

# ATSSB REGION 13 HANDBOOK

UPDATED

5/7/2017

## REGION 13 RULES

### Entries

- A. Fees
- Fees for ATSSB High School All-Region auditions will be set at \$10.00 per student. There is a \$75 per school charge for entry as well. The School charge will be the same as the amount that judges for that competition are being paid.
  - Fees for ATSSB All-Region Jazz auditions will be set at \$20.00 per student with no school fee.
  - Fees for the ATSSB Junior High All-Region Band auditions will be \$10.00 per student with a \$75 per school fee.
- B. 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.
  - Entries 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. 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.
- C. Student eligibility rules will be based on current UIL Rules of Eligibility. Any director entering students must be a current member of ATSSB and TMEA prior to auditions. This must be the head director, not an assistant director.
- All directors from any school entering must attend the audition to judge, monitor, or help in the contest office
  - The head director (or proxy) must attend and must judge, monitor, and or serve in whatever capacity the audition chairperson requests' on the day of auditions. Failure to do so will disqualify that school's students from the audition process.
- D. Audition information should be mailed or e-mailed to the membership in a timely manner - no later than 60 days prior to the audition date.
- E. Entry process will be as per the entry process directions that will accompany the online registration.
- F. Directors must also include a photocopy of their TMEA AND ATSSB membership cards.
- G. *Entries will be completed online at <http://office.tmea.org/contest/>. All entries must be completed by the deadline or a \$100.00 late penalty will be required.*

### Auditions:

A. Five judges will be assigned to each audition panel. As few as three judges may be assigned to middle school panels.

B. Cuts are to be determined by a panel appointed by the audition chair. There should be no discussion of cuts in the interim between the panel's decision and the posting of the cuts. Cuts should be posted before the auditions begin. More than 10% of the audition music must be used in the cuts.

C. Scales and etudes may be performed together or separate, determined by audition chairperson - "BUT THERE WILL BE NO ELIMINATION IF SCALES ARE INADEQUATELY PERFORMED." Scales should be played exactly as notated. (Tempo, slurs, rhythm, etc.) Extra credit will not be given for additional octaves, faster tempos, etc. Points will be deducted if students vary tempos and octaves. Students may read scales from a scale sheet during the audition.

D. Maximum instrumentation is as specified on the "instrumentation" page. In the event that fewer than the maximum amount of students allowed on a particular instrument actually audition, the section will be balanced between the two bands at the panel's discretion.

E. Judges are prohibited from scoring music that is not the official audition music.

Holding Rooms: (High School Only) The region will follow the same guidelines as Area Auditions for holding room procedures. Directors will be responsible for providing at least one Monitor for holding rooms at region Auditions. The HS Region Coordinator will coordinate with all participating schools to insure there are enough adults for each holding room. Parent volunteers will be used as long as their own child is not auditioning in that particular room.

Guidelines for Holding Rooms:

A. Students are encouraged to bring snacks and water into the holding rooms

B. Students are allowed to bring iPods or Mp3 players with earbuds or headphones only, no speakers.

C. Students may not write on chalkboards or dry erase boards in the holding rooms.

D. Audition rooms should not be adjacent to holding rooms wherever possible; if they are, students should not be allowed to make disparaging remarks about the performances taking place.

E. Phone may be used for texting but no calls are to be made from holding rooms: all phones should be on silent or vibrate.

F. One Student needs to be in the audition room, on sitting immediately outside the audition room (i.e. a "hot seat to facilitate the process.)

### **Students:**

A. All students should be checked in with monitor before the auditions begin. Exceptions will be determined by the audition chairperson.

B. Students will be allowed a one breath warm-up.

C. Scales should be played exactly as notated. (Tempo, slurs, rhythm, etc.)

D. A student may audition on more than one instrument if he has paid a fee for each entry, and must agree to take the higher chair of the two results for the region band. If a student makes the area band on more than one instrument, the student may choose which instrument on which to advance to area. The choice must be made before the audition process is confirmed.

EXCEPTIONS: 1. The region coordinator may, at his discretion, allow a student to play the instrument in the region band that he/she has chosen for area.

E. There will be NO separate audition for piccolo, but rather picked as needed from the flute section.

F. All students auditioning for the Region 13 high school region band must be in the 9th-12th grades.

### **Percussion:**

A. High school percussion will be a combined percussion audition. The audition requirements are listed on [www.atssb.org](http://www.atssb.org) under the PAL.

B. Middle school percussion have a combined audition: Timpani students auditioning will not be required to tune the timpani. The monitor in the room will check the tympani tuning before each person enters the room. Each percussion student may have a 5 sec roll on the instrument they are performing on before they begin the audition.

