

ATSSB Region XI
Rules and By-Laws

Updated – August 2020



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ATSSB REGION 11
RULES AND BY-LAWS
UPDATED – May 2020

I. Membership

- A. Membership shall be limited to individuals who are considered Active or Associate members by ATSSB and whose school or associated business is geographically within Region 11. Active Membership will allow the individual to participate in Region 11 activities, the right to vote and admittance to meetings upon compliance with registration requirements. Associate Membership will allow admittance to meetings upon compliance with registration requirements and to participate in Region activities EXCEPT for voting and holding office. Associate Members cannot enter students in the Region Band.
- B. The membership year is September 1 through August 31.
- C. The ATSSB State Board of Directors establishes membership dues.

II. Meetings

- A. The fall and spring meeting of Region 11 ATSSB members will be in conjunction with the fall and spring UIL/TMEA meeting.
- B. The Region Coordinator can call additional Region Meetings with ample notice.
- C. All elected officers of Region 11 shall serve a term of two years. Term shall begin immediately upon election and shall terminate upon the election of a successor.
- D. Voting is limited to current members of ATSSB. Each current ATSSB member can vote on ATSSB business.
- E. Proxy voting is allowed in Region 11 meetings so long as the proxy is made in writing, signed by both parties, and presented to the Region Coordinator (or the Designee) prior to the beginning of a Region meeting.

III. Region Officers

A. Elections

1. Region Officers will serve a 2-year term. They will be nominated by the Region members and elected by majority vote.
2. Term shall begin immediately upon election and shall terminate upon the election of a successor.
3. Officers will be the following: Region Coordinator, Secretary/Assistant Coordinator, and Jazz Coordinator.
4. In the event of an officer needing to vacate their office, an election will be held at the next scheduled meeting.

B. Duties of the Region Coordinator

1. The Region Coordinator shall be the presiding officer at all Region 11 meetings.
2. The Region Coordinator will notify all members of upcoming meetings.
3. The Region Coordinator shall have the power to appoint committees and members to committees and is an ex-officio member of all committees.
4. The Region Coordinator will oversee all All-Region Band/Jazz auditions in matters such as dates, sites, and hosts.
5. The Region Coordinator will provide all member schools with a copy of the audition requirements for the Junior High All-Region Band.
6. The Region Coordinator will collect and certify all Region Band entries and pass on these entries to the Region Administrator.
7. The Region Coordinator, or his proxy, will attend and preside as contest director at all Region Band auditions and will enforce all the Region by-laws as well as all rules and guidelines as established by the ATSSB State Board of Directors.
8. The Region Coordinator will collect the results of Region Band auditions and pass on the results to the Region membership and required ATSSB officials.
9. The Region Coordinator will certify all qualified Region Band Members to Area auditions.
10. The Region Coordinator will provide sufficient judges from Region 11 to Area auditions.
11. The Region Coordinator, with input from the Region, will secure Region Band clinicians.
12. The Region Band Coordinator will select literature for each group with the assistance of the Region Clinicians.
13. The Region Coordinator will oversee all ATSSB All-Region clinics in matters such as dates, sites, and hosts.

14. The Region Coordinator or his proxy will preside as Master of Ceremonies at the All-Region concerts.
 15. The Region Coordinator will oversee program preparations for the All-Region Concerts.
 16. The Region Coordinator may arrange for t-shirt, plaque and recording sales for the All-Region bands.
 17. The Region Coordinator will oversee OPS (Outstanding Performance Series) judging in all matters regarding date, time, and site.
 18. The Region Coordinator will fulfill the duties assigned by ATSSB as a part of the OPS.
 19. The Region Coordinator will present to the Region membership at each Fall and Spring Meeting, a financial statement outlining the Region's financial collections and expenditures that have occurred since the previous report.
 20. The Region Coordinator will communicate with members of the region.
 21. The Region Coordinator will organize and set the agenda for meetings.
 22. The Region Coordinator will maintain and update the website, as necessary.
 23. The Region Coordinator will attend State Board meetings.
- c. Duties of the Assistant Coordinator/Secretary
1. Conduct called Region Meetings, with the agenda set forth by the Region Coordinator in absences of the Region Coordinator.
 2. Perform the duties of the Region Coordinator in the event of his/her absence.
 3. Assist the officers as needed.
 4. Communicate with members of the region.
 5. Take and maintain the minutes of each meeting. Email or mail region minutes to the region members for their review for the next meeting. Pass on the minutes to the next secretary.
- d. Duties of the Jazz Coordinator
1. Secure audition site, recording equipment, assist Region Coordinator in auditions.
 2. Have all materials ready for auditions.
 3. Secure Clinic site, clinician, music and be there to assist clinician during clinic.
 4. Assist the officers as needed

