
ATSSB REGION 8

REGION 8 RULES AND PROCEDURES

Adopted 8/3/2024

I. REGION BAND ENTRY PROCEDURES

1. Auditions will follow the ATSSB Audition procedures as listed on the ATSSB website. High School audition music will come from the approved ATSSB list. Middle School audition music will come from the Region 8 Middle School Coordinator.
2. Fees for ATSSB All-Region Band Auditions are set at \$11.00 per student (**voted in Winter Meeting 2020**), per instrument. Fees for ATSSB Jazz Band Auditions are set at \$25.00 per student, per instrument.
3. The entries must be submitted online through the TMEA website according to ATSSB procedures. The deadline for entries is 14 days prior to contest day. Late entries will be accepted until 7 days prior to the audition date. Late entries will be double the original entry fee per student, per instrument. Late entries will be accepted for the middle school auditions at the discretion of the Region Coordinator.
4. All entry fees must be paid prior to the start of the audition. Failure to pay entry fees in a timely manner will result in a phone call or email to an administrator(s) of the school in default. Directors need to ensure that a copy of the paper entry form (this will have your TMEA Membership Card on it) and a copy of your ATSSB Membership card (you will need to retrieve this from <https://www.atssb.org/membership/>) are mailed separately from the entry fees or are mailed with the entry fees. The entry form, membership cards, and audition fees must be mailed to the Region Treasurer postmarked 14 days prior to the audition.
5. The head junior high/middle school band director must be a paid member of ATSSB and TMEA. The high school band director's card cannot be used unless there is no junior high director.
6. Junior High/Middle Schools must elect to compete in a single Middle School Zone (either Groesbeck/East Zone or Robinson/West Zone) for the school year.
7. Directors should enter all students they believe will audition, regardless of eligibility. The director is responsible for enforcing eligibility rules on the day of the audition. Student eligibility rules will be based on current UIL Rules of Eligibility.
8. Directors and students are responsible for checking the list of audition material and errata.

9. Fifth and sixth graders are allowed to audition for the two middle school region bands. All seventh and eighth graders are allowed to audition for the high school region band. However, if a middle school student qualifies for the high school region band and is performing with the band, an extra high school member must be included in the band on that particular instrument. Middle school students cannot qualify for area.

II. DIRECTOR/JUDGE RESPONSIBILITIES FOR AUDITIONS

1. Five judges must be used in each room for all auditions, as prescribed by the ATSSB State Board. Judging panels and panel chairs will be selected by the Region Coordinator or contest host.

2. For Wind Instruments: At High School Region Auditions, students must play two scales plus the chromatic as well as cuts from both assigned etudes. At Middle School Region Auditions, students must play two scales plus the chromatic and cuts from both assigned etudes. Directors at the judges meeting prior to the auditions will determine the cuts. Middle school students will have one minute to perform all three scales during their audition (rule enforced by the Panel Chair).

3. For Percussion: A combined percussion audition will be utilized at both the High School and Middle School Robinson Zone levels. For High School Region Auditions, each student must play the designated year's snare drum etude, mallet etude, and timpani etude as outlined in the PAL (ATSSB Percussion Audition Guidelines). For the Middle School Robinson Zone Auditions, each student must play the designated year's snare drum etude, mallet etude and timpani etude as outlined on the ATSSB Region 8 website. The Middle School Groesbeck Zone will audition with the following: 3 selected scales out of the 7 required, one mallet etude, and one snare etude.

4. Students auditioning should be out of view of the judges. At no time should the judges or students be in view of each other.

5. There will be no vocal communication between participants and judges. Exception: Panel chair communicating rule enforcement vocally.

6. Middle School only: If the student does not complete part of the audition, the chairperson will remind the student of the omitted section as soon as s/he detects it, preferably before the student leaves the room. Panel Chair will keep time for each MS Audition.

- Junior High Winds (1 min for each section).
- Junior High Percussion (1.5 Min for each section).

7. All band directors from each school participating must be present to judge, with the exception of extenuating circumstances. The Region Coordinator must be notified well in advance if a director cannot attend the auditions.

8. Once the audition (as noted in the start time of the audition) has started students should not be receiving additional instruction/coaching due to requirements for directors to be judging. Irregularities and special circumstances of this nature during the audition should be reported and handled at the discretion of the Region Coordinator or Vice Coordinator.

9. Participating schools are required to bring adult chaperones to all auditions to help monitor and assist their students.