### **General Policies:**

A. Official order and time line of complaints is: Student notifies monitor; monitor refers to judges; judges refer to office.

B. All H.S. results will not be considered official until thirty minutes after ALL auditions and tabulations have been completed.

C. A listing of the ranking should be made available to all directors involved. This process may take place at the end of the auditions, mail, or email.

D. There will be 2 high school bands and 3 middle school All Region Bands.

E. Audition material will be weighted 33% for etude one, 33% for etude two, and 33% for scales.

F. All students auditioning for the region 13 High School all-region band must be in the 9th-12th grades.

All students auditioning for the region 13 Junior High all-region band must be in the 7th-8th grades.

**G. ATSSB is not liable or responsible in anyway for a student's equipment not functioning or responding properly.**

H. If a student who is auditioning instrument malfunctions during the scale part of the audition, they may ask the monitor to exit the room with them and explain the problem. The student will have until the room is completed to return and complete the rest of the audition. If a student begins the first etude, the audition must be completed before the student leaves the room.

I. A student will move up from the top of the Region Concert Band to the Symphonic Band to fill openings due to absentees or withdrawals from the band. Alternates will be called upon from the alternate list. In sections of ten or more, 2 alternates will be chosen. In sections of less than ten, only one alternate will be named.

## **Clinic Policies**

### **ATTENDANCE**

A. Any student not able to attend the clinic for any reason should be reported by the director to the region coordinator (middle school coordinator for middle school students) as soon as possible, so that alternates may be contacted.

B. All schools represented must have a director and/or a sponsor in attendance during both Friday and Saturday clinic and concert.

C. The only excused absence allowed is for a high School student that must miss the Friday night rehearsal due to a UIL district level sporting event. No other event will be deemed excused.

### **CODE OF CONDUCT**

A. The conduct policy will be consistent with TEA/TMEA/host school district policies.

B. Hats will not be permitted inside the buildings at any time during any phase of the ATSSB events.

C. Any student found out of compliance with any ATSSB rules can be excluded from the ATSSB Honor Band process.

D. Food, candy, gum, or drinks are allowed only in designated areas, and never in rehearsal area, during rehearsal or performance.

E. All participants will display respect and courtesy towards everyone at all times.

F. Participants should be ready for auditions, clinics, and warm up before concerts at least five minutes before the start of each. Brass players will be responsible for providing mutes, oil, etc.

G. All attire at any phase of the ATSSB process will conform to the student's local school policy.

H. Students should perform in concert in his or her school concert band uniform.

I. Electronic Communication or Gaming Devices are allowed **ONLY** in designated areas. They should **NEVER** be used in a rehearsal area, during rehearsal, or a performance

## **FINANCIAL POLICIES**

- High School Clinician fees are \$500 for. Plus mileage, meals & lodging.
- Junior High School Clinician fees are \$500 for. Plus mileage, meals & lodging.
- Jazz honorarium is \$500.00. Plus mileage, meals & lodging.
- \$150 Honorarium to audition host + expenses
- Clinic hosts will receive \$150.00 honorarium for Saturday only clinics.
- Clinic hosts will receive \$200.00 honorarium for Friday & Saturday clinics.
- Region Coordinator honorarium is \$1000.00. Paid at spring region meeting.
- Region Secretary honorarium is \$100.00. Paid at spring region meeting.
- Web Master Honorarium is \$0.00
- Middle School Coordinator is \$250.00
- Band organizer honorarium is \$100.
- Percussion organizer honorarium is \$150
- Judges fees are \$75
- Audition Host Hospitality Room Reimbursement up to \$400.
- Clinic / Concert Host Hospitality Room Reimbursement up to \$300
- Mileage reimbursement for region clinicians will be tied into the State of Texas Rate for mileage.
- Checking account is at Prosperity Bank in Edna, Texas.

**REGION COORDINATOR, JH COORDINATOR AND REGION SECRETARY ARE ALL 2 YEAR TERMS VOTED ON BY THE REGION MEMBERSHIP. BAND ORGANIZERS ARE ALL ONE YEAR TERM.**

## **DUTIES OF THE REGION COORDINATOR**

- Encourage ATSSB membership from EVERYONE in the Region and encourage them to pay dues on time.
- Oversee Jazz, high school and middle school ATSSB All-Region tryouts in matters such as dates, site, and hosts.
- Determine the number of judges needed based on director participation
- Responsible for the running of all ATSSB auditions. (Jazz, High School, Junior High)
- The region coordinator is the coordinator for the High School Clinic and Concert, overseeing all aspects of this event. (see clinic / concert region coordinator duties)
- Oversee high school and middle school ATSSB All-Region clinics and concerts for matters such as date, site, site and band hosts, and clinicians.
- Type and set the programs for the High School Concert.
- Contract with Recording and T-shirt/Sales
- Certify Students to AREA.
- Serve as an official at AREA auditions.
- Oversee ATSSB JAZZ auditions/Clinic/Concert in matters pertaining to dates, site, and hosts.
- Serve on the UIL Steering committee.
- Oversee OPS recording collection (May) and judging. (June)
- Communication with members of the region.
- Organize, set agenda, and moderate meeting 3 times a year for information and rules.
- Keeper of the Rules and Policies - written and enforced.
- Keep the checkbook balanced.
- Attend two State Board Meetings each year at TBA and TMEA.

