) The director of student warm-up and cuts rehearsal shall follow the procedure below:
  - a) Conduct a brief warm-up once the registration process has been complete.
  - b) Explain clearly where each cut begins and ends.

- c) Review the Information and Instructions for TMEA Vocal Division Auditions with the students.
  - d) Answer questions, clarifying information with the Region/Area Chair if necessary.
  - e) Play the CD of each audition cut if the cuts are rehearsed together.
- 5) The announcer shall have the responsibilities below:
- a) Call each student at the correct time.
  - b) Stay focused and do not be distracted. Timing is very important.
- 6) Audio monitors shall be assigned by the audition host and have these responsibilities:
- a) Review the operation of the CD players as soon as they are set up, making sure that the volume is adequate and does not distort the sound.
  - b) No volume checks shall be allowed during the audition. The judging panel and audio monitor are responsible for setting the volume level before the audition begins. Please listen to the entire CD to determine the best level for all students. Do not change the volume level once the audition has begun.
  - c) When the CD is ready and the judges are in place, bring in each student in the proper order, announcing the audition badge number to the judges so that they can make sure they have the correct score card.
  - d) Start the CD when the student is ready. Do not stop the CD regardless of what the student does, unless instructed to do so by the chair of the judging panel or unless there is technical difficulty with the CD or the player.
  - e) Keep everything that happens in the audition room confidential.
- 7) Judges shall follow the procedure below:
- As soon as you arrive at the audition site, report to the meeting room set aside for you.  
From this point on, do not make contact with any student who is involved in the audition.
- 8) Tabulation chairs shall have the responsibilities below:
- a) Review the TMEA Vocal Division Tabulation Procedures
  - b) Make sure that all forms, equipment and supplies are located in their proper places.
  - c) Allow only authorized personnel in the tabulation office.
  - d) Supervise all work carefully, checking and double-checking every step for accuracy.
- 9) Section guides shall have the responsibilities below:
- a) Make sure that each student gets to the proper room for his audition.
  - b) Make sure that each student is in place prior to his audition time.
  - c) Report any unauthorized student(s) in the audition area to the Region/Area Chair or the audition host.
- 10) Room monitors shall have the responsibilities below:
- a) With the copy of the monitors' checklist, verify that the student is auditioning in the proper order.
  - b) Working with the audio monitor and the judges, use the smoothest procedure for getting the singer into the room properly.
  - c) Keep the audition running on schedule by working with the audio monitor and section guides.
- 11) Tabulation monitors shall have the responsibilities below:

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- a) Pick up judging score cards at regular intervals from the audition rooms and deliver them to the tabulations office.
  - b) Keep the score cards in a large envelope and do not permit anyone to examine them.
- 12) The corrections monitor shall return score cards that need signatures or corrections to the appropriate judge in each section.
- 13) The Region/Area Chair or audition host shall have alternate personnel available for any capacity should a worker have an emergency that would prevent the fulfillment of his duties.

### 3. Audition Procedures

#### A. Directors' Responsibilities

- 1) Attend every audition. Emergency situations shall be handled by the Region or Area Chair.
- 2) Perform the audition assignment set forth by the Region or Area Chair.
- 3) Make arrangements for the supervision of your students during the audition.

#### B. Registration of Students

- 1) Each Region may establish procedures to accommodate an individual student's special scheduling needs.
- 2) Each Region shall develop a registration system which includes the items listed below.
  - a) Each student will register individually according to section
  - b) Each student will be assigned a random computer-generated audition ID which establishes audition order.
  - c) A student whose name is not listed must receive clearance from the Region Vocal Chair before receiving a badge.
  - d) Each participant shall receive the Information and Instructions for TMEA Vocal Division Auditions at registration.
- 3) Each Region shall develop a system for the calling of alternates according to TMEA policy. See TMEA Audition Process, VIII.

#### C. Judging Score Cards

- 1) The Region/Area Chair shall provide judging score cards for each judge.
- 2) Regions may create their own score card or use the example of the TMEA Vocal Division Score Card. It is recommended that the criteria illustrated on the score cards be used in all of the auditions.

