



# Region IV Vocal Division Handbook

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# 2026-2027 Region IV Handbook

## Vocal Division Officers

### Region Vocal Chair

**Danielle Warren, Pine Tree HS**  
[dwarren@ptisd.org](mailto:dwarren@ptisd.org)  
900 Northwest Dr. Longview, TX 75604  
903-235-5031 ext: 1165 office  
903-235-5494 cell

### MS Coordinator

**Joshua Miles, Mount Pleasant JH**  
[jmiles@mpisd.net](mailto:jmiles@mpisd.net)  
2340 N Edwards  
Mt Pleasant 75455  
903-806-8684  
903-575-2110

### Secretary

**Johanna Eppley, Pine Tree JH**  
[jeppley@ptisd.org](mailto:jeppley@ptisd.org)  
2100 W. Loop 281, Longview, TX 75604  
903-235-5031 ext. 248  
903-926-1602, cell

### Treasurer

**Stephanie Ferro, Marshall HS**  
[ferrosk@marshallisd.com](mailto:ferrosk@marshallisd.com)  
P.O. Box 43  
Marshall, TX 75671  
903-927-8800, ext. 1184 school OR 903-702-7556  
903-424-1744, cell

### UIL Region 4 Executive Secretary (Contact for UIL Solo & Ensemble/C&S)

**Mark Melton**  
Region IV UIL Music Events  
3106 Fairway Oaks,  
Longview, TX 75605

# 2026-2027 Region IV Handbook

## Vocal Calendar

Date	Event	Host Location	Entry Deadline
August 14, 2026	Region Meeting	ESC 8-Pittsburg	N/A
September 19, 2026	HS Region Auditions	Beth Cole Sulphur Springs MS	September 4, 2026
October 17, 2026	MS Region Auditions	Aaron Lovelady Sulphur Springs MS	October 2, 2026
November 2, 2026	5A-6A- Region Clinic/Concert	Region 21/Cowan Center	October 19, 2026
November 7, 2026	1A-4A- & MS- Region Clinic/Concert	Nancy Vines Mount Pleasant HS	October 24, 2026
November 17, 2026	Pre Area Auditions	Nancy Vines Mount Pleasant HS	November 3, 2026
January 10, 2027	Area Auditions		December 28, 2025
<b>February 6, 2027</b>	<b>HS Solo and Ensemble</b>	<b>ETBU</b>	
February 10-13	TMEA	San Antonio	
<b>March 23, 2027</b>	<b>UIL Concert and SR</b>	<b>Nancy Vines Mount Pleasant HS</b>	
	<b>Region Spring Meeting</b>		
	TSSEC <a href="https://www.uiltexas.org/music/tssec">https://www.uiltexas.org/music/tssec</a>		

\*\*Items in **BOLD** are UIL events. All paperwork, fees, and questions should be sent to Mark Melton, the Region IV UIL Executive Secretary, at [mmelton@ptisd.org](mailto:mmelton@ptisd.org) (not for the TSSEC)

TMEA Fees (sent to Stephanie Ferro):

Per student fee for Region audition and Pre-Area:

\$10

Per school "Campus Fee" (one per campus)

\$50 for Region audition only

Per student fee for Region Clinic/Concert

\$10

Per student fee for Area

\$7

**Per solo and ensemble member:**

**\$12**

**Per MS/JH choir**

**\$600 (per UIL mtg 8/20/21)**

**Per HS choir**

**\$600 (per UIL mtg 8/20/21)**

# 2026-2027 Region IV Handbook

## DIRECTOR'S RESPONSIBILITIES AND EXPECTATIONS

1. TMEA Active Membership is required in order to enter/sponsor students in TMEA auditions.
2. **The TMEA Active Member sponsor must be in attendance and be available to serve as an audition staff member for any and all activities in which his/her students are involved.**
3. Schools entering students in the All-Region Audition process must have **ALL DIRECTORS** in attendance on the day of the audition.
4. Region IV audition staff assignments are made and outside judges are hired based on the on-line entry numbers; therefore once a school has entries in a particular audition or event, that director's presence or his proxy is required. Directors from other schools *may not serve as a proxy* for the auditions.
5. In cases where the director cannot attend a TMEA event, a proxy may be substituted with prior approval of the Region Vocal Chair. Directors must submit the proxy request.
6. In cases where a proxy is used, the director or school shall be assessed a required fee to cover the cost of hiring a qualified judge.
7. Directors (or their pre-approved proxy) are required to remain at the audition site throughout the event.
8. Directors serving as judges shall immediately report to the meeting room set aside for them upon arrival at the audition site. From this point onward they shall not make contact with any student who is involved in the audition. ***Region 4 Schools are REQUIRED to have 1 adult chaperone per 10 students attending All-Region Auditions - per Spring 2012***
9. Directors are responsible for furnishing paper clips and pencils for the marking of cuts in student's audition music.
10. Directors are responsible for furnishing students with original scores of the audition music prior to the region event. No photocopied music should be used at any region auditions or Region Clinic/ Concert. Additionally, students at the HS Area competition are not allowed to audition with photocopied music.
11. Directors are responsible for checking student eligibility prior to each audition, and for abiding by the TEA/Side-by-Side Guidelines.
12. Directors are encouraged to bring a district-approved student medical release form to all Region IV functions. *(Use the form provided by your district)*
13. Directors with participating students are required to be available to serve as clinic/concert staff members as assigned.

# 2026-2027 Region IV Handbook

## REGION IV VOCAL DIVISION PROCEDURE FOR REQUESTING A PROXY

### Region Vocal Chair contact information:

Danielle Warren, Pine Tree HS

[dwarren@ptisd.org](mailto:dwarren@ptisd.org)

900 Northwest Dr. Longview, TX 75604

903-235-5031 ext: 1165 office

903-235-5494 cell

**Article VII (Audition Personnel), Section B of the TMEA Audition Process:** Each Region shall be responsible for establishing rules and procedures for the use of proxies in emergency situations. Head directors and all assistant directors must be in attendance and be available to serve as an audition 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.

- It is the responsibility of the director to provide a proxy at no cost to the region. The proxy must meet TMEA guidelines.
- **A fee of \$100 shall be assessed when the absence of the director causes a replacement judge to be hired**
- The Vocal Chair must approve the qualifications of the proxy in order to serve as a judge.
- In the event of excessive proxy use the Region Vocal chair will file a grievance with TMEA.
- **Exception:** When a director has a verifiable medical or family emergency, the \$100 fee may be waived at the discretion of the Vocal Chair.

### Region IV Vocal Division Procedures for Proxy Use

- Prior approval for sending a proxy must be requested from the Region Vocal Chair no later than 5 days prior to the specific event.
- In situations where the 5-day deadline cannot be upheld, the director is asked to call the Region Chair ASAP to make the request.
- Proxy Request Form should be emailed to Vocal Chair
- The Region Vocal Chair will then respond via email to the request.
- Proxies are held accountable to the Director's Responsibilities and Expectations listed in the Region Handbook.
- When the use of a proxy is approved, the proxy must serve as an audition staff member as assigned by the region vocal chair or contest host.