AUDITION PROCEDURES AND GUIDELINES APPENDIX

I. FACILITIES

1. It is the responsibility of the Region/Area Band Chair to ensure that sites chosen for auditions are ADA compliant.

2. Each audition site should have a large room in which to hold a judges meeting prior to the auditions, a room that will serve as the office, and a tabulation room that is off limits to the general public. There should also be a central area to post results for student viewing, as well as a warm-up room that will not disturb those students who are auditioning.

3. It is the responsibility of the site host to identify those rooms being used for auditions.

II. REGION AUDITIONS

1. General Information

A. Every judging panel shall adhere to ATSSB requirements (5-member panels).

B. Any audition that is involved in the selection (or elimination) of students for the All-State Band must include a majority of the official ATSSB scales and excerpts from each of the state-prescribed etudes.

C. Any student entered in any level of the audition process must meet all eligibility requirements.

D. The Region Chair may exclude visitors and spectators from the halls adjacent to the audition rooms to maintain privacy and control the noise level.

E. There will be no DNA substitutions or late registrations past 7 days prior to the contest.

2. Audition Procedure

A. All students will play from one location in the room as long as it is practical to do so. A chair and music stand will be provided in a specific location for the performing contestant. The student may stand or sit as long as s/he performs from that location in the room. If a percussionist chooses to use his/her own instruments, s/he is waiving the right to play from the above mentioned location in the room.

B1. For High School auditions: The judges must hear each student play a portion of each of the official audition etudes before auditions are completed. The etudes are those that have been published on the ATSSB website. There will be two rounds with selected scales and the excerpt of the first etude performed during the first round, and the excerpt of the second etude during the second round for all wind players. Percussion will audition in three rounds (snare, mallet, timpani) according to the state Percussion Audition Guide. For the region level there will be no timpani tuning judged to expedite the auditions. In each round, the student must play at least one (1) to one and one-half (1 ½) minute(s) of an etude. This timing should be based upon the prescribed metronome marking. This will obviously be approximate. If the complete etude is less than one minute in length, it should be played in its entirety. At the end of the audition, each student should have performed the selected scales and 2 excerpts. After the first round, students will return in the same order if at all possible to play the fast excerpt, starting at the halfway point of the letters competing in the audition (1/3 for percussion, then 2/3 down for round three).

B2. For Junior High/Middle School auditions: Cuts to the music should be made so that all audition requirements can be completed from one (1) to one and one-half (1 ½) minutes taking tempo markings into consideration. These cuts will be decided on the day of auditions at the judges meeting. Auditions will be heard in one round, with each student playing all required music in one sitting.

C. Prior to each excerpt, if a student so desires, a brief one breath, one note warm-up is appropriate. Percussion may only play the appropriate warm-up.

D. Metronome markings should be closely adhered to in order to maintain the intent of the music. Judges should be cognizant of the intent and be willing to penalize the student who does not adhere to the metronome markings. Flagrant abuse should be penalized and reflected in the judges' scores. More consideration will be given to the student who adheres to the metronome marking.

E. A non-audible metronome may be used prior to the performance by the auditioning student- not during their performance. Audible metronomes are not to be allowed in the audition area.

F. Electronic media is allowed in lieu of printed etudes or scales but may not be used for tuning or as a metronome.

G. With the exception of metronomes and electronic media to display only music, absolutely no electronic equipment will be allowed inside the audition room during the audition. This includes, but is not limited to the following: walkman, radios, CD players, electronic games, recording devices, cellular telephones, computers, etc... Failure to comply with this regulation may result in disqualification.

H. 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.

I. If a student qualifies for All Region on multiple instruments, the higher chair instrument will determine the instrument the student accepts. If a student achieves identical chairs on more than one instrument, or qualifies for Area on more than one instrument, the student or director may still choose which instrument the student accepts.

3. Judging Process

A. The judging panels should use the forms provided by the Region Chair for tabulating results. Every care shall be taken to avoid mathematical errors. The monitor and panel chair have the primary responsibility for ensuring accuracy on the judges' forms.

B. Interpretations and discrepancies in the music often occur and judges should be open-minded and sensible about possible printing and editing errors.