IV. Honorariums, Fees

- A. The JH Region Band Clinicians and Jazz Band Clinicians will be paid a fee of \$400.00 (mileage and meals will be paid for by Region).
- B. The HS Region Band Clinicians will be paid a fee of \$500.00 (mileage/meals and housing will be paid for by region).
- C. The Region Band Organizers will be paid for duties including preparing folders, attending the rehearsals, or having a substitute director in the rehearsal during the Region Clinic/Concert and other necessary items as determined by the Region Coordinator.
 - 1. Each Region Band Organizer will receive \$50.00.
 - 2. Each Percussion Organizer will receive \$50.00.
 - 3. The Clinic/Concert Host will receive \$50.00.
- D. The Jazz Coordinator will receive \$75.00 per school year for services set forth in the section titled "Duties of the Jazz Coordinator."
- E. The Region Coordinator or selected director will receive \$100 as an honorarium to host the Region OPS (Paid by the State).
- F. The Region Secretary/Assistant Coordinator will receive \$150.00 per school year for services set forth in the section titled "Duties of the Secretary/Assistant Coordinator."
- G. The Region Coordinator will receive \$300.00 per school year for services set forth in the section titled "Duties of the Region Coordinator."

V. Region Band Entry Procedures

- A. Requirements for Students entering Auditions will be as stated in the TMEA Rules under Section 1 of the Eligibility Requirements for TMEA Activities which include, but are not limited to, the following:
 - 1. The student must be a full-time student at the school.
 - 2. The student must be eligible at the time of Auditions.
 - 3. The student must be a member of the parent organization.
 - 4. Changing schools within the state after acceptance at any level of the All-State selection process will not affect eligibility for further competition. A letter certifying eligibility from the student's former school administration, as well as from his/her new school, must be filed with the appropriate TMEA Division Chair. The student will continue the process through the Region/Area of the new school.

- B. Auditions will follow the ATSSB Audition procedures as listed on the ATSSB website. High School audition music will come from the approved ATSSB list.
- C. Middle School audition music will come from the list approved by Region 11 which is available on the ATSSB Region 11 website.
- D. Fees for ATSSB All-Region HS & JH Band Auditions are set at \$12.00 per student per instrument. Fees for ATSSB Region Jazz Band Auditions are set at \$25.00 per student per instrument. The entries must be submitted online through the TMEA website or according to ATSSB procedures.
- E. All contest deadlines will be 14 days prior to auditions. The late and final online student entry will be 7 days prior to the day of auditions. Correction to an existing student entry may be made between 13 and 7 days prior to the audition without penalty, but any student entry added less than 14 days but more than 7 days prior to the contest will result in an additional 100% student late fee. The hard deadline for entries will be 48 hours before the day of Auditions (Wednesday at midnight for Saturday Auditions). Directors will **not** be allowed to add student entries after this hard deadline.
- F. The head junior high/middle school band director must be a paid member of ATSSB and TMEA. The high school director's card cannot be used unless there is no junior high/middle school director.
- G. A student will be denied to tryout due to a director not being an ATSSB and TMEA paid member.
- H. In the event students require accommodations during the Audition, directors must provide written notice to Region/Area/State Coordinators seven (7) days prior to the Audition. Accommodations must be included in the student's Individual Education Plan (IEP), must not give the student an unfair advantage, and cannot violate the integrity of the contest. Any questions or concerns about allowing/denying accommodations should be remedied in consultation with the Executive Secretary. In the event there are still questions or concerns, these should be remedied in accordance with the ATSSB Constitution and By-Laws.

VI. Director/Judge Responsibilities-Band Auditions

- A. Auditions will use five-member judging panels. The Region Coordinator does, at his/her discretion, have the right to petition the ATSSB State Board to use three-member panels for junior high auditions. The Region Coordinator will use discretion and place qualified personnel on judging panels.
- B. An honorarium of \$60.00 will be paid to judges that do not have students involved in the audition process.