Checks / Money Orders are made payable to Region IV Vocal Division and must be received before the event in which a proxy will be attending.

# 2026-2027 Region IV Handbook

## REQUEST TO SEND A PROXY TO REGION IV VOCAL DIVISION EVENTS

Name of school: \_\_\_\_\_  
Name of director: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contest name & date: \_\_\_\_\_

Reason that director is unable to fulfill TMEA director responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

Name of proxy: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### STATEMENT OF ACKNOWLEDGEMENT:

*We, the undersigned, have read and understand the requirements and expectations set forth by Region IV Vocal Division concerning the conditions, requirements, and expectations for proxy use at Region IV Vocal Division Events. We agree to abide by those conditions, requirements, and expectations.*

Director signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Proxy signature: \_\_\_\_\_ Date: \_\_\_\_\_  
School principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\*This area reserved for use by the Region Vocal Chair\*\*\*\*\***

Date request received: \_\_\_\_\_  
Request Approved: Yes \_\_\_\_\_ No \_\_\_\_\_  
If request denied, reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee to be assessed to the school: \$ \_\_\_\_\_

I

\_\_\_\_\_  
Signature of Region IV Vocal Chair

\_\_\_\_\_  
Printed name of Region IV Vocal Chair

\_\_\_\_\_  
Date

# 2026-2027 Region IV Handbook

## HS Region Audition & Concert Literature

Region Pre Area Area

### 5A-6A Mixed Choir:

Hold to God's Unchanging Hand	Hall/Thompson	SATB
Water Fountain	Kristopher Fulton	SATB (divisi)
Hiob (Job Cantata) Mvt. 3	Fanny Hensel Mendelssohn	SATB
Hiob (Job Cantata) Mvt. 1	Fanny Hensel Mendelssohn	SATB
Cedit, Hyems	Abbie Betinis	SATB
I Dream a World	Kyle Pederson	SATB (divisi)

### 5A- 6A Treble Choir:

Moon Goddess	Jocelyn Hagen	SSA
Lorelei	Schumann/Williams	SSA
Freedom Train	Rollo Dilworth	SSA (divisi)
Richer for Her	Andrea Ramsey	SSA

### 5A-6A Tenor Bass Choir:

Night, Veiled Night	Anthony Maglione	TTBB
Serendae italienne	Chausson/Valverde	TBB
Plakatap	Sydney Guillaume	TBB
Tuba	Michael Barrett	TTBB

# 2026-2027 Region IV Handbook

Region Pre Area Area

## 1A- 4A Mixed Choir:

Children Go Where I send Thee	Kevin Johnson	SATB
Ne Timeas Maria	TL Victoria	SATB
The Dark Hills	Jenni Brandon	SATB
Kyrie PA/Area	WA Mozart	SATB
The Ground PA/Area	Ola Gjeilo	SATB (divisi)
Beat! Beat! Drums! PA/Area	Ralph Vaughn Williams	SATB

TMEA resources such as IPA charts and time markers can be found on our website <https://region4vocal.weebly.com> and on <https://www.tmea.org/vocal/audition-material/> .

# 2026-2027 Region IV Handbook

## MS Region Audition & Concert Literature

### MS Treble:

Come at Dawn	Eugene Butler	SSA
Cool Moon	Richardson Williamson	SSA
Ad Astra	Jacob Narverud	SSA

### MS Tenor/Bass:

Black Riders Came from the Sea	Paul David Thomas	TB
I Think My Love So Fair	Laura Farnell	TB
Bring Me Back to My Heart	Jim Papoulis	TB

Middle school rehearsal files can be found online at <https://region4vocal.weebly.com>.

### **Code of Ethics**

The *Code of Ethics* for the Texas Music Educators association affirms that, as educators, we shall not grant any advantage, deny benefits, or unfairly exclude any student from participation in any program on the basis of race, color, creed, sex, disability, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation. Also, we shall make every effort to protect the physical and mental health and safety of all students.

Further, we recognize and affirm that choirs are composed of individual singers. As teachers, when we sponsor students in the TMEA audition process, we must ensure that we consider the individual vocal development that occurs through participation in the process. We must also ensure that we consider the long-term vocal health and sustainability of choosing an audition part for every student, with careful consideration of the student's vocal range and timbre as it relates to the audition literature. The ranges of the audition literature for each voice are listed on the TMEA Website.

The TMEA Executive Board has established the names of each choir to be the All-State Mixed Choir, All-State Treble Choir, All-State Tenor-Bass Choir, and All-State Small School Choir to reflect the voice parts included in each choir. **Students should be entered on the voice part that most accurately reflects the student's vocal range.**

The procedures published herein together with the information contained on the TMEA website [www.tmea.org](http://www.tmea.org) and shall serve as official notice to all TMEA directors and participants.

# 2026-2027 Region IV Handbook

## 5A-6A Track

### MIXED ALL-REGION CHOIR

5A-6A Track participates in 3 contests: All-Region, Pre-Area, and Area.

The list of All-State Music, with designation for each piece is posted on the TMEA website. Rehearsal recordings are available from Educational Enterprises.

The Region selects specific audition music for Region and Pre-Area.

- Students in grades 9 – 12 are eligible to audition for this choir.
- 5-judge panels
- Singers may audition for one part only, one track only.
- **Treble:** Take top 7 singers
- **Tenor/Bass:** Take top 5 singers
- Cuts will be taken from any or all of the material designated for this audition.
- Students must participate in the All-Region Choir Clinic/Concert to receive an All-Region patch.  
**\*TMEA MIXED CHOIR, TREBLE CHOIR AND TENOR-BASS CHOIR**

1. Open to students in all classifications
2. The track designation for these choirs will be 5A-6A.
3. Each Region certifies candidates to the Area auditions.
4. Students from 1A, 2A, 3A, and 4A must submit a Track Declaration Form prior to any initial audition to compete for these choirs.

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 1A, 2A, 3A, or 4A after the initial audition.

5. A student may be selected to advance to Area in both wind/percussion and choir but may participate in only one Area audition. The student must declare (by means of the *Area Declaration Form*) by December 15 the Division in which they will participate.

# 2026-2027 Region IV Handbook

## 1A-4A Track MIXED ALL-REGION CHOIR

1A- 4A Track participates in 3 contests: All-Region, Pre-Area, and Area.

The list of All-State Music, with designation for each piece is posted on the TMEA website. Rehearsal recordings are available from Educational Enterprises.

The Region selects specific audition music for Region and Pre-Area.

- Students in grades 9 – 12 are eligible to audition for this choir.
  - 5-judge panels
  - Singers may audition for one part only, one track only.
  - **Treble:** Take top 27
  - **Tenor/Bass:** Take top 25
  - Cuts will be taken from any or all of the material designated for this audition.
  - Students must participate in the All-Region Choir Clinic/Concert to receive an All-Region patch.
- \*TMEA MIXED CHOIR, TREBLE CHOIR AND TENOR-BASS CHOIR**

1. Open to students in all classifications
2. The track designation for these choirs will be 1A-4A.
3. Each Region certifies candidates to the Area auditions.
4. Students from 1A, 2A, 3A, and 4A must submit a Track Declaration Form prior to any initial audition to compete for these choirs.
5. 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 1A, 2A, 3A, or 4A after the initial audition.
6. A student may be selected to advance to Area in both instrumental and choir but may participate in only one Area audition. The student must declare (by means of the *Area Declaration Form*) by December 15 the Division in which he/she will participate.