## **HIGH SCHOOL & JUNIOR HIGH SCHOOL**

### **REGION COORDINATOR DUTIES**

### **CLINIC / CONCERT**

#### Spring Duties:

- Pole region 13 Directors for names of clinician.
- Contact clinicians on list, and submit names and contact information to the Region Coordinator. Region coordinator will send contracts to the proposed clinicians.
- Contact clinician and confirm music selection.
- Contact band and percussion organizers with clinician contact information.
- Contact recording technician with date, location and time of concert.
- Contact Music T's with date, location and time of concert.
- Supply clinic / concert organizers with clinician contact information as soon as you have it.
- Contact the Region 13 webmaster with all information you want posted on the region 13 website.

## Fall Duties:

- Coordinate all organizers prior to the audition.
- Confirm facility needs with the Contest Host.
- ATSSB High School Region Coordinator will be responsible for the audition computer program, including all results from the contest
- Prepare music stand name tags (the audition program will generate them)
- Provide concert host with organization roll. (computer generated)
- Keep all receipts from all expenses, and turn in to the region coordinator for reimbursement.
- Arrive early (day of the clinic) to oversee all aspects of the preparation. Be available
- Provide organizers with music stand name tags
- Provide for the meal needs of the clinicians. This can be coordinated with the band organizers if needed.
- Print programs and have available to all directors at the beginning of the clinic. Email the rough draft to all directors and have them proof it before printing.

## **HIGH SCHOOL REGION BAND ORGANIZER DUTIES**

### Duties:

#### Pre Audition:

- Clinician name, address, email, and all contact information will be provided to you by the region coordinator.
- Contact clinician and confirm music selection.
- Order music from RBC, charging to ATSSB Region 13. Have shipped to you, but billed to region coordinator. Account is already set up.
- Get music folders from Randy Collins and Collins Music.
- Prepare folders, based on region band instrumentation, with music. Be sure “congratulation letter” is included. The region coordinator will supply this for you. This should have all the information for the students regarding the clinic and concert.
- Copies of originals, only. Do not hand out originals.
- On the day of auditions, hand out folders as results come in.
- Provide all information you want posted on the ATSSB Region 13 website to the webmaster.

#### Clinic:

- Contact clinician and provide information regarding hotel, maps, and logistic for his/her stay. (Region coordinator will make the actual hotel reservations)
- Obtain a seating chart from clinician
- Arrive at site early the day of the clinic to set the stage. Coordinate with the clinic host on facility and instrumentation needs. Also coordinate with the percussion coordinator for your band.
- Take roll at the beginning of every rehearsal, and report DNA's to the directors of the DNA's and to the region coordinator to locate the students.
- See to the needs of the clinician and the ensemble during the rehearsal.

- If sectionals are needed, coordinate these with the clinician
- Give instructions to the band prior to every break. Be sure that they know when and where to meet.

Concert:

- Set stage for your group
- Hand out patches

## **JUNIOR HIGH SCHOOL REGION BAND ORGANIZER DUTIES**

Duties:

Pre Audition:

- Clinician name, address, email, and all contact information will be provided to you by the region coordinator.
- Contact clinician and confirm music selection.
- Order music from RBC, charging to ATSSB Region 13. Have shipped to you, but billed to region coordinator. Account is already set up.
- Get music folders from Randy Collins and Collins Music.
- Prepare folders, based on region band instrumentation, with music. Be sure “congratulation letter” is included. The region coordinator will supply this for you. This should have all the information for the students regarding the clinic and concert.
- Copies of originals, only. Do not hand out originals.
- On the day of auditions, hand out folders as results come in.
- Provide all information you want posted on the ATSSB Region 13 website to the webmaster.

Clinic:

- Contact clinician and provide information regarding hotel, maps, and logistic for his/her stay. (Region coordinator will make the actual hotel reservations)
- Obtain a seating chart from clinician
- Arrive at site early the day of the clinic to set the stage. Coordinate with the clinic host on facility and instrumentation needs. Also coordinate with the percussion coordinator for your band.
- Take roll at the beginning of every rehearsal, and report DNA's to the directors of the DNA's and to the region coordinator to locate the students.
- See to the needs of the clinician and the ensemble during the rehearsal.
- If sectionals are needed, coordinate these with the clinician
- Give instructions to the band prior to every break. Be sure that they know when and where to meet.

