

TMEA Region 11 Mariachi Policies and Procedures

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This Policy was prepared as a guide of the duties for the Region Mariachi Chairperson and the Region membership. The original is on file with the current Region Chairperson and is available for further updates and corrections. This is the latest version, submitted in May 2023.

Instrumentation

The region 11 All Region Mariachi consists of 2(two) HS groups and 1 Middle school group, in the event not enough Mariachi HS students auditioned, only 1 HS group will make/ participate.

9 Violins	2 Vihuelas
2 Flutes	2 Guitarrones
4 Trumpets	2 Guitars
2 Male Vocalists	1 Harp
2 Female Vocalists	

Region Mariachi Coordinator

- a. Assists Region Chair with communicating with TMEA and region policies with an emphasis on Mariachi
- b. Manage the Mariachi audition procedures and concert/clinic event.
 - i. Build and assign HS/MS Mariachi audition judge panels
 - ii. Manage the entire mariachi audition process, with the aid of region chair
 - iii. Communicate and relay reminders that pertain to the TMEA audition and the Mariachi clinic/concert event.
 - iv. Print sign-in sheets and call rosters, Hire clinicians for the All Region Mariachi Clinic /Concert , order Region patches, chair the Directors meeting prior to the auditions,
 - v. Chair and Delegate extra duties to mariachi directors

Audition Host Responsibilities

- a. Provide enough rooms for each of the instrument sections that audition
- b. Provide enough monitors for each room. All monitors shall receive instruction on letter assignment information, set up each room for judges, chairs, blind panel area for judges, sound equipment for vocal, and other information that pertains to the audition process. Any other information the Region Mariachi Coordinator may need.
- c. Provide a room to be used as a contest office and a room for storing the All Region Music Folders
- d. Monitor the auditions in order to ensure that everything is running smoothly and communication with the Mariachi Region Coordinator

a. **Hosting Stipends**

- i. High school audition site - \$100
- ii. Middle School audition site - \$100
- iii. All-State audition site - \$75
- iv. High School/ Middle Clinic/Concert host - \$150
- v. Coordinator Clinic/Concert host - \$50

A. TMEA Audition Entry Procedures

a. **Director process**

- i. All directors/assistants/sponsors entering students must have a current membership in TMEA to register students for an audition.
Director/sponsor shall be responsible for entering students online through the TMEA website.
- ii. Only online entries will be accepted. Instructions are as followed:
 - 1. Go to: www.tmea.org
 - 2. Login with your TMEA login info
 - 3. Pull down "Divisions"
 - 4. Look in: "Orchestra"
 - 5. Click on "Audition entry process"
 - 6. Choose "Login as director" & follow directions.
- iii. **Note:** The All-Region and All-State entries will be set up as separate contests. This provides for the printing of separate invoices for bookkeeping purposes.
- iv. To Complete Region Entry:
 - 1. Remember: Purchase Orders must generate checks made out to "TMEA Region 11 Band" and be delivered or mailed to:
Attention:
Juan Carlos Rodriguez
P.O. Box 81
La Coste, TX
 - 2. No personal checks or cash will be accepted, except for special circumstances granted prior approval by the region chair. No refunds.
- v. ALL Head Directors/Assistant Directors/Sponsors who submit students into the All Region process must be fully available to judge, monitor, and help with the entire Mariachi audition process.

1. If a director is not present or available it is their responsibility to find a proxy, notify the coordinator, and pay the proxy their per diem.

a. TMEA Deadlines

- i. Please check TMEA Audition Entry Procedures (“Fees” section of the TMEA Audition Entry Procedures)
- ii. All contest deadlines are **14 days prior** to the day of the audition.
- iii. The late and final online entry deadline is **7 days prior** to the day of the audition.
- iv. Correction to an existing student entry may be made between 13 and 7 days prior to the contest without penalty, but a student entry added less than 14 but more than 7 days prior to the contest will result in an additional 100% student late fee.
- v. A campus entry begun less than 14 days, but more than 7 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 14 days prior to the contest will be subject to the TMEA Grievance Process.
- vi. Directors will be allowed to add or change student entries up to the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed.
- vii. All fees must be paid or supported by a school purchase order prior to the start of auditions.