### **\*TMEA 1A-4A Track MIXED CHOIR**

1. Open to students in 1A, 2A, 3A and 4A classifications.
2. The track designation for this choir will be 1A-4A Track.
3. A student may not change 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 5A or 6A after the initial audition.
4. Each Region certifies candidates to the Area auditions.
5. A student may be selected to advance to Area in both instrumental and choir but may participate in only one Area audition. The student must declare (by means of the *Area Declaration Form*) by December 15 the Division in which they will participate.

# 2026-2027 Region IV Handbook

## HS MIXED REGION AUDITIONS

**Audition Date:** September 19, 2026  
**Host School:** Sulphur Springs MS, Beth Cole  
**Fee:** \$10 per student  
**Campus Fee:** \$50  
**Registration:** 9am

### **Audition Entry:**

- Follow all directions for entry on the TMEA website ([www.tmea.org](http://www.tmea.org) ).
  - Division > Vocal > Audition Entry
- Sight-reading will account for twenty percent (20%) of the Pre-Area audition.
- ***DO NOT*** mark your students as A.M. or P.M. performers on the on-line entry forms unless you have received prior permission from Danielle Warren.
- **Place students in the proper section when completing the entry process. After the entry deadline, any changes will result in an additional fee.**
- Make all checks payable to **Region IV Vocal Division**. No purchase orders or personal checks.
  - **Include with payment:**
    - Print the TMEA Official Entry Page from the website (sign and date the DIRECTOR'S STATEMENT OF RESPONSIBILITY)
    - A **landscape** copy of your actual region entry page with ALL the information on your students (name, address, age, voice part, height, grade in school.
    - Track Declaration
- **Observe all postmark deadlines before sending hard copies of on-line entry and entry fees.**
- Directors will not be allowed to add or change student entries the day of the audition.
- **Send TMEA entry forms and payment to:**

**Region 4 Vocal Division**  
**% Stephanie Ferro, MHS**  
**P. O. Box 43**  
**Marshall, TX 75671**
- **Include with payment:**
  - Print the TMEA Official Entry Page from the website (sign and date the DIRECTOR'S STATEMENT OF RESPONSIBILITY)
  - A **landscape** copy of your actual region entry page with ALL the information on your students (name, address, age, voice part, height, grade in school, etc.)

# 2026-2027 Region IV Handbook

## Middle School Region Choir Descriptions

### TREBLE CHOIR

- Any 7<sup>th</sup> or 8<sup>th</sup> grade singer may audition for this choir.
- Singers will audition for Soprano I, Soprano II, or Alto (**Directors, mark online as Alto 1**)
- MP3 files for the Middle School auditions will be made available through Region IV by the fall meeting
- 30 singers and 2 alternates per part will be chosen for the Middle School Treble Choir. Total singers: 90
- A panel of 3 judges per voice part. Only 1 judge per panel may be from the same school as kids auditioning in that room. (per TMEA 2019)
- Sight Reading will be 20% of the score.
- Students must participate in the All-Region Choir Clinic/Concert to receive an All-Region patch.

### TENOR/BASS CHOIR

- Any 7<sup>th</sup> or 8<sup>th</sup> grade singer may audition for this choir.
- Singers will audition as Tenor or Bass (**Directors, mark online as Tenor 1 or Bass 1**)
- MP3 files for the Middle School auditions will be made available through Region IV by the fall meeting
- 22 singers and 2 alternates per part will be chosen for the Middle School Tenor/Bass Choir. Total singers: 44
- A panel of 3 judges per voice part. Only 1 judge per panel may be from the same school as kids auditioning in that room. (per TMEA 2019)
- Sight Reading will be 20% of the score.
- Students must participate in the All-Region Choir Clinic/Concert to receive an All-Region patch.

# 2026-2027 Region IV Handbook

## MS REGION AUDITIONS

**Audition Date:** October 17, 2026  
**Host School:** Sulphur Springs MS, Aaron Lovelady  
**Fee:** \$10 per student  
**Campus Fee:** \$50  
**Registration:** 9am

### **Audition Entry:**

- Follow all directions for entry on the TMEA website ([www.tmea.org](http://www.tmea.org)).
  - Click on the DIVISIONS & Regions pull down menu
    - Go to Vocal All-State Audition Entry
- ***DO NOT*** mark your students as A.M. or P.M. performers on the on-line entry forms unless you have received prior permission from Josh Miles.
- **Place students in the proper section when completing the entry process. After the entry deadline, any changes will result in an additional fee.**
- Make all checks payable to **Region IV Vocal Division**. No purchase orders or personal checks.
  - **Include with payment:**
    - Print the TMEA Official Entry Page from the website (sign and date the DIRECTOR'S STATEMENT OF RESPONSIBILITY)
    - A **landscape** copy of your actual region entry page with ALL the information on your students (name, address, age, voice part, height, grade in school).
- **Observe all postmark deadlines before sending hard copies of on-line entry and entry fees.**
- Directors will not be allowed to add or change student entries the day of the audition.
- **Send TMEA entry forms and payment to:**

**Region 4 Vocal Division  
% Stephanie Ferro, MHS  
P. O. Box 43  
Marshall, TX 75671**

# 2026-2027 Region IV Handbook

## Region Clinic and Concert- 5A-6A

<b>Event Date:</b>	<b>November 2, 2026</b>
<b>Host School:</b>	<b>Region 21- Cowan Center</b>
<b>Clinician:</b>	
<b>Concert:</b>	<b>6pm</b>
<b>Fee:</b>	<b>\$10 per student</b>

### **Event Guidelines:**

- A) All directors of a school/organization that has a student performing are expected to be in attendance and will be assigned a job.
- B) Student names will be automatically advanced from previous auditions
- C) Please notify the Vocal Chair if you have a student unable to attend
- D) For 1A-4A and 5A-6A choirs, failure to attend could result in removal from Pre-Area auditions. Below are the approved absences:

#### **List of Acceptable Excuses of Absence from Region Clinic / Concert (TCDA meeting, Aug. 12, 2005)**

- a) UIL Post-District Event (active participation)
  - b) State/National-level educational opportunities
  - c) Drum Major involved in NAMMB
  - d) Death/Illness (verifiable)
  - e) Extenuating circumstances
- E) Alternates will be called up by the MS Coordinator or Vocal Chair
  - F) Alternates called up to sing at the Region Concert are not automatically advanced to Pre-Area
  - G) Students must have original copies of music in a black binder
  - H) Singers will wear their school-provided formal uniform for the concert
    - a) If no school uniform, students will wear all black.

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## Region Clinic and Concert- MS/1A-4A Track

**Event Date:** November 7, 2026  
**Host School:** Mount Pleasant High School  
**Clinician:**  
**Concert:** 4pm  
**Fee:** \$10/student. Do not pay for alternates; do include on the eligibility form.