#### D. Judging

- 1) Five-member panels must be used in all high school auditions.
- 2) Judging panels are chosen by the Region/Area Chair.
- 3) Considerations for balanced judging panels shall include the items listed below:
  - a) Knowledge of the audition music
  - b) Experience and placement of students in previous TMEA auditions

- 4) The procedures for judging are as follows:
- a) The Region/Area Chair shall designate a chair for each judging panel.
  - b) No volume checks will be allowed during the audition. The judging panel and audio monitor are responsible for setting the volume level before the audition begins. Judges should listen to the entire CD/tape to determine the best level for all students. Do not change the volume level once the audition has begun.
  - c) There shall be no discussion between judges during the audition process.
  - d) Students shall be heard on the entire audition. Uniformity must be maintained in how each student is started and stopped.
  - e) A judge may not assign duplicate scores during singing rounds – a raw score/rank conversion chart shall be utilized.
  - f) Judges shall consider the entire audition performance before awarding a score.
  - g) Judges shall remain actively involved in judging through each singer's entire audition.
  - h) Each judge shall be charged with the responsibility of knowing and following the audition procedures.
  - i) Every effort shall be made to be consistent from the beginning to the end of the audition.
  - j) The judging panel chair shall ensure that the panel conducts itself in a professional manner throughout the audition.
  - k) The same members of the judging panel must judge the same section throughout the entire audition.

#### E. Sightreading

- 1) Sightreading may be used at any level of audition but is mandatory at high school Pre-Area and Area auditions. The sightreading audition shall be 20% of the total score.
- 2) If possible, the sightreading audition shall be held separately from the prepared audition.
- 3) The level of difficulty shall parallel *Oxford Folk Song Sight Singing Series, Book II*.
- 4) Examples of sightreading shall be made available to participants when audition information is distributed. The typical sightreading selection shall have no more than eight measures. The range of each voice part shall be considered when the key is selected for each section.
- 5) The sightreading exercise shall be written in one of the following key signatures: C, G, D, A, E, F, B-flat or A-flat major. There shall be no modulations.
- 6) The sightreading exercise shall be written in either 2/4, 3/4 or 4/4 meter signature.
- 7) Before the sightreading audition, all students shall be given these written instructions:

*"You will be instructed by a voice on the CD to look at the sightreading 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 sightreading (syllables, numbers, neutral syllables, or any combination). No additional study time is allowed.

If you start and stop over, 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 mechanical failure with the CD player."

#### F. Sightreading Judging Procedure

- 1) On a separate sightreading worksheet, the exercise shall be printed numerous times.
- 2) Judges shall count the errors and subtract from the total number of available points. They shall record their scores on the sightreading score cards.
- 3) A judge may duplicate scores during sightreading rounds.
- 4) Students shall not see the judge's sightreading worksheet. They shall see only the score recorded on the sightreading score card.

**Note:** This process is meant as a point of reference from which to judge, not as an absolute system. The process works well when the students are fairly accurate and close to reading the exercise correctly. When a student has great difficulty in reading the exercise, the process breaks down and the judge shall make a value judgment to the best of his ability.

- 5) A student who is legally blind shall be exempt from sightreading. His director shall provide the Region/Area Chair with proof of blindness in a letter from the student's principal and shall contact the Region/Area Chair before the audition begins so that adequate provision can be made.

**Note:** The blind student's sightreading shall be the same as his final score on the prepared audition. For example, when a blind student's final ranking is third chair at the conclusion of the prepared audition, his sightreading rank shall also be third chair. If a tie occurs because five students receive perfect sightreading scores, the student's sightreading rank shall become seventh chair.

Example:

CHAIR	FINAL SIGHTREADING RANK POINT (AREA LEVEL)
1	13
2	13
3	13 All are tied. (Rank points for first chair are distributed equally.)
4	13
5	13
6	10 2nd highest
7 Blind Student	9 3rd highest