Concert:

- Set stage for your group
- Hand out patches



# **PERCUSSION COORDINATOR RESPONSIBILITIES**

## Pre - Auditions

- Coordinate with Concert & Symphonic organizers. Get percussion parts of the selected music, and create the percussion folders
- Assign parts according to chair order
- Get parts to the band organizers the day of auditions for them to pass out the music.
- Provide all information you want posted on the ATSSB Region 13 website to the webmaster.

## Pre - Clinic

- Assign schools to bring all percussion equipment needed for all songs in both bands.
- Be sure to arrange double instruments for rehearsals (e.g., 2 sets of timpani, bass drum, snare, etc...)
- Coordinate with clinician and band organizers regarding stage set-up
- Give original music back to the organizers to be placed back with the rest of the original music.

## Day of Concert

- Be sure that all percussion needs are addressed and all equipment needs are on stage and ready for the concert.
- Organize the students and directors to help set up between bands
- Make sure all equipment is returned

The key to success here is to prepare before the actual audition, and to have all parts assigned

# **CLINIC / CONCERT SITE HOST RESPONSIBILITIES**

## Preparation:

- Obtain a seating chart from organizers to be sure that enough equipments is available.
- Arrive at site early the day of the clinic to facilitate the setting of the rehearsal areas.
- Coordinate with the organizers on facility and instrumentation needs.
- Have facilities available for sectional rehearsals if needed
- Arrange for custodial services.
- Have a space available for a region meeting.
- Hospitality room
- Need to have 5 tables available for t-shirts and recordings to be set up 3 hours prior to the concert. 2 for the T-shirts in the lobby, 2 for the recording tech in the lobby, 1 for the recording equipment in front of the stage.
- Provide all information you want posted on the ATSSB Region 13 website to the webmaster.

- Prepare the program to be handed out at the concert. Have ready ASAP so that when students become unavailable, and alternates are called in, the changes can be made and kept up with easily.

Day of the Concert:

- Attempt to get all alternates names in the program
- Have PA system and podium available for announcements
- Have parents or students available to pass out programs and to help the recording technician to fill out forms. (often this is a one-man-show)

## **RESPONSIBILITIES OF CONTEST HOST**

The following lists of duties are the responsibilities of the Contest Host:

### 1. Facilities

- A. 9 Rooms for auditions
- B. 1 room for judges & director meeting, gathering, and posting of results
- C. Tabulation room
  - I. 5 ten key adding machine people to check math
  - II. Access to electricity
  - III. Access to the internet
- D. Hospitality room
- E. Warm - up room for students and/or posting of results
- F. Cafeteria, or place for concession stand and/or posting of results
- G. Access to a copy machine
- H. "Contest Office" area w/ place for computer. Internet available.

### 2. Responsibilities

- A. Prepare rooms for auditions
  - I. Chairs & Stands
  - II. Barrier between students & judges

### 3. Expenses

- A. Hospitality room: up to \$400
- B. Custodial services: up to \$75

# Region Band Instrumentation

| Instrument       | HS Symphonic | HS Concert | JHS Wind Ensemble | JHS Symphonic | JHS Concert |
|------------------|--------------|------------|-------------------|---------------|-------------|
| Flute            | 10           | 10         | 10                | 10            | 10          |
| Oboe             | 3            | 3          | 2                 | 2             | 2           |
| Clarinet         | 12           | 12         | 12                | 12            | 12          |
| Alto Clarinet    | 2            | 2          | 1                 | 1             | 1           |
| Bass Clarinet    | 4            | 4          | 2                 | 2             | 2           |
| Contra Clarinet  | 2            | 2          | 1                 | 1             | 1           |
| Bassoon          | 2            | 2          | 2                 | 2             | 2           |
| Alto Sax         | 4            | 4          | 4                 | 4             | 4           |
| Tenor Sax        | 2            | 2          | 2                 | 2             | 2           |
| Bari Sax         | 2            | 2          | 1                 | 1             | 1           |
| Trumpet          | 10           | 10         | 12                | 12            | 12          |
| French Horn      | 8            | 8          | 6                 | 6             | 6           |
| Trombone         | 8            | 8          | 8                 | 8             | 8           |
| Bass T-bone      | 2            | 2          | 1                 | 1             | 1           |
| Baritone         | 4            | 4          | 4                 | 4             | 4           |
| Tuba             | 6            | 6          | 6                 | 6             | 6           |
| Percussion (ALL) | 7            | 7          | 8                 | 8             | 8           |