### Event Guidelines:

- D) All directors of a school/organization that have a student performing are expected to be in attendance and will be assigned a job.
- J) Student names will be automatically advanced from previous auditions
- K) Notify the MS Coordinator or Vocal Chair if you have a student unable to attend
- L) For 1A-4A and 5A-6A track choirs, failure to attend could result in removal from Pre-Area auditions. Below are the approved absences:

#### **List of Acceptable Excuses of Absence from Region Clinic / Concert (TCDA meeting, Aug. 12, 2005)**

- a) UIL Post-District Event (active participation)
  - b) State/National-level educational opportunities
  - c) Drum Major involved in NAMMB
  - d) Death/Illness (verifiable)
  - e) Extenuating circumstances
- M) Alternates will be called up by the MS Coordinator or Vocal Chair
  - N) Alternates called up to sing at the Region Concert are not automatically advanced to Pre-Area
  - O) Students must have original copies of music in a black binder
  - P) Singers will wear their school-provided formal uniform for the concert
    - a) If no school uniform, students will wear all black.



# 2026-2027 Region IV Handbook

## Region IV All-Region Clinic and Concert

### Student Code of Conduct

1. The student must be in place at all rehearsals and at the concert on time. If a student is tardy (misses between 1 and 10 minutes of a rehearsal), he/she will be warned and his/her director will be notified of the infraction.
2. Students are to remain in the same seat they are assigned unless moved by the director or section leader.
3. A student must rehearse and sing with original scores. Photocopied scores will not be allowed for any reason.
4. Students need to use their own music for rehearsals and/or performances.
5. Students are to have a pencil with them at all times to write down instructions given by the director.
6. Students may only speak with permission in rehearsal.
7. Students may not have any foreign objects in their mouth during any rehearsal or performance. Food or beverages are not allowed in any rehearsal except for water in a clear container with a lid.
8. If an emergency arises and the student needs to leave a rehearsal or performance, they need to inform the director or section leader before doing so.
9. Students are not to have tobacco products, drugs, or alcohol at the rehearsal, audition, or performance site. Any violation of Texas law regarding the use of illegal substances will be handled by the local law enforcement agency. This will result in dismissal from the Region Choir and the audition process.
10. Any student who violates a rule will receive a warning by the section leader and report the infraction to their director. A second violation may result in dismissal from the Region Choir rehearsal and concert, thereby forfeiting the region patch. The Region Chairman will apply to the State for the removal of the student from the audition process.

I understand and will abide by all rules for the Region Choir auditions, rehearsals, and the concert. I also understand the consequences described for violation of any rules.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

CHOIR: (circle one) 5A-6A Mixed 1A-4A Mixed MS Treble MS Tenor/Bass

VOICE PART: (circle one) S1 S2 A1 A2 T1 T2 B1 B2

**\*\*Student Code of Conduct should be kept on file with the director as long as a student is in the All-State Process**

# 2026-2027 Region IV Handbook

## PRE-AREA AUDITIONS

**Date:** November 17, 2026

**Host Site:** Mount Pleasant HS

**Postmark Deadline:** October 29, 2026

**Registration:** 9am

**Fee:** \$10 per student

### **Audition Entry:**

- The ***singers auditioned and certified to advance*** in each 8-part section will be automatically entered from the previous audition.
- Each school pays for those students named to the region choir whether or not they actually proceed to the Pre-Area audition. (You do not pay for alternates.)
- Make all checks payable to **Region IV Vocal Division**. No refunds, purchase orders, cash or personal checks.
- **Observe all postmark deadlines for sending entry fees.** Please remember that if entry fees are not postmarked ON or before the deadline, students will not be allowed to audition.
- Send TMEA entry forms and payment to:  
**Stephanie Ferro**  
**P. O. Box 43**  
**Marshall, TX 75671**
- **Include with payment:**
  - A copy of the Pre-Area Eligibility Form below
  - A copy of the Pre-Area Invoice Form below
  - A school check for entry fees
- There will be 5 and 2 alternates selected for each part (SSAATTBB) LSC and 6 singers selected for each part (SATB) for SSC.
- Sight-reading will account for twenty percent (20%) of the Pre-Area audition.
- Students will be moved to a separate holding area after auditioning so that the nature of the sight-reading may not be shared. Violation of this procedure will result in disqualification.
- Students who are selected in this audition will be eligible to audition at Area Contest.

# 2026-2027 Region IV Handbook

## Eligibility Form

\_\_\_\_\_ 1A-4A \_\_\_\_\_ 5A-6A

I certify that the students listed below are eligible to participate in Pre-Area auditions.

\_\_\_\_\_  
Signature of Choral Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Campus Principal

Date: \_\_\_\_\_

Please type or print: ALPHABETICAL ORDER (S1, S2, A1, A2, T1, T2, B1, B2)

Please also indicate which students you are already aware will be DNA's.

<i><u>Student Name</u></i>	<i><u>Voice Part</u></i>	<i><u>Student Name</u></i>	<i><u>Voice Part</u></i>

### Pre-Area Invoice Form

School: \_\_\_\_\_  
Director: \_\_\_\_\_

City: \_\_\_\_\_  
TMEA #: \_\_\_\_\_

**POSTMARK DEADLINE: October 30, 2025**

Soprano I: \_\_\_\_\_ Tenor I: \_\_\_\_\_  
Soprano II: \_\_\_\_\_ Tenor II: \_\_\_\_\_  
Alto I: \_\_\_\_\_ Bass I: \_\_\_\_\_  
Alto II: \_\_\_\_\_ Bass II: \_\_\_\_\_

Total number of students entered: \_\_\_\_\_ @ \$ 10 = \$ \_\_\_\_\_

# 2026-2027 Region IV Handbook

## AUDITION PROCEDURES

1. Five-member panels must be used for all high school auditions which lead to All-State seating. Three-member panels may be used for middle school auditions and high school auditions which do not lead to All-State seating. There must be no more than one judge per school on a three-member panel. Students may not be affiliated with more than one judge on the panel (i.e. director, assistant director, and private lessons instructors).
2. A violation of the state rules may result in the disqualification of the student involved. Judges in violation are also subject to disciplinary action (through Grievance Process.)
3. In auditions that include sight-reading, participants will not be allowed to return to the holding area with those students who have not yet auditioned. Violation may result in disqualification.
4. Students may not be substituted for other students on the day of audition.
5. All cuts will be taken from the pieces designated for that audition only. **Cuts for the All-Region Choir will be emailed by the Region Chair to the HS Directors on Thursday before audition day at noon.**
6. Students may not practice cuts audibly after the audition has begun. They may study the music silently.
7. warm-up on any other singing material or vocalize.
8. Directors who are judges cannot have ANY contact with their students once badge numbers are issued and should immediately report to the meeting room set aside for them. Directors will be allowed to have contact with their students after the section in which the director was judging had been tabulated and Judges released. **Schools are required to have 1 adult chaperone for every 10 students** (Spring 2012 meeting).
9. Students must audition from original scores or be able to produce original scores.
10. Students must wear their badge at all times.
11. Students are not allowed to leave and return to campus. Students waiting to audition must be in the holding area and cannot wander or explore the campus. Approval to leave the audition site must be given, in advance, by the school director and the region chair.
12. Chaperones will be in charge once badges have been issued. In case of an emergency, contact the Region Chairman. Electronic Rules also apply to chaperones.
13. Please “clean as you go” in the holding area so results will not be delayed.
14. Students are expected to follow the rules and guidelines of their individual school districts and TMEA (see Auditions Procedures Manual).