- C. Prior to beginning Band auditions, the judges in each room will select the scales (3 for HS and 2 for JH) plus the chromatic scale and one excerpt from each etude of the audition materials. At the **High School Region** level, students are only required to learn the first 50% (half) of the area cut. Judges will select a minimum of 60% from that cut for the auditions. At the **Junior High School Region** audition, judges will pick a minimum of 60% of the required etude for each round.
- D. All judges are required to use a calculator to add the results of his/her sheets. At the conclusion of the audition, judges must exchange Form 2A and check the tabulations.
- E. Students auditioning should be out of view to the judges. At no time should the judges or students be in view of each other.
- F. There will be no vocal communication between participants and judges.
- G. Schools are recommended to bring adult chaperones to the audition for junior high/middle school and high school students.
- H. **Junior High/Middle School only**- If the student leaves off part of the tryout, the room chairperson will remind the student via the Monitor of the omitted section as soon as he/she detects it, before the student leaves the room.

VII. Region Organizer Duties

- A. **Duties of the Region Bands Organizers**
 - 1. Communicate with Coordinator about music selections and Group seating chart.
 - 2. Secure the correct amount of music folders for assigned Group.
 - 3. Communicate with Coordinator on number of parts needed for each Section (1st Part, 2nd Part, etc.).
 - 4. Secure the correct number of parts for each music selection for Assigned Group.
 - 5. Bring all completed music folders to Region Auditions to distribute to students/Directors at conclusion of Auditions.
 - 6. Set up Group seating arrangements (chairs & stands) at Host site and secure music stand name labels.
 - 7. Communicate with Conductor and/or Coordinator over any needs, special requests, changes, etc.
- B. **Duties of the Percussion Organizer**
 - 1. Communicate with the Band Organizer or Coordinator over Percussion needs and Instrumentations for each music selection.
 - 2. Assign student chairs to Percussion parts before Auditions.
 - 3. Gather and/or arrange for all needed Percussion equipment for music selections.

VIII. Procedures for Band Auditions

- A. Directors are responsible to make sure that students from their school are eligible to participate in the Auditions.
- B. At the Region Audition, only one student at a time will be in the room to compete. Parents of the student auditioning will not be allowed in the audition room.
- C. **High School students'** required music will be the 1st half of each etude and all scales listed in the ATSSB Prescribed Audition List (PAL). The ATSSB newsletter is the official source of errata for the PAL. **Jr. High students'** required music for the appropriate year will be as posted in the ATSSB Region 11 Website. Jr. High students are responsible to learn all the scales plus the entire etudes as described on the list for the appropriate year.
- D. Students may use their own music in the audition room. Original music will be provided in each room.
- E. Two rounds will be used for the Wind auditions and three rounds will be used for the Percussion auditions. For Winds, the first Hearing will start with Letter 1A and the second Hearing will start $\frac{1}{2}$ way down the list. Percussion will start with Letter 1A for the first Hearing, $\frac{1}{3}$ way down for the second hearing, and $\frac{2}{3}$ way down for the third hearing. (This aligns with the State Auditions Guidelines)
- F. Students who wish to audition on multiple instruments are permitted only for Low Clarinets (Alto, Bass, Contra), Saxophones (Alto, Tenor Bari) and Trombone (Tenor, Bass), provided an audition fee is paid for each instrument entry. Students making the Region Band on more than one instrument must decide on which instrument he/she will perform at the Region Clinic/Concert before Region results are final and will receive one patch for performing at the Clinic/Concert. **For High School Auditions:** If a student qualifies for Area on two instruments, the student must choose on which instrument he/she will perform at Area before the Region audition results are final. The student will perform on the same instrument at the Region Clinic/Concert that is chosen to proceed to Area Auditions.
- G. Students must perform excerpts selected by the judges from the required list for the appropriate year. Judges must hear at least two-thirds ($\frac{2}{3}$) of the first half of each etude.
- H. **High School students** will perform three (3) scales, the Chromatic Scale, and excerpts selected by the judges from the required list for the appropriate year. Judges must hear at least two-thirds ($\frac{2}{3}$) of the first half of each etude. **Jr. High students** will perform two (2) scales, the Chromatic Scale, and excerpts selected by the judges from the required list for the appropriate year. Judges

must hear at least two-thirds ($\frac{2}{3}$) of each full etude. There is no memorization requirement at any ATSSB Audition.