**Note:** The TMEA audition computer program calculates blind scores when the blind handicap field is selected.

## G. Tabulation

- 1) The TMEA computer tabulation program was designed for use in the audition process. Regions are required to use this computer program in all auditions.
- 2) Student information shall be entered in advance of the audition. This information for any section may be mixed, and the program shall sort as needed. Random audition numbers are assigned, and registration forms printed in advance.
- 3) **TMEA Vocal Division Tabulation Procedures**
  - a) Deliver the score cards to a score card aide in the tabulation office.
    - i) Place the score cards in judge order 1-5, taking care to ensure that the student audition numbers are all the same.
    - ii) Score card aides will check to see that all judges' signatures are present and that a score has been entered in each space. If all are correct then they shall be stapled together in judge order.
    - iii) If signatures or scores are missing, the cards will be taken back to the audition room by the correction monitor for correction. Score corrections must be initialed by the judge on the score card.
  - b) Score cards will then be passed to the calculator personnel who will proceed as below:
    - i) The first calculator operator shall total each judge's scores on a 10-key calculator with tape printout. The operator will initial the top score card and staple his calculator tape to the score card.
    - ii) The second and third operators will confirm the totals of the first operator and will add their initials to the top score card, stapling their calculator tape to the card.
    - iii) If a discrepancy is found, the process shall start over until all three operators agree.
    - iv) Any score card with scores that are not clearly legible shall be given to the correction monitor to take back to the judge for correction. Score corrections must be initialed by the judge.
    - v) Calculator operators are not needed for the sightreading portion of the audition.
  - c) Score cards will then be taken to the tabulation area for entry.
    - i) A monitor will call out the scores and an operator will enter them.
    - ii) The computer aide will initial the top score card after the scores have been entered.
    - iii) When all of a section is complete, the operator will print a score-verification sheet. The total number of students auditioning in each section is found on the registration form.
    - iv) Score cards must be placed in numerical order by audition number.
    - v) Check the score cards twice against the scores entered on the score-verification sheet for accuracy.
    - vi) Once all scores have been verified, print the final ranking.
  - d) Score cards will then be taken to the identification area.
    - i) Registration forms will be available in this area.
    - ii) Write the student's school name clearly at the top of the first score card.
    - iii) Place score cards into large envelopes labeled with school name.
    - iv) Place copies of the results for the entire audition in each school's envelope.
  - e) Subsequent auditions over the choral literature shall repeat steps a) – d).
  - f) The tabulation procedure for sightreading auditions will be conducted as follows:
    - i) Score card aides will collect the score cards and check them for judge's signatures and scores as described above.
    - ii) Staple the score cards in judge order and send them to the tabulation room..
    - iii) Tabulation personnel will follow the procedures in c), i) – vi) above.

iv) The identification of the score cards is the same process described in d) above.

#### H. Ties

- 1) In final tabulation, ties shall be broken by use of judges' preference, as described in Breaking of Ties in TMEA Vocal Division Auditions. If two or more contestants are tied by virtue of their receiving identical rank scores, the judges' preference system shall be applied.
- 2) When a tie occurs for the last place for membership in the All-Region Choir, it shall be the option of that Region to select both students for participation and, therefore, to increase that section by one person. Regions selecting this option must do so in advance of the audition.

#### I. Announcement of Results

- 1) Announce the results in a timely fashion upon completion of the audition process.
- 2) Provide each director a written report which clearly shows the final ranking of all students in each section.
- 3) Directors may inspect the results for one hour following the announcement of the entire audition results. At the end of this period, tabulated results are final.

#### 4. Post-Audition Follow-Up

##### A. TMEA Auditions and Appeals Process

- 1) The TMEA Executive Board reserves the right to serve as an appellate committee on all matters concerning the All-State selection process and participation.
- 2) 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.
- 3) Send Pre-Area results (hard copy) to TMEA by December 10th.
- 4) Email Pre-Area audition file to [fcoachman@tmea.org](mailto:fcoachman@tmea.org) by December 10th and CC: to [archive@tmea.org](mailto:archive@tmea.org).
- 5) Be sure to complete and send all information/forms requested by the Area Chair.

#### 5. Information Pertaining only to the Area Audition

##### A. Area Chair Duties

- 1) Secure and prepare all forms & materials needed in the Area audition. The following forms are to be printed from the TMEA website:
  - a) Region Directors Roster – one for each Region in the Area .
  - b) Area Chair Audition Expense Form – fill out and give copies to the State President, State Vocal Chair, and Region Vocal Chairs in the Area.
  - c) Sample letters, memos and instructions