The above information is intended as a general guideline only. While this manual is fairly complete in scope, it is impossible to cover all situations and possibilities. Any situation not covered in this manual will be subject first to guidelines adopted in regular Vocal Division meetings and/or rulings of the Executive Council.

# 2026-2027 Region IV Handbook

## Entry deadline/errors:

1. Directors/sponsors entering students in a TMEA Region, Area, or All-State audition must use the TMEA online audition entry system.
2. All contest deadlines will be 14 days prior to the day of the audition.
3. The late and final online entry deadline will be seven days prior to the day of the audition.
4. 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.
5. 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.
6. A **campus entry** created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process and a violation letter from the TMEA state office.
7. Directors will not be allowed to add or change student entries the day of the audition.
8. All fees must be paid or supported by a school purchase order prior to the start of auditions.
9. Payment must be cleared with the treasurer prior to the audition in order to participate. A PO dated by the contest entry will suffice in the place of a check when the business office is behind.

## Electronic devices

1. No electronic devices may be accessed by a student participant until the auditions for the student's section have been concluded.
2. Failure to comply with this regulation may result in student disqualification.
3. The list of non-allowable electronic devices includes, but is not limited to: *phones, Apple watches, google watches, ipods, mp3 players, electronic games, computers, cameras and playback systems.*
4. **Region 4** has received TMEA permission to have an adult-monitored "call station" where students may access the adults' phones in emergency situations without penalty. Students will be allowed to call a parent in the presence of an authorized adult so long as he/she has completed the audition and is awaiting results.

## **Alternates in TMEA Vocal Division Auditions and Organizations**

1. With the exception of the Area auditions, each Region shall determine the maximum number of students to be selected into a TMEA organization. A minimum of two (2) alternates per voice part shall be selected at all auditions leading to selection in TMEA-sponsored organizations. (Our region selects 2 alternates per section for each of our region choirs). In the event the maximum number of singers cannot be certified in any section, no alternates shall be selected for that section.
2. Alternates shall be called in ranking order to replace any singer who has forfeited his position in the audition process, has been disqualified, or has become ineligible. Alternates or their directors shall be notified by the Region Chair as soon as a vacancy occurs.
3. Alternates shall attend any TMEA auditions; however, if not called to audition, the alternates must abide by the same rules as certified candidates. Alternates who are not called to sing may return home early, provided the parents have given written permission to do so. *Parents must be notified by telephone by the director or a TMEA member that the student is returning home.*
4. Alternates shall not be eligible to receive a TMEA award unless they actually perform.
5. Alternates shall conform to all rules pertaining to eligibility.

# 2026-2027 Region IV Handbook

6. Once the audition has begun and all alternates have been called to sing, no more alternates shall be called to replace anyone who becomes disqualified or who forfeits the remainder of the audition.
7. Alternates should be called and used whenever possible.
8. Only the Region Vocal Chair, SSC coordinator and the MS/JH coordinator will place alternates in the Region Clinic / Concert.
9. When the Region Clinic Concert precedes the Pre-Area Contest, an alternate called to sing in the HS Mixed Region Choir is not automatically eligible to audition for the Pre-Area Contest. He/She only participates in the Pre-Area Audition if a person in his/her section doesn't audition for any reason at all.

## CERTIFICATION REQUIREMENTS

**Students must meet state and local certification guidelines in order to participate in the Pre-Area Auditions. Below are the guidelines for years in which we have to certify music by performing it on our region concert:**

1. Alternates called to enter the Pre-Area Audition process past the Clinic / Concert event are required to certify all music certified by the Clinic/ Concert rehearsal & performance at least 5 days prior to the Pre-Area Audition. This certification shall consist of singing said literature in an ensemble performance for a predetermined music director. Schools encumbered by travel distance shall have the option of submitting individual solo performance CD's. Special situations shall be handled by the Region Vocal Chair.
2. Any student who is selected for, but is unable to participate in the District/Region concert due to a Region, pre-approved, school-related conflict or extenuating circumstances, may acquire certification for the next level of competition by submitting a recording or performing live for the Region Chair or his designee, his/her complete vocal part of any music certified only by the Region Concert. The recording 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.

**Students must meet state and local certification guidelines in order to participate in the Pre-Area Auditions. Below are the guidelines for this year.**

1. According to state guidelines, in order for a student to obtain certification to the Area audition, all Pre-Area music, with the exception of Area designated 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.

# 2026-2027 Region IV Handbook

## Guidelines and Rules

1. Directors must attend and participate in his/her audition assignment at every audition. Emergency situations shall be handled by the Region/Area Chair.
2. **Director membership:** Directors must be members of TMEA in order for students to audition. Allow 48 hours for TMEA on-line confirmation.
3. **Certified Music:** Audition music that has been selected by the directors to be certified at an audition is not for student knowledge. Neither directors nor private voice teachers should share this information with students, since *“the dissemination of this privileged information shall be handled with the highest professionalism.”* Students are to learn the literature as if they will audition it.  
**Per TMEA: “the TMEA sponsor is ultimately responsible for knowing all audition material.”**
4. **Dual certification:** If you have students who are auditioning for two music organizations (i.e. band and choir), please enter them as dual certification.
5. **Proxy Rule:** If a school in Region 4 enters students in competition, ALL DIRECTORS at that school must attend the audition. A director’s unavoidable absence must be turned in with the \$100 proxy fee and proxy request form and must receive prior approval from the Region Vocal chair. The Region vocal chair has final discretion pertaining to any director’s absence from a competition.
6. **Late and Early times for Auditions:** Students will be granted late or early audition times at the Region audition for other school competitions, PSAT, ACT, or SAT only. Rehearsals, family commitments, etc. are not a valid reason for requesting a late or early time. Please inform your students, in advance, of the audition dates and ask them to schedule their standardized test on some other Saturday if possible. Students granted a late audition time must report by 2:00 PM or they will not be allowed to audition. **There are NO early or late audition times for Pre-Area or Area auditions.**
7. **DNAs at Auditions:** Directors must confirm with the region chair known DNAs prior to the beginning of the auditions. This helps with tabulations.
8. **Student Contact:** Once judges arrive at the audition site, they shall report to the meeting room set aside for them. From this point onward, they shall not make direct contact with any student who is involved in the audition. This includes lunchtime, since students are still wearing badges and numbers. Judges may not have contact with their students until the panel on which they judged has been entered, tabulated and released from duty. **Schools are required to have 1 adult chaperone for every 10 students** (Spring 2012 meeting).
9. Guitars and other instruments are not allowed at the audition site.

# 2026-2027 Region IV Handbook

## Stipends/Honorariums/Fees

### Auditions

#### TMEA CONTEST PERSONNEL

- Event Host honorarium: \$200 plus expenses  
Region Hired Judges honorarium: \$150 plus meal

#### Audition Cuts

- \$75 honorarium shall be paid to the person who creates cuts for a Region contest
- \$50 honorarium Sight-reading exercise per contest as needed where sight-reading is a part of the audition. Provide electronic copy for contest coordinator and hard copies for each audition room and judges.