- I. For both High School and Jr. High Auditions, the student will be allowed a one-breath warm-up before the scales, a one-breath warm-up before the slow etude, and a one-breath warm-up before the fast etude. The Monitor will announce the Audition Letter immediately after this warm-up. If the student chooses not to warm-up, then the Monitor will immediately announce the Audition Letter. In any case, Judging will begin after the Monitor calls out the Audition Letter.
- J. Students are to begin playing their Audition immediately after the Monitor announces their Audition Letter. Practice-fingering of audition music before the performance will not be allowed. If a student begins fingering the music, the Monitor will remind him/her that it is not allowed and that they must begin the Audition performance. If the student continues fingering, the Monitor will inform the Panel Chair about the issue and there will be a deduction of points.
- K. Should the student experience an instrument malfunction during the playing of the warm-up (or scales for winds), the student must inform the Monitor (who will inform the Panel) and she/he will be allowed to leave the room to take the instrument to the Contest Office so they can attend to the malfunction. The Student will have up to ten (10) minutes after the last audition of that round to return and play in that round. The Audition Room Monitor will be responsible for timing after the end of the round and for placing the student back into the audition rotation. If the student hasn't returned after the ten minutes, the Audition Room Monitor will inform the Panel Chair that the student didn't return and the Panel will score that student with a total point value of "0" for that Round. Once a student sounds the first note of the etude, the student must continue to play and be scored.
- L. The monitor must stand away (preferably behind the student) and out of sight from the student while the student is performing.
- M. Should a student fail to appear to play the final etude and all others have completed the audition, the student not appearing shall be given a total point value of "0" for the fast etude.
- N. A student will be allowed to audition early (before Letter A) only when there are extenuating family emergencies (death in the family or other serious circumstances) at the discretion of his/her Band Director after consultation and approval of the Region Coordinator.

IX. Optional Use of Recorded Audition

- A. A live audition is preferred, but if a football playoff game should cause a student to miss Auditions completely, Regions may allow the student to audition via a recording. **No other reasons for recording will be considered other than a football playoff game scheduled so that a student would be unable to attend a live audition due to travel or game time constrictions.** The audition software allows for morning or evening and, if the student could make a morning audition, then recording is not an option. The use of recordings must be specifically approved by each Region prior to the Audition year and must be so noted in the Region Rules on file with the State Office. The following procedures shall be followed:
1. Plans shall be made to make the recording during the school week prior to Auditions (no more than five calendar days prior to the scheduled live Auditions). A CD recording is preferred, but not required.
 2. The etude cuts and scales shall be selected by the Region Coordinator and announced to the student(s) immediately before the recording is to begin.
 3. Recording shall be done under the supervision of the Region Coordinator or his/her designee (usually the student's principal – but not the student's Band Director, although the Director may be present during the Auditions).
 4. The recording shall be done “live” in one take with pauses between scales and each etude for the student to breathe, empty water, adjust reeds, etc. – but not leave the room.
 5. The recording shall be delivered to the Region Coordinator prior to Region Auditions. The Region Coordinator shall have planned for playback equipment to be available in the Audition Room.
 6. The same scales and etude cuts shall be announced to the students prior to the beginning of the Auditions as usual.
 7. When the recorded student's Audition number comes up, the monitor shall play the recording.

X. ATSSB Region 11 Bands Instrumentation Lists

<u>Instrument</u>	<u>HS SB</u>	<u>HS CB/Alts</u>	<u>JH/MS SB</u>	<u>JH/MS CB/Alts</u>	<u>Jz Bnds 1/2</u>
Flute	8	10/2	8	10/2	
Clarinet	14	16/3	12	16/3	
Alto Clarinet	2	2/0	1	1/0	
Bass Clarinet	3	4/1	4	5/0	

<u>Instrument</u>	<u>HS SB</u>	<u>HS CB/Alts</u>	<u>JH/MS SB</u>	<u>JH/MS CB/Alts</u>	<u>Jz Bnds 1/2</u>
Contra-Bass Clarinet	2	2/0	1	1/0	
Oboe	2	2/0	2	2/0	
Bassoon	2	2/0	2	2/0	
Alto Saxophone	4	6/2	4	6/2	2/2
Tenor Saxophone	2	2/1	2	2/1	2/2
Baritone Saxophone	2	2/1	1	1/1	1/1
Trumpet/Cornet	10	12/2	10	14/2	5/5
French Horn	8	8/2	6	8/1	
Tenor Trombone	6	8/2	8	8/2	4/4
Bass Trombone	2	2/0	1	1/0	1/1
Euphonium	4	6/2	4	6/1	
Tuba	5	6/2	5	8/0	
Percussion	8	6/2	6	6/1	
Guitar					1/1
Electric Bass					1/1
Piano					1/1
Drum Set					2/2