B. Participating Student Responsibilities

- a. Any student entered in any level of the audition process must meet all current TMEA eligibility requirements.
- b. All students/parents **MUST** make sure that ALL rehearsal and concert dates are free of any conflict **PRIOR** to entering an audition. Students and parents are expected to fill out and sign the Audition and Performance Contract prior to auditioning.

a. Region participation contracts

- i. Directors shall explain, distribute, and collect completed contracts prior to the audition, and shall have the completed contracts in their possession when acting as students’ sponsor/chaperone at the audition and the Region Clinic/Concert event.
- ii. It is the director’s/sponsor’s responsibility to explain/enforce the audition contract once the students have earned a seat in the Region 11 Mariachi. Directors need to be proactive and communicate with students about obligations to the ensemble once a seat is earned.

A. Fees

- a. \$15.00 Region 11 Audition Entry Fee per student:
 - i. via Purchase Order; see “Dates & Deadlines”
 - ii. High School Fees Due [All fees must be paid or supported by a school purchase order prior to the start of auditions.]
 - iii. Middle School Fees Due [All fees must be paid or supported by a school purchase order prior to the start of auditions.]]
 - iv. Mariachi Fees Due [All fees must be paid or supported by a school purchase order prior to the start of auditions.]]
- b. \$100.00 Campus fee
- c. \$7.00 Region XI Recording Fee per student registering for All-State Taping
- d. Late fee for late student entry is double the original entry fee. Payment to region 11 is due before the start of the audition. Failure to adhere to this policy will be subject to the TMEA Grievance Process.
- e. Students selected to All-State should be prepared to pay the \$30.00 fee to TMEA upon notification of placement in an All-State Mariachi.

General Policies

- a. Upon receipt of student entries, the Computer Technician will pre-assign an audition code to each student by using the state-approved computer program.
 - i. On the day of the audition, students must register/check-in no later than 30 minutes prior to the audition time.
 - ii. Students receive their audition code prior to entering the audition room and keep this code throughout their audition.
 - iii. Students must sign in on time and go directly to their designated room. Special accommodations for early or late audition times will **NOT** be made. Students must audition with their pre-assigned group. A student cannot enter the room after the competition of the first round of auditions has begun.
 - iv. To preserve the anonymity of the audition, no judge is to be in the warm-up area after students are given their audition codes.
 - v. All visitors and spectators must stay in the designated area away from the halls adjacent to the audition rooms to maintain privacy and to control the noise level.
- b. Each student’s director (or proxy) MUST be in attendance at the auditions. Each school should bring at least one other adult to help monitor the auditions.
 - i. Adult may include Parent/Volunteer, Teacher, or Campus Administration
 - ii. Jobs or tasks may include:
 - 1. Registration table
 - 2. Monitor for judging panel
 - 3. Assist with the set-up or break down of rooms

- c. EACH JUDGING PANEL WILL ADHERE TO TMEA ELIGIBILITY REQUIREMENTS:
 - i. There will be a panel of 5 judges for each instrument.
 - 1. For the large auditions, a rotating panel of 15 judges will be used for the audition.
 - ii. JUDGING PANELS WILL BE DESIGNATED BY THE REGION CHAIR
 - 1. Based on available judges, each panel will be composed of Mariachi directors who are TMEA members.
 - 2. Other personnel on the panel may include private teachers and college faculty members with appropriate skills to judge the contest and with region chair approval.
 - iii. All judges will sit behind a screen during the audition, with their back to the screen to assure the anonymity of the students auditioning.
 - iv. Judges will be provided with a packet of audition materials. It will be the responsibility of the panel chair to make sure panel members are filling out the judging forms correctly. Detailed audition instructions, including scoring procedures will be given to the judges.
- d. All communication during the audition will take place through the inside monitor and panel chair.
- e. All players on an instrument will be in the audition room at the same time.
 - i. Once a student enters the TMEA audition process he/she may be eliminated only by either: (1) the audition process itself, (2) the TMEA Appeals Process, or (3) the student's TMEA Director/Member sponsor.
 - ii. No player may leave the audition area until **ALL** students from that group have auditioned.
 - iii. Any student who leaves the audition room before all students have completed the audition or has been removed from the audition room because of behavior may be disqualified.
 - iv. Each student must be heard three times, with the exception of those students removed from the audition process through due process.