#### JH/MS Audition Tracks

- \$150 honorarium for producer of rehearsal mp3s (recording of accompanists, vocalists, mix down and production of mp3s)
- MS track accompanist be paid \$50 per choir
- \$40 per voice part for Middle School Vocalist

Any other pertinent expenses must be approved for reimbursement and receipts must be furnished for the itemized claims.

### Region Clinic/Concert

#### Clinic / Concert Clinicians

- HS LSC \$500 Mileage / Expenses
- HS SSC \$400 Mileage / Expenses
- MS Treble \$300 Mileage / Expenses
- MS Tenor/Bass \$300 Mileage / Expenses

#### Clinic / Concert Accompanists

- \$300 to accompanist of HS LSC and SSC choir
- \$200 to accompanist of any other choir
- \$100 to other professional instrumentalist + mileage

#### Clinic / Concert Host

- Event Host honorarium \$200 plus expenses.
- ***Please note that as of July 30, 2012, any individual being paid by TMEA \$250 or more for a single service or a total of \$600 or more during a calendar year (Jan. 1 – Dec. 31), must complete an on-line W-9 contract for each service before TMEA will authorize payment to that individual. The contract will be issued BEFORE service is rendered, and payment will be made after the contract is complete with TMEA.***

# 2026-2027 Region IV Handbook

## TMEA AUDITION POLICY

### A. Directors' Responsibilities

1. Attend every audition. The region/area chair shall handle emergency situations.
2. Perform the audition assignment set forth by the region/area chair.
3. Make arrangements for adult supervision of your students during the audition. Per Region IV regulations, 1 adult chaperone per 10 students is required.
4. Ensure that students are prepared and know their music prior to the audition. Students who stand in the room and advance with no singing may be disqualified (Region Chair will decide).

### B. Registration of Students

1. Each region may establish procedures to accommodate an individual student's special scheduling needs prior to the Pre-Area round.
2. Each region shall develop a registration system that 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 that will establish an audition order.
  - c. Each participant shall receive the information and instructions for TMEA Vocal Division Auditions at registration.

### C. Judging

1. Five-member panels must be used in all high school auditions. A three-member judge panel may be used at the middle school per TMEA 2019.
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
  - c. The procedures for judging are listed below:
    - i. The Region/Area Chair shall designate a chair for each judging panel.

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- ii. No volume changes checks will be allowed during the audition. The judging panel is responsible for setting the volume level before the audition begins. Judges should listen to the entire recording to determine the best level for all students. The volume level shall not be changed once the audition has begun.
- iii. There shall be no discussion between judges during the audition process.
- iv. Students shall be heard on the entire audition. Uniformity must be maintained in how the audition begins and ends.
- v. A judge may not assign duplicate scores during singing rounds – a raw score/rank conversion chart shall be utilized.
- vi. Judges shall consider the entire audition performance before awarding a score.
- vii. Judges shall remain actively involved in judging through each singer's entire audition.
- viii. Each judge shall be charged with the responsibility of knowing and following the audition procedures.
- ix. Every effort shall be made to be consistent from the beginning to the end of the audition.
- x. The judging panel chair shall ensure that the panel conducts itself in a professional manner throughout the audition.
- xi. The same members of the judging panel must judge the same section throughout the entire audition.

## e. Sight-reading

### 1A-4A and 5A-6A Sightreading Criteria

- Sight Reading may be used at any level of audition but is mandatory at high school Pre-Area and Area auditions. The sight reading audition shall be 20% of the total score.
- The sight reading exercise shall be written in one of the following key signatures: C, G, D, A, E, F, B-flat, E-flat or A-flat. There will be no modulations or altered tones.
- The sight reading exercise shall be written in one of the following meter signatures: 2/4, 3/4 or 4/4, and approximately 8 measures in length.
- The sight reading exercise may include the following rhythmic devices: half notes, quarter notes, eighth notes, dotted quarter notes, dotted eighth notes, sixteenth notes, quarter rests, eighth rests, and simple syncopation.
- The sight reading exercise will include a minimum of 30 notes.

Before the sight-reading audition, all students and directors shall be given these written instructions:

*“You will be instructed by the audition recording to look at the sight-reading exercise. The recording will play the tonic triad in broken fashion (do-mi-sol-mi-do-sol-do), followed by the starting pitch. 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 audition recording 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 sight-reading (syllables, numbers, neutral syllables, or any combination). No additional study time is allowed.*

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*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 playback sound system.”*

***Contest Chairs may not deviate from the above procedure at any level.***

## **F. Sight-reading Judging Procedure**

1. On a separate sight-reading worksheet, the exercise shall be printed numerous times.
2. Judges shall count the errors and subtract from the total number of available points, one point for rhythm and one point for pitch. They shall record their scores on the sight-reading scorecards.
3. A judge may duplicate scores during sight-reading rounds.
4. Students shall not see the judge's sight-reading worksheet. They shall see only the score recorded on the sight-reading scorecard.

**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 their ability.*

5. A student who is legally blind shall be exempt from sight-reading. Their 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 sight-reading shall be the same as their 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; their sight-reading rank shall also be third chair. If a tie occurs because five students receive perfect sight-reading scores, the student's sight-reading rank shall become seventh chair.*

6. An obvious attempt by a student to avoid singing the melodic line by chanting the rhythm will result in a score of one.

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## G. Tabulation

1. Regions and Areas are required to use the TMEA computer tabulation system for all levels of 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. Area/Pre-Area TMEA Vocal Division Tabulation Procedures for Area Auditions
  - a. Judges will complete comments online.

## 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. Posting of Results

1. Tabulated 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.
2. Results posted on-site should list all students in final alphabetical order indicating the students advancing or selected to an organization. rankings will not be included.
3. Post the online results in a timely fashion upon completion of the audition process. These results may not be taken from the contest location. For the first 72-hour period, the results are available to TMEA members only. After the 72-hour period, the results are available to the general public.

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## Post-Audition Follow-Up

### **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, or (2) the TMEA Appeals Process, or (3) the student's TMEA member sponsor.
3. Upload all audition results via the tabulation system at the conclusion of each audition. The deadline to complete the Pre-Area audition process is December 10<sup>th</sup>.
4. Be sure to complete and send all information/forms requested by the Area Chair by the designated date.

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## Region Audition Personnel Responsibilities

### 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 post all audition material for each level/round of auditions at least three weeks prior to said auditions.
  - c. The dissemination of this privileged information shall be handled with the highest professionalism.
  - d. The TMEA sponsor is ultimately responsible for knowing all audition material.
2. Each Region/State Vocal Chair or Chair's designee shall be responsible for making the audition recording prior to each audition.
  - a. Audition cuts shall be determined by the Region/State Vocal Chair or Chair's designee, making every attempt to select cuts of content and duration that shall adequately allow the students to display their musical preparation and ability.
  - b. The audition material shall enable a student to display their full capabilities as a singer. The tessitura of each voice part shall be a consideration.
  - c. The duration between audition selections shall be 7-10 seconds if more than one cut is used per audition.
  - d. The audition material shall be made from the All-State Accompaniment Recording from which all directors have equal access.
  - e. Quality recording equipment must be used when making the audition recording, with particular attention paid to pitch accuracy.
  - f. Back-up Accompaniment Recordings shall be available

### B. Entry Regulations and Limitations

1. All Regions shall use the **printed** TMEA Auditions Process Entry Cover Sheet from the TMEA online entry process as the official entry form.
2. Regions may not limit the number of entries from one school without an approved variance.