XI. Administrative Issues

A. Region Auditions

1. Directors are responsible to make sure that their students are eligible to participate in the Region Auditions.
2. All results will not be considered official until thirty minutes after ALL auditions and tabulations have been completed.
3. No pictures may be taken, nor any audio or video recordings made in the room (s) where judges scores are displayed for directors to check.
4. The Region Coordinator will mail or e-mail the results of the contest to all directors.

B. Area Auditions

1. Directors are responsible to make sure that their students are eligible to participate in the Area Auditions.
2. When a director learns that his/her student will not be able to participate in the Area Auditions, he/she must send notice by email directly to Mr. Frank Coachman at the ATSSB State Office and also to his/her Region Coordinator as soon as possible. Mr. Coachman will be responsible for notifying the Alternate Area student.

C. High School and Jr. High School Region Band Clinic/Concert

1. Directors are responsible to make sure that their students are eligible to participate in the Region Band Clinic/Concert.

2. If a director has knowledge that a student will not be able to participate in the Region Band Clinic/Concert, he/she must contact the Region Coordinator at the earliest possible time so the Alternate can be notified.
3. Alternate students who **have not** been called up and are brought to the C/C will not be allowed to rehearse with the Concert Band.
4. Percussion students will be expected to bring their own drumsticks and timpani and keyboard mallets as their parts require.
5. Each student's director (or a qualified proxy) **MUST** attend the rehearsals to assist the clinicians and assist in supervising his/her students.

XII. Student's Rights

- A. Up to such time as the scales are completed, a student has the right to exit the audition room due to mechanical failure of his/her instrument and return to complete the audition after the instrument is repaired or the student locates another instrument to use. If an instrument cannot be repaired prior to the conclusion of the audition and the student is unable to continue the audition, the audition will be considered complete. If the student leaves the room after the first note of the first etude has been played, the audition will be considered complete.
- B. Students have the right to an anonymous audition.

XIII. Student's Responsibilities

- A. Students are responsible for attaining the accurate audition material from the ATSSB and Region 11 ATSSB websites.
- B. Students are responsible for reporting any mechanical problems to the monitor before beginning the etude portion of the audition.
- C. Students are responsible to refrain from any activity that would identify themselves or their school during the audition.
- D. Students, who are selected as members of the Region Band, are required to attend all rehearsals and the concert. A student may be excused from a rehearsal in case of an emergency as determined by the Region Officers. The director must notify the Region Coordinator of the anticipated absence prior to the rehearsal or the student's membership will be forfeited and an alternate will be called. No unexcused absences are allowed for the rehearsal or concert.

- E. Alternates will perform with the Region Band only if they are called upon when there is an opening due to eligibility, illness, family emergency, or other approved excuse.
- F. Alternate students who **have not** been called up and are brought to the C/C are not allowed to rehearse with the Concert Band.

JAZZ ENSEMBLE REGION AUDITIONS

XIV. STUDENT ENTRY AND REGISTRATION PROCEDURES

- A. Directors are responsible to make sure that their students are eligible to participate in the Region Jazz Auditions.
- B. Each student must be entered using the online entry process through TMEA (www.tmea.org).
- C. Each student must declare an intention to be considered for the State level or the Region level only. If no declaration is made, then it is assumed ATSSB students are auditioning for ATSSB All-State Jazz Ensemble on the State Jazz Ensemble Track. After the entry to the first audition leading to possible membership in the ATSSB All-State Jazz Ensemble, no change can be made in the Jazz Ensemble track selected, regardless of advancement or loss thereof. Students who are recorded for all-state have officially qualified for area jazz ensemble and will receive an area patch. Furthermore, students who record but do not qualify for the all-state jazz ensemble will remain eligible for all-state consideration in all other ensembles (i.e. concert band, choir, orchestra, etc.). Students who are selected for membership in the ATSSB All-State Jazz Ensemble may not audition for any other All-State Ensemble (ATSSB or TMEA) that school year. If the performance is not recorded with CD accompaniment, the performer will be disqualified, and the entry fee will not be refunded.