C. THE OFFICIAL NOTICE OF ERRATA OR SPECIAL PERFORMANCE PROBLEMS FOR THE AUDITION MUSIC IS POSTED ON THE ATSSB WEBSITE.

REGION MEETINGS

All dates shall be set at the Region Meeting held in conjunction with the Region 8 Clinic and Concert. No changes to dates may be voted upon at the annual Spring Region meeting unless there is an unforeseen complication and at least one representative is present from at least two-thirds of the schools that participate in Region 8 ATSSB. Changes in dates can be made at the annual Fall Region meeting if there is an unforeseen complication as long as the possible changes are communicated with all of the participating schools of Region 8 ATSSB at least 48 hours in advance. An unforeseen complication is one that was not discussed openly during a previous meeting.

Stipend Matrix

Stipends for Region Officers

Coordinator \$1,000 Vice Coordinator \$200
West Zone \$200
East Zone \$200
Sec \$200
Treasurer \$200
Webmaster \$200
Librarian - \$200

Host Fees

Jazz Audition - \$50
HS/MS Audition - \$100
Clinic/Concert - \$200 per director
Judging - \$75
Band/Perc Org - \$100
Clinicians - \$600 plus State Mileage
Custodian - \$20/hr

Officers

DUTIES OF THE REGION COORDINATOR

1. Oversee high school and middle school ATSSB All-Region Band Auditions in matters such as dates, site, judges, and hosts.
2. Oversee high school and middle school ATSSB All-Region Band Clinics and Concerts for matters such as dates, site, hosts, band organizers, and clinicians.
3. Send an accurate and official roster of the jr. high and high school all-region bands to their respective directors and the region webmaster immediately upon completion of the all-region auditions to check name spelling.
4. Prepare all aspects of the all-region program for the all-region concert. All programs must be completed and printed by noon on the day of the all-region clinic/concert.
5. Oversee hiring of recording personnel and arranging for T-shirt & plaque sales.
6. Oversee ATSSB All-Region Jazz Auditions, Clinic, and Concert in matters such as dates, site, and hosts.
7. Communicate with members of the region.
8. Organize and set the agenda for meetings.
9. Attend ATSSB State Board meetings.
10. In emergency situations dealing with dates, times, and sites of auditions, the Region Coordinator may make changes as he/she sees fit so as he/she is able to communicate these changes to all participating schools in a timely fashion and these changes do not create any undue hardships on greater than 10% of the participating schools.
11. Assit with Clinician hospitality as needed.
12. Communicate pertinent information to the Webmaster

DUTIES OF THE REGION SECRETARY

1. Take and maintain accurate minutes of each meeting. Send the minutes to the region webmaster at the conclusion of the meeting.
2. Communicate with members of the region after collaborating with the region coordinator.
3. Compile a current electronic roster of the ATSSB Region 8 Band Directors and their contact information that will be shared with the region officers.
4. Assist the region coordinator and other officers as needed.
5. Communicate pertinent information to the Webmaster.

DUTIES OF THE REGION TREASURER

1. Manage the Region's finances.
2. Present detailed report of finances at all ATSSB Region Meetings.
3. Communicate w/members of the region.
4. Collect fees and registration forms for all Region 8 auditions and report entries to the Region Coordinator.
5. Assist the Coordinator and other officers as needed.
6. Clinician Hospitality
7. Communicate pertinent information to the Webmaster.

DUTIES OF THE MIDDLE SCHOOL COORDINATOR

1. Keep abreast of the Region's Junior High events and needs.

2. Communicate w/members of the region.
3. Responsible for MS Auditions:
 - Panel Assignment
 - Music Appraisal
 - Site
 - Date
 - Band Organizer(s)
4. Assist the Coordinator and other officers as needed.
5. Communicate pertinent information to the Webmaster.

DUTIES OF THE VICE COORDINATOR

1. Organize all Region level Jazz Events - Region Tryouts and the Region Clinic and Concert (to include music, clinician, host, and site).
2. Assist with certification of Area Jazz Audition.
3. Assist with State Level judging assignments as necessary.
4. Communicate with members of the region.
5. Act as second in command to the Region Coordinator
6. Assist with other offices as needed.
7. Communicate pertinent information to the Webmaster.

DUTIES OF THE WEBMASTER

1. Update and maintain the region website regularly and professionally.
2. Assist the Coordinator and other officers as needed.