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3. Fees shall be determined by each Region as are necessary to cover expenditures associated with auditions and all related activities.
4. Entry deadlines, audition dates and reporting times shall be determined by each Region and posted on the Region website.
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. It is the Chair's responsibility to notify the Host of these requirements:
  - a. One large holding area, such as a cafeteria, shall be available for the registration and assembly of student participants (with a concession area). In some cases, separate areas may be necessary to accommodate both LSC and SSC track auditions.
  - b. A large room for the assembly of judges and directors.
  - c. A second holding area to separate the students who have completed their sight-reading 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 that might hamper the fairness of the audition.
  - e. A warm-up room for students to utilize in the five minutes immediately prior to the vocal audition. No cuts may be sung, however students may vocalize, or emulate sight-reading.
  - f. Electronic Devices
    - I. 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.
    - II. The list of non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras (within an audition room), and playback systems.

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3. The registration area shall include all of the items below:
  - a. Eight chairs
  - b. 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 keyboard for warm-up
  - c. A playback sound system if cuts are to be played in the holding area
  - d. A concession area
  - e. A sufficient number of chairs to accommodate the students who audition
  - f. 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 (all the way to the floor) to shield auditioning students from judges. 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 playback system 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 the monitor may bring them in as each student comes in to audition. Judges shall always double-check the audition number.
6. A sufficient number of audition recordings that have been checked for fidelity
7. A sufficient number of playback systems 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, and must be tested by judges prior to the beginning of the audition.

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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 a 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 that may be adapted to the specific requirements of each audition:

1. Playback set-up personnel shall have the responsibilities listed below:
  - a. Label all playback systems.
  - b. Compile a list of rooms in which each player is placed. Make sure each playback system is operable.
  - c. If a player does not function properly, or if there is a problem with the accompaniment recording, replace it with another from the tabulation office.
  - d. Remove the audition recordings and return these to the tabulation office when the auditions are complete.
  - e. Check off playback systems as directors pick them up. Make certain that all are returned.
2. Registration aides shall follow the procedures listed below:
  - a. Have each student point to his/her own name on the student registration form.
  - b. Have each student initial beside his/her own name on the student registration form.
  - 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.

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3. The director responsible for the judges' registration shall follow the procedure below:
  - a. Have judges sign in and verify their assignment for the audition.
  - 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 and are present. 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 completed.
  - 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 accompaniment recording of each audition cut two times per section, regardless of whether the cuts are rehearsed together or in separate rooms.
5. The announcer shall have the responsibilities below:
  - a. Stay focused and do not be distracted. Timing is very important.
  - b. As a section is taken to audition, call up the next 5 singers
  - c. *Check folders for original copies of music*, notify Region/Area Chair of any discrepancies
6. A designated director shall be assigned by panel chair as the playback system monitor. Unless authorized by the State Vocal Chair prior to the audition, a judge will not serve in this capacity, only a designated director.
  - a. Review the operation of the playback system as soon as they are set up, making sure that the volume is adequate and does not distort the sound.
  - b. No volume changes 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 accompaniment recording to determine the best level for all students. Do not change the volume level once the audition has begun.
  - c. Start the recording when the student is ready. A student will be deemed ready to audition after the room monitor has announced the student's audition number, and the audition room door has been closed. Do not stop the recording 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 playback system.

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7. Judges shall follow the procedure below:

a. As soon as you arrive at the audition site, report to the meeting room set aside for you. From this point on, judges may 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 and in order for their audition.

b. Report any unauthorized student(s) in the audition area to the region/area chair or the audition host.

10. Door/Room monitors shall have the responsibilities below:

a. Verify that the student is auditioning in the proper order.

b. Use the smoothest procedure for getting the singer into the room properly.

c. Keep the audition running on schedule by working with the section guides.

d. When the playback system 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.

11. The corrections monitor shall return scorecards that need signatures or corrections to the appropriate judge in each section.

12. 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 their duties.

# 2026-2027 Region IV Handbook

## Responsibilities of Officers

### **Region Vocal Chair:**

1. Obtaining District, Region and Pre-Area audition personnel is the responsibility of the Region Vocal Chair or Chair's designee. Audition personnel include: audition chair, site chair, tabulation chair, judges and any other necessary workers.
2. The production of the audition cut accompaniment recording is the responsibility of the Region Vocal Chair or Chair's designee for all auditions prior to the Area audition. The TMEA All-State Accompaniment Recording will be the sole source for these cuts.
3. If a Region agrees to do so, the Region Vocal Chair may submit a Variance Request for the Region. Any requests for a variation, exemption or change to the TMEA Audition Policies and Procedures document TMEA Audition Process must be submitted to the TMEA State Headquarters on or before August 1. A request for variance must be submitted each year.
4. Meet annually at the TMEA and TCDA conventions to obtain pertinent information regarding all TMEA activities.
5. Preside at the Fall Region vocal meeting.
6. Distribute information regarding auditions (dates, rehearsal notes, historical notes, deadlines for entry, fees information, rules policies, sites, audition cut accompaniment 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 posting of final results).
  - a. Provide clinic/concert information for TMEA Region choirs.
  - b. Provide clinic/concert information for TMEA performing choirs.
7. Prior to each audition, give notice to all directors of details pertaining to that audition in a timely manner.
8. Assist the Area Vocal Chair with the Area audition responsibilities.
9. Preside at the Spring Region divisional meeting.
  - a. Schedule all TMEA-related activities for the next school year at the spring meeting.
  - b. Make preliminary plans for all TMEA-related activities for the next school year.
10. Preside at the Region meetings at the TMEA convention.