XV. SELECTION AND ASSIGNMENT OF ADJUDICATION PANELS

- A. Policies concerning judging panels will remain consistent with Association of Texas Small School Bands All-State Ensemble Tryout Procedures and Guidelines.
- B. In addition to the adult monitors in each audition room, each Region should have an adult monitor in the Area/State Recording Room to help

maintain decorum in the room, to help the recordings stay on schedule, and to serve as a way for communication to occur between the student and the CD technician. The Region Coordinator or Region Audition Chair shall go over the Monitors' Instructions with Monitors before auditions begin.

XVI. AUDITION PROCEDURES

- A. Audition music for the ATSSB All-State Jazz Ensemble will come from the *ATSSB All-State Jazz Ensemble Music* and the *ATSSB All-State Jazz Ensemble CD*. This music is available exclusively from Mattei Music Services, 202 Covey Lane, McKinney, Texas 75071. The Set used will conform to the Year designation being used for region and area auditions each year (Set A will be used when the band auditions are using Year A, etc.).
- B. Students will perform the audition music for their instrument. In the case of trumpet and trombone where there are two parts for each instrument, students will audition on the first part only.
- C. Students will enter the room one at a time and will perform the required Jazz Audition Music Selections (a form on the music stand should have instructions for the allowed warm-up). The winds are allowed a one-breath warm-up. The rhythm section is allowed 15 seconds (to be timed by the Monitor) of the student playing anything they wish. Warm-ups must be completed prior to playing Selection 1 of the Jazz Audition Music; any additional notes played after the warm-up will result in the loss of points.
- D. Students auditioning will be expected to perform the selected music as written, specifically the written octave. A student that does not play in the correct octave should be scored as if they played wrong notes which will result in a major deduction of points.
- E. Should the student experience an instrument malfunction during the playing of the warm-up, the student may have the instrument checked for mechanical problems and return to the audition room before the end of the audition. Once a student sounds the first note of the etude, the student must continue to play and be scored.
- F. No one except the monitor and the judges may be in the room while each student auditions. Screens must be used to assure that anonymity is maintained. Metronome markings should be closely observed to maintain the intent of the music. Inaudible metronomes are allowed in

the audition rooms to set tempos, but may not be used while the etudes are being performed.

G. No audible electronic communication devices shall be allowed in the audition room. However, electronic media may be used in lieu of printed music during the audition.

H. Region Jazz Ensemble auditions must take place between and including the first Saturday in September and the first Saturday in October.

XVII. RANKING THE STUDENTS

Policies concerning Ranking of Students will remain consistent with Association of Texas Small School Bands All-State Band Tryout Procedures and Guidelines.

JAZZ ENSEMBLE AREA CERTIFICATION

XVIII. STUDENT ENTRY PROCEDURES

A. No one may audition on an electronic synthesized wind instrument. Each Region Coordinator shall have certified the following maximum number of students to the Area level (CDs to be sent to the State Jazz Coordinator):

2 Alto Saxophones

2 Tenor Saxophones

1 Baritone Saxophone

3 Trumpets - must audition on cornet or trumpet, not flugelhorn

3 Tenor Trombones - must audition on slide trombone, not valve trombone or baritone

2 Bass Trombones - must audition on slide trombone, not valve trombone or baritone

1 Guitar

1 Bass - may use an electric bass guitar, an acoustic bass or a string bass (also known as double bass or upright bass)

1 Piano - may use an acoustic, digital, or electronic piano

2 Drum Sets

B. At the completion of the region auditions for each instrument, students accepting Area certification from their Region shall record an All-State Jazz Ensemble Audition CD per their Region's recording guidelines. Jazz Ensemble students who are recorded for All-State have officially qualified for Area Jazz Ensemble and will receive an Area patch.

Furthermore, students who record but do not qualify for the All-State Jazz Ensemble will remain eligible for All-State consideration in all other ensembles. The All-State Jazz Ensemble Audition CD should be recorded in one take with pauses between tracks. Instruments will play along with the Audition CD which has no demo recordings on it (only accompaniment). If the performer is not recorded with CD accompaniment, that entry will be disqualified, and the entry fee will not be refunded. CDs shall contain:

1. Track 1 shall be Selection 1 in its entirety of the Jazz Audition Music from that year's designated Set.
Track 2 shall be Selection 2 in its entirety of the Jazz Audition Music from that year's designated Set.
Track 3 shall be Selection 3 in its entirety of the Jazz Audition Music from that year's designated Set.
Track 4 shall be the Improvised Solo in the prescribed format along with the Improvised Solo Accompaniment track from that year's Audition CD. Monitor's Instructions for this Improvised Solo should be read aloud by the Monitor exactly as they appear below (*Monitor's instructions are NOT to be recorded on the CD*):
 - a. For all instruments except DRUM SET - "The student auditioning will not be allowed to have any additional material (no written solos) to assist in the improvisation section. For the improvised solo, Wind Instruments, Piano, Guitar, and Bass will play the lead as written the first time, improvise on the remaining two choruses, then play to the end as provided on the *Audition CD*."
 - b. For DRUM SET ONLY - "For the improvised solo, students should play time on the first chorus, solo on the second chorus, and play syncopated kicks and fills on the third chorus provided on the *Audition CD*."
- Track 5 shall be the following statement read aloud by the monitor or recording engineer: "This (name of instrument) jazz audition was performed by (name of student) from (name of school)."
2. In any year's designated Set that includes a ballad, all instruments shall play the solo melodic part only; Drum Set shall play rhythm with brushes.
3. Selections should be played in the above order.
4. CDs with spoken words, recorded out of order or recorded without the accompaniment track may be disqualified from participation in the All-State Jazz Ensemble Audition and, if disqualified, the entry fee will not be returned.
5. While recording each student, the recording technician should start a new track at the beginning of each recorded selection. For example, Selection 1 should be track 1, Selection 2 should be track 2, Selection 3 should be track 3, and the Improvised Solo should be

track 4, and the information track (name of student, school, instrument) should be track 5. It is also recommended that each student have up to one minute between selections to prepare for the recording of the next selection. *This preparation time should not be included on the CD.*

6. All CDs shall be recorded under the supervision of the Region Coordinator or his designee. All CDs shall be recorded at one Region recording session. All Regions are urged to follow the All-State Jazz Ensemble Recording Recommendations.

C. Area certification materials should be addressed to the State Jazz Coordinator as listed in the instructions. Materials must be postmarked by the second Saturday of October. Each Region's Area certification materials should include:

1. One high quality CD and a backup CD from each student listing the student's name, instrument, school, and CD Audition Letter on the CD label. All CDs must be sent in individual CD containers.
2. A completed ATSSB Region Jazz Chairman's Composite All-State Jazz Ensemble Certification Jazz Form 10. Each Region Jazz Chairman should keep a copy of the Composite Certification Jazz Form for use in viewing All-State Jazz Ensemble results.
3. A single check from each Region covering the total cost of all certified applicants (\$40.00 per applicant) made payable to "ATSSB."
4. These items must be mailed for arrival by the second Saturday of October deadline under the same guidelines used for OPS mailings (certified Priority US Mail with a postmark) or hand delivered to the State Jazz Coordinator. It is recommended that directors contact the State Jazz Coordinator by telephone or email several days after shipping to ensure CDs were received.
5. Designated Regions are encouraged to submit names of those directors willing to judge the Designated Region Jazz Adjudication CDs.

D. The identity of the State Jazz Coordinator shall be reported to the Region Band and Region Jazz Chairs at the ATSSB State Board Meeting held during TBA and shall be published on the ATSSB website.

ALL-STATE JAZZ ENSEMBLE

XIX. CD Adjudication Procedure

- A. All Jazz CDs recorded at the region level are to be sent to the State Jazz Coordinator and ***must be hand delivered or mailed certified Priority US Mail for receipt by the State Jazz Coordinator by the second Saturday in October.***
- B. When the Designated Region Coordinators receive the Jazz CDs from the State Jazz Coordinator, the Designated Region Coordinator will

assemble a panel of judges to select their Set of the All-State Jazz Ensemble by the Saturday following the UIL State Marching Contest. Class consciousness shall be encouraged on each panel. Each Designated Region CD adjudication room shall have an adult Monitor to help the audition stay on schedule.