DUTIES OF THE REGION LIBRARIAN

1. Organize the music digitally by chair for each band (example Alto 1-3 HS symphonic)
2. Provide a link to an organized folder on Google Drive (this folder would contain subfolders for each band).
3. Coordinate with Band Organizers on ~~part assignments~~ and music needs.
4. Google File Structure as follows:

Folder Structure for all Digital delivery of Region 8 Concert Bands			
Band Folder			
	Instrument Folder		
		PDFs for all tunes organized by chair (this would be a download for the all the music for that chair on that instrument)	EX. 1-Flute, 2-Flute, 3-Flute, 4-Flute, 5-Flute, 6-Flute etc...
	Master Files		
		Inside of here will be a PDF with all the parts for each tune	EX. Quality Plus March, First Suite in Eb, etc...

DUTIES OF THE REGION BAND ORGANIZER

1. The organizer shall contact the clinician to come up with a list of music. Region band music should be selected from library sources (ATSSB Library contact Brian Boecker) and be distributed digitally the day of the auditions. New music should be purchased through the Region's Penders Account.
2. 45 days prior to the high school auditions the organizer deliver the physical music to the Region Librarian (via mail or hand delivery)
3. Coordinate with the Region Librarian on part assignments and music needs.
4. The organizer shall communicate with the band's percussion organizer about the instrumentation needed for the clinic/concert as soon as they know the repertoire list. Percussion parts should be organized by Percussion 1, Percussion 2, etc... with all songs assigned to that specific percussion chair for that band.
5. Set up chairs and place name tags on the stands. Student's names should be placed in chair order prior to 8:00am the day of the clinic.
6. Organizers will coordinate with the Region Coordinator for DNAs up to Friday at 5pm before the Clinic and Concert. No alternates will be seated the day of the event.
7. The organizer will introduce him/her self to the band, introduce the percussion organizer and the band's clinician.
8. The organizer should be present for the majority of the rehearsal to attend to any needs of the clinician or the band. If it is necessary to be out of the rehearsal it is the responsibility of the organizer to obtain a sub.
9. The organizer shall accompany the Clinician to all meals and ascertain the clinician's needs for the next rehearsal. Meals will be taken care of by the Region Treasurer.
10. The organizer is responsible for having hard originals/copies at the Clinic. This can be coordinated with the Region Librarian.
11. There will be a standard seating arrangement (set by contest host) for every band. This is to optimize every bands seating arrangement when in the performance venue. Band Organizers will help the Clinician make their group fit inside of this standard seating arrangement.
12. Collect music following the concert and hand out region band patches to students. Music is to be delivered to the contest host for disposal.
13. The organizer should encourage potential clinicians to select music that will involve all students. It is the responsibility of the organizer to communicate this request to the clinicians hired by the Region. In the event that percussion involvement in the selections is not sufficient, a percussion ensemble should be selected, rehearsed by the percussion coordinator and/or directors chosen by him, and performed as part of the program. The extra time and effort this takes will help to ensure that all of the percussion students have the opportunity to be involved in more than one piece of music at the performance.
14. Follow the Concert Experience Guidelines
15. Execute job process on timeline defined by the Region Coordinator that follows this pattern roughly:
 - March – Contracts sent to clinicians
 - May – Organizers and Clinicians introduced
 - July – Music for bands selected and ordered
 - August/EARLY September – Physical Music to Region Librarian (solve any shipping issues)
 - Week before Thanksgiving Break – All music uploaded, link ready to be distributed
 - Links emailed at the conclusion of each ATSSB Audition.