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## 1A-4A Region Vocal Coordinator:

1. Assist the Region Vocal Chair with Region and Pre-Area audition, and All Region Clinic and Concert responsibilities
2. The production of the audition cut accompaniment recording is the responsibility of the Region Vocal Chair or Chair's designee for all auditions prior to the Area audition. The TMEA All-State Accompaniment Recording will be the sole source for these cuts.
3. If a Region agrees to do so, the SSC Coordinator may request that the Region Vocal Chair may submit a Variance Request for the Region. Any requests for a variation, exemption or change to the TMEA Audition Policies and Procedures document TMEA Audition Process – Vocal Division Appendix Page 3 of 17 must be submitted to the TMEA State Headquarters on or before August 1. A request for variance must be submitted each year.
4. Meet annually at the TMEA and TCDA conventions to obtain pertinent information regarding all TMEA SSC activities.
5. Preside at the SSC portion of the Fall Region vocal meeting.
6. Distribute SSC information regarding auditions (dates, rehearsal notes, historical notes, deadlines for entry, fees information, rules policies, sites, audition cut accompaniment 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 posting of final results).
  - c. Provide clinic/concert information for TMEA SSC Region choirs.
  - d. Provide clinic/concert information for TMEA performing choirs.
7. Prior to each audition, give notice to all SSC directors of details pertaining to that audition in a timely manner.
8. Assist the Area Vocal Chair with the Area audition responsibilities.
9. Preside over the SSC portion of the Spring Region divisional meeting.
  - c. Schedule all TMEA SSC-related activities for the next school year at the spring meeting.
  - d. Make preliminary plans for all TMEA SSC-related activities for the next school year.
10. Presided over the SSC portion of the Region meetings at the TMEA convention.
11. Voting in Officers and terms:
  - 2 Years for Vocal Coordinators- Region Chair, Middle School and Small School Coordinators
  - 1 Year for the Secretary and Treasurer

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## **MS Region Vocal Coordinator:**

1. During meetings, conduct business that pertains only to MS/JH
2. Communicate pertinent info to MS/JH directors
3. Acquire judges, clinicians, and clinicians for MS/JH TMEA events
4. Produce the vocal rehearsal tracks for the MS All Region Choirs, or designate someone to produce.
5. The production of the audition cut accompaniment recording is the responsibility of the MS Region Vocal Coordinator or Coordinator designee for all MS Region auditions

## **Region Vocal Secretary:**

1. Take minutes at all meetings (fall, TMEA, spring, and TCDA) and then disseminate them to the region directors via email.
2. Get clinic/concert information to t-shirt & plaque company in a timely fashion
3. Type up clinic/concert program and have it printed

## **Region Vocal Treasurer:**

1. Responsible for all incoming and outgoing monies from our region vocal account and for keeping accurate records of all transactions
2. Report balance information at each scheduled meeting
3. Fill out and turn in financial reports to TMEA as requested

## **STIPENDS for Officers**

*For any stipends/honorariums of \$250 or more, in one or multiple payments, an online contract must be created. The contract will be issued BEFORE service is rendered, and payment will be made after the contract is complete with TMEA.*

### **Vocal Chairperson**

1. \$300 per year (to be paid in the spring of each school year).
2. Expenses for attendance of required State meeting when chairperson's school district will not pay for or reimburse expenses entailed for meetings (hotel, meals, mileage @ stated Region allotment, etc.)

### **SSC Coordinator**

1. \$275 per year (to be paid in the spring of each school year)
2. Expenses for attendance of required State meeting when coordinator's school district will not pay for or reimburse expenses entailed for meetings (hotel, meals, mileage @ state Region allotment, etc. )

### **Junior High Coordinator**

1. \$150 per year (to be paid in the fall of each school year)

### **Secretary**

1. \$75 per year (to be paid in the spring of each school year).
2. Expenses for purchases and production related to creation of Region Concert Program.

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## Treasurer

1. \$250 per year (to be paid in the spring of each school year)
2. Mileage (per Region allotment) to Region events at which Treasurer has no students entered in the contest.
3. Reimbursement for postage for mailing Region materials to directors for hosting Region Contests or other materials that a director is in need of to prepare for contests (i.e. Region practice tracks, etc.)
4. Treasurer will only conduct Region payment business at contests, meetings, and clinics/concerts.

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## Code of Ethics & Standard Practices

The Texas Music Educators Association firmly believes music is an essential component in the education of Texas school children. Therefore the conduct of music educators in the practice of the profession shall be above reproach. The purpose of this document is to define the ethical standards of Texas music educators. Texas music educators must clearly understand their duties and obligations to perpetuate the dignity and honor of the profession. This code is not intended to supersede, but rather enhance, any other codes to which the TMEA member might be subject.

### SECTION 1: RESPONSIBILITIES TO THE PROFESSION

#### *An Ethical Teacher:*

- 1.10 Shall recognize that the profession demands integrity, high ideals, and dedication to music education.
- 1.11 Shall recognize that maintaining the integrity of the profession is the responsibility of each member.
- 1.12 Shall build a professional reputation based upon ability and integrity.
- 1.13 Shall endeavor to promote positive professional relations with colleagues in education.
- 1.14 Shall exhibit and model to colleagues and students ethical and legal practice with digital media and conduct positive, responsible behavior when using social network communications.
  
- 1.15 Shall neither accept nor offer any gratuity, favor, service, or gift that would appear to result in special concession or diminished capacity of impartial professional judgment.
- 1.16 Shall respect the confidentiality of information that is privileged or that, if disclosed, may needlessly injure individuals or the school.
- 1.17 Shall at all times make a distinction between official policies of the school district or educational organization and personal opinion.
- 1.18 Shall not intentionally violate or misrepresent official policies of the school district or other educational organization.
- 1.19 Shall not falsify documents or compel others to do so.
- 1.20 Shall be aware of and abide by existing copyright laws and guard against any infringement thereof.
- 1.21 Shall maintain records accounting for all monies and conduct financial affairs with integrity.
- 1.23 Shall enter into a contract or agreement only if it will allow the maintenance of professional integrity.
- 1.24 Shall respect and support colleagues and other school personnel in the proper performance of their duties.
- 1.24 Shall report to the appropriate entity any conduct by a colleague which is considered detrimental to the profession.

### SECTION 2: RESPONSIBILITIES TO THE STUDENT

#### *An Ethical Teacher:*

- 2.10 Shall not grant any advantage, deny benefits, or unfairly exclude any student from participation in any program on the basis of race, color, creed, sex, disability, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation.
- 2.11 Shall not take physical, emotional or financial advantage of any student.
- 2.12 Shall make every effort to protect the physical and mental health and safety of all students.
- 2.13 Shall not solicit or engage in sexual conduct or in a romantic relationship with any student.
- 2.14 Shall model and guide students to professionally and ethically utilize social network communications.

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- 2.15 Shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- 2.16 Shall consider the individuality of each student when resolving problems (including discipline) and such resolutions shall be accomplished according to laws and school board policy.
- 2.17 Shall not use professional relationships with students for private advantage.
- 2.18 Shall design and employ methods of instruction that provide the highest educational and musical experiences and instill a lifelong appreciation of music and the arts.
- 2.19 Shall continually engage in activities fostering professional growth.

## SECTION 3: RESPONSIBILITIES TO THE COMMUNITY

### *An Ethical Teacher:*

- 3.10 Shall model conduct at all times in such a manner as to merit the respect of the public for members of the music education profession.
- 3.11 Shall maintain an active role in developing positive school and community relations.
- 3.12 Shall remain cognizant of the impact of the students' home environment on their education and shall attempt to understand and work within existing community cultures.
- 3.13 Shall make every effort to communicate with parents when the interests of students would be best served by such communication.
- 3.14 Shall use social network communications professionally, ethically, and with cultural sensitivity when engaging families and the community.
- 3.15 Shall strive to improve the musical culture of the community and instill an appreciation for the arts.
- 3.16 Shall accept the professional responsibility to serve as an advocate in the community for matters relating to music education.
- 3.17 Shall remain aware of current legislation affecting education in general and the arts in particular.