- C. Only ATSSB-member directors may serve as judges. Exception: After all attempts to secure ATSSB members as judges has been exhausted, that Region Coordinator may use non-ATSSB members as judges provided those non-ATSSB members are active TMEA members. Judges may be paid a \$75 honorarium (no meal or mileage allowance).
- D. All Designated Region Coordinators may be paid a \$100 honorarium for their services.
- E. The CDs will be divided into six Sets as follows:
 - SET 1 - Alto Saxophone (Designated Region Coordinators will certify 2 Alto Saxophones to the All-State Jazz Ensemble).
 - SET 2 - Tenor and Baritone Saxophone (Designated Region Coordinators will certify 2 Tenor Saxophones and 1 Baritone Saxophone to the All-State Jazz Ensemble).
 - SET 3 - Trumpet (Designated Region Coordinators will certify 5 trumpets to the All-State Jazz Ensemble).
 - SET 4 - Tenor Trombone and Bass Trombone (Designated Region Coordinators will certify 3 Tenor Trombones and 2 Bass Trombones to the All-State Jazz Ensemble).
 - SET 5 - Piano, Guitar, Bass Guitar (Designated Region Coordinators will certify 1 piano, 1 guitar and 1 bass guitar to the All-State Jazz Ensemble).
 - and SET 6 - Drums (Designated Region Coordinators will certify 2 Drums to the All-State Jazz Ensemble). Each Designated Region Coordinator will assemble a panel of five judges to adjudicate their designated Set.
- F. Each All-State Jazz Ensemble Audition CD shall be given a randomly assigned audition letter by the State Jazz Coordinator.
- G. Auditions will be held in one round beginning with the first randomly assigned audition letter. The panel will listen to each CD in its entirety.
- H. No identifying marks on the All-State Jazz Ensemble Audition CD shall be made visible in the CD adjudication room.
- I. Visitors may be allowed to attend the CD adjudication session at the discretion of the Area host (depending on room size and availability of spectator space. Should the presence of visitors distract judges from their task, the audition shall be suspended until everyone except adjudicators, monitor and/or technician has been cleared from the area.

- J. The date for the Designated Region Jazz Ensemble CD Adjudication shall be reported at the ATSSB State Board Meeting held during TBA and shall be published on the ATSSB website.
- K. The Designated Region Jazz Ensemble CD Adjudication shall be concluded by and including the first Saturday following the UIL State Marching Contest each year.
- L. Results will be available on the ATSSB website within twelve hours following the completion of the last section of the Designated Region CD Adjudication after the completed file has been sent to the Executive Secretary. Tabulated results will be final at 5 PM on the Wednesday following the Designated Region CD Adjudication, after which no appeal can be made regarding the published outcome.

XX. ALL-STATE JAZZ ENSEMBLE RECORDING RECOMMENDATIONS

A quality, professional line CD Recorder should be used to create the final disc (Tascam CDRW2000 or comparable). A studio grade stereo condenser or pair of condenser microphones should be used to record (Shure KSM32 or comparable). A quality, professional line microphone preamp should be used with minimal signal to noise ratio and distortion (dbx 386 or comparable). Microphones should be placed at approximately player's eye level and 3 to 4 feet away from the instrument. Microphone levels should be run at the maximum dB level without distortion. The level should remain constant from player to player. All recording media (compact discs) should be of the highest quality possible (Taiyo Yuden Silver or Platinum or comparable).

XXI. RANKING THE STUDENTS

- A. The Designated Region CD Adjudication panels shall place the All-State Jazz Ensemble Audition CDs in rank order using the Olympic scoring procedures outlined in the Association of Texas Small School Bands All-State Tryout Procedures and Guidelines.
- B. The maximum number of students assigned chairs in the ATSSB All-State Jazz Ensemble will be:

2 Alto Saxophones	2 Bass Trombones
2 Tenor Saxophones	1 Guitar
1 Baritone Saxophone	1 Bass
5 Trumpets	1 Piano
3 Tenor Trombones	2 Drum Sets

- C. Results shall be posted with the following statement on the ATSSB website:
“Tabulated results were made available for inspection by directors on *MM-DD-YYYY* following the Designated Region CD Adjudication on *MM-DD-YYYY*. Individual judges’ rankings shall be available for review by the ATSSB Executive Committee and Jazz Coordinator only during the time-period for appeals. No copies of the judges’ rankings or scores shall be made available to directors, students, parents, or administrators via postings on web pages, social media or in print. Tabulated results will be final at 5 PM on *MM-DD-YYYY*.”
- D. All students certified by their Region to the Designated Region Coordinator will be ranked in the Designated Region CD Adjudication.
- E. If an originally Area certified student becomes unable to attend the All-State Jazz Ensemble clinic (because of illness, academic ineligibility, etc.), it shall be the responsibility of the State Jazz Coordinator to certify the alternate to state.



Region 11