B. Post Audition Procedures

- a. Upon completion of judging forms by the judges, the panel chair will bring the forms and all other paperwork to the audition office.
- b. No directors are allowed in the contest office except those designated.
- c. Results will be tabulated using the state-approved computer program.
 - i. RESULTS POSTED ON-SITE SHOULD LIST STUDENTS IN FINAL ORDER.
 - 1. 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. TIME POSTED: _____
 - ii. Results will be posted in the judge's lounge area as soon as scores are tabulated. All results will be checked by directors and then posted online that same evening. Directors should not notify anyone outside of the

region about placements, until after scores and results have been uploaded.

iii. _____ Posted results for each student will be available online in final order.

C. Proxy Guidelines

- a. All directors/assistants/sponsors entering students are required to be present during the **auditions** to help judge or monitor.
 - i. **A student that has two directors at their school should have two directors at the contest. An assistant director cannot serve as a proxy for the head director and vice versa.**
 - ii. **If the director must be absent, he/she must provide a proxy and the proxy chosen must be approved by the Region Chair prior to the audition.**
 - 1. May include private teachers and college faculty members.
 - 2. Parent/Non-music adults may proxy for directors not assigned to a judging panel.
- iii. Students from schools that do not have an Mariachi/orchestra are required to have a parent/private teacher in attendance as a proxy who will be used by the Region Chair.
- iv. The director of record entering students in the Area Process is required to be available to judge or monitor at the Area level. Failure to comply with this requirement will result in a grievance being filed and may result in the students being removed from the audition process.
- v. If the Chair approves of the proxy, then the director is responsible for the payment for the services of that individual.

CLINIC/CONCERT PROCESS AND PROCEDURES

Clinic/Concert Host Responsibilities

- a. Provide rehearsal rooms for each group
- b. Provide chairs and stands for each rehearsal room
- c. Provide a room for Mariachi Directors
- d. Provide an Auditorium with sound for the concert
- e. Provide any materials ie... pencils, scores, etc.. to assigned clinician and make copies of any music needed
- f. Assist the clinician with anything that he or she may need
- g. Monitor the rooms to ensure that the rehearsals run smoothly

A. General Policies

- a. If a director is asked to be a clinician for another region on the same day of the Region 11 Mariachi auditions or clinic/concert, they may be excused from all region activities; however, if their own Mariachi students are involved in the activity, the director must secure a proxy to help with any problems that may arise in the director's absence. The proxy needs to have a list of the students participating in the region audition and their phone number in case of any emergency.
- b. All directors/assistants/sponsors who have students participating in the **clinic/concert** are required to be present as the chaperone for these students.
 - i. If the director must be absent, he must provide a proxy.
 - ii. It is always helpful to provide your proxy with a list of names and telephone numbers of every student in one of the region Mariachi.
 - iii. The TMEA Active Director/Member Sponsor must be in attendance and be available to serve as an audition staff member for all activities in which their students are involved.
 - iv. Any director who fails to be in attendance or provide an approved proxy will be subject to the TMEA Grievance and Infraction Penalties.
 1. If the director fails to be in attendance a 2nd time at an event requiring their attendance TMEA may be notified using the TMEA Grievance Procedure.

A. Sectional/Rehearsal Guidelines

- a. A student who does not complete the rehearsal/performance obligations (Region, All-State, etc.) will not be eligible for an official participation patch or other award and risk being removed through the Appeals Process from further participation in the All-State process.

B. Region Mariachi Performance Membership Requirements

- a. All students:
 - i. Must meet all UIL eligibility requirements
 - ii. Must have turned in the Audition and Performance Contract to the TMEA representative that is registering the student for the contest
 - iii. Accepted in the Region 11 Mariachi are required to attend all rehearsals and the concert.
 - iv. Are expected to have the music prepared and maintain punctuality
- b. Students who do not follow expectations listed above may receive a direct consequence.
- c. Acceptable behavior is required and campus/school rules apply to all participants at every Region 11 event, i.e., auditions, clinic/concert.
- d. To receive the region patch, all performing students must stay for the entire concert.