16. Assign Parts based on the following part assignment matrix:

	HS Symphonic	HS Concert	MS Bands	
Piccolo	1 (taken from first flute total if needed)	1 (taken from first flute total if needed)	-	
Flute 1	3	4	4	
Flute 2	5	6	6	
Oboe	2	2	2	
Bassoon	2	2	2	
Clarinet 1	3 (6 if only 2 parts)	3 (6 if only 2 parts)	5 (8 if only 2 parts)	
Clarinet 2	5 (8 if only 2 parts)	5 (8 if only 2 parts)	6 (12 if only 2 parts)	
Clarinet 3	6 (only use if 3 parts)	6 (only use if 3 parts)	9 (only use if 3 parts)	Numbers represent the number of students assigned to each part based on the chair order.
Alto Clarinet	2	2	-	
Bass Clarinet	3	4	4	
Contra Clarinet	2	2	1	
Alto Sax 1	2	2	2	
Alto Sax 2	2	2	4	
Tenor Sax	2	2	2	
Bari Sax	2	2	2	
Trumpet 1	2 (3 if only 2 parts)	3 (4 if only 2 parts)	8	
Trumpet 2	3 (7 if only 2 parts)	4 (8 if only 2 parts)	10	
Trumpet 3	5 (only use if 3 parts)	5 (only use if 3 parts)	-	
Horn 1	3 (2 if 4 parts)	3 (2 if 4 parts)	3	
Horn 2	5 (2 if 4 parts)	5 (2 if 4 parts)	5	
Horn 3	2 (only use if 4 parts)	2 (only use if 4 parts)	-	
Horn 4	2 (only use if 4 parts)	2 (only use if 4 parts)	-	
Trombone 1	2 (3 if only 2 parts)	2 (3 if only 2 parts)	4	
Trombone 2	3 (5 if only 2 parts)	3 (5 if only 2 parts)	8	
Trombone 3	3 (only use if 3 parts)	3 (only use if 3 parts)	-	
Bass Trombone (play lowest trombone part if no Bass Trombone part available)	2	2	-	
Euphonium	4	8	6	
Tuba	6	8	6	
String Bass (use Tuba if no part scored)	1	1	-	
Percussion	8	8	10	

PERCUSSION ORGANIZERS DUTIES

1. Assign parts for each song according the Percussion Assignment Chart below.
2. Make a list of percussion items to be taken by each selected member of the organizations percussion section.
3. The organizer should be present for the majority of the rehearsal and attend to any needs of the clinician or the band. If it is necessary to be out of the rehearsal it is the responsibility of the organizer to obtain a sub.
4. Will accompany the Clinician to all meals and ascertain the clinician’s needs for the next rehearsal.
5. Make sure all percussion equipment gets back to its owners.
6. Follow the suggested Percussion Concert Experience Guidelines:

The Concert Experience:

A. Music selection—All-Region concerts

As a region, we should encourage potential clinicians to select music that will involve all students. It should be the responsibility of all band coordinators to communicate this request to the clinicians hired by the Region. In the event that percussion involvement in the selections is not sufficient, a percussion ensemble should be selected, rehearsed by the percussion coordinator and/or directors chosen by him, and performed as part of the program. The extra time and effort this takes will help to ensure that all of the percussion students have the opportunity to be involved in more than one piece of music at the performance.

B. Percussion music assignments—All-Region concerts – Percussion Ensemble

Percussion parts should be assigned before tryouts. Care must be taken to give “good or significant” parts to all the students, but particularly to those who finish high in the section—ie., 1st, 2nd, 3rd. As part of their responsibilities, percussion coordinators for all bands should review the scores of all of the selections for their specific band and assign parts in order of importance 1-8.

The day of the HS Auditions we will allow students (in chair order starting with first chair) to elect to perform in the percussion ensemble or the concert bands. Once we have 10 students who have elected to perform in the percussion ensemble the remaining percussionist will be placed in the two concert bands.

The following procedure is a good example of this process. After reviewing the score for a particular selection, list all parts and assign each an order of importance/ substance. Next, assign those parts starting with 1st and continuing through 8th. On each subsequent piece, shift down the chair order by one or two to start making assignments. After all selections have been assigned, review all selections as a whole to ensure that concert. An appropriate percussion ensemble can then be chosen, if necessary, parts assigned, and music placed in folders as well

By assigning parts before the tryouts, students will know which music to prepare for the clinic/concert. Students should not be allowed to pick their own parts on the day of the concert. This procedure should apply to both high school and junior high bands.

Example Percussion Assignment Chart

Song #1	Chair	Song #2	Chair	Song #3	Chair
Timpani (solo)	1	Snare (solo)	2	Marimba (solo)	3
Snare Drum	4	Bells	5	Bells	6
Bells	7	Marimba	8	Snare Drum	1
Marimba	2	Timpani	3	Timpani	4
Bass Drum	5	Bass Drum	6	Bass Drum	7
Crash Cymbals	8	Crash Cymbals	1	Crash Cymbals	2
Sus. Cymbal	3	Sus. Cymbal	4	Sus. Cymbal	5
Triangle	6	Triangle	7	Triangle	8

**Each concert program is different and requires adjustments to any procedure. of standard procedure, it will guide everyone in preparing an enjoyable experience for all students at our clinic/concert. By coordinating our efforts as a Region in this area would show all of the students that they are important and worth the necessary planning to make their experience positive and treasured.

Adopted 8/4/2024