

Texas Private School Music Educators Association Handbook of Policies and Procedures (13.2)

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Statement of Purpose

The purpose of the **Texas Private School Music Educators Association** (TPSMEA) is to provide a statewide organization specifically focused on the needs of private school music educators and students. The activities and organizations of TPSMEA are designed to enhance and promote the teaching of music by providing appropriate opportunities for enrichment and achievement.

Membership

Active Membership (09/2013)

Active Membership in TPSMEA is open to all music educators in Texas private schools. The fee for membership is \$75 per year and the term of each membership will begin July 1st and conclude June 30th of the following year. Renewing memberships submitted prior to September 1st receive a discount of \$15.00. The deadline for receiving the membership discount is August 31st. To receive the membership discount the fee must be received electronically or checks mailed and postmarked by August 31st.

Checks should be made out to **TPSMEA** and sent with the membership invoice to the Executive Director.

Membership entitles the member to:

- a voice in a state-wide organization specifically focused towards the needs of the private and parochial school music educator
- enter students into competition for positions in an All-State Band, Orchestra or Choir
- enter ensembles in a Concert and Sight Reading Contest
- participate in Regional/State Solo and Ensemble Contest
- participate in a Regional Level Honor Band, Orchestra, Choir or Jazz Band.

Note: Even though a member may have paid all dues and fee for the current year, members will not be allowed to enter students into any TPSMEA event until all dues and fees from member schools for the previous year are paid in full.

A General Meeting of the TPSMEA membership occurs at the All-State Clinic and Concert weekend in January.

There are six other types of memberships (See Article III of the TPSMEA By-Laws).

- Active
- Associate
- Corporate
- Institutional and Professional
- Retired
- Honorary Life

State Board

State Board (07/2013)

The State Board of TPSMEA is comprised of:

- the Executive Board,
- the Division Vice-Presidents,
- the President-elect and
- the last two Past-Presidents. The State Board will meet at least twice a year (January and July) to carry out the direction of TPSMEA.

Executive Board

Executive Board (07/2012)

The Executive Board of TPSMEA is comprised of

- the President,
- the Executive Director,
- the Executive Secretary, and
- the Treasurer.

The Executive Board will meet as needed. Members wishing to attend an Executive Board meeting should contact a board member for the time, date and location of the meeting.

The Executive Board shall also be responsible for administering the adjudication process and selection of all TPSMEA ensembles.

The Executive Board is empowered to set dates for state competitions.

Candidates pursuing a TPSMEA office must have been a member of TPSMEA for a minimum of two years.

For all elected offices other than President, terms are limited to a maximum of two consecutive terms but, in all cases, no more than four consecutive years in one office may be served.

The Executive Board will retain the ability to make decisions in case of an emergency.

Terms and Duties of Officers

Executive Board (09/2013)

President

Each even numbered year, at the All-State weekend general meeting, the membership of the TPSMEA will nominate and elect a President to a two (2) year term beginning at the meeting held in the next (odd numbered) year. If not incumbent, the newly elected president will serve one year as President Elect, followed by a two year term as President. If the President has been re-elected, the office of President Elect will remain

vacant. A member who is nominated for the position of President must have served at least one two-year term as a member of the State Board.

The duties of TPSMEA President will be to:

- chair all meetings of the membership and the State Board
- call and chair all meetings of the Executive Board
- actively seek input from the membership
- moderate all TPSMEA state-wide events
- create and maintain a yearly calendar of events
- assign or reassign duties of vacated Executive/Divisional offices to other qualified TPSMEA members
- serve as liaison to other professional organizations

Executive Director

The Executive Director of TPSMEA is hired on a one year contractual agreement, reviewed and renewed at the summer Board meeting.

The duties of TPSMEA Executive Director will be to:

- maintain all TPSMEA membership records
- maintain the policies and procedures of the organization
- contact commercial accounts for sustaining membership
- prepare exhibitor packets to be sent to prospective exhibitors
- coordinate all financial arrangements for TPSMEA
- serve as a liaison between the Board and retail business
- secure housing for the All-State Convention
- coordinate all physical facilities with the Board of Directors, hotel management, concert venues and other vendors
- contract all association printing and publishing (newsletter, directory, directory, and the TPSMEA -managed music web site)
- perform business functions not specifically delegated to another officer
- oversee preparation of semi-annual financial statements, and select and coordinate accounting firm review of TPSMEA financial records as prescribed by the Board of Directors
- maintain the policies and procedures of the organization
- maintain TPSMEA checking/saving/investment accounts and maintain business and financial archives
- fill positions as determined by the Board of Directors and take responsibility for employee management
- contract on behalf of TPSMEA with clinicians, composers and adjudicators
- purchase trophies, patches and awards for TPSMEA statewide events
- serve as liaison to other professional organizations.

Executive Secretary

Each odd numbered year, at the All-State weekend general meeting, the membership of TPSMEA will nominate and elect an Executive Secretary to a two (2) year term beginning on July 1st after the election in January.

The duties of the TPSMEA Executive Secretary will be to:

- serve as recording secretary at all meetings
- report the minutes of each meeting to the membership
- keep accurate records of the membership
- serve on the Executive Board
- maintain records of all TPSMEA Activities
- maintain all entry and adjudication forms
- serve as liaison to other professional organizations

Treasurer

Each odd numbered year, at the All-State weekend general meeting, the membership of TPSMEA will nominate and elect a Treasurer to a two (2) year term beginning on July 1st after the election in January

The duties of the Treasurer will be to:

- collect all fees
- maintain accurate records of all transactions and balances
- provide regular reports to the Executive Board and the membership
- develop budgets for All-State, Concert and Sight Reading Contest and all other TPSMEA events as necessary
- serve as liaison to other professional organizations
- collect the music fee from orchestra and band directors based on the number of All State participants

Additional Members of the State Board (09/2013)

Division Vice Presidents

Every two years at the All-State weekend general meeting, the Band, Orchestra and Vocal divisions will nominate and elect a Vice President to moderate the actions and concerns of their respective division of TPSMEA. Every two years the Elementary Division will elect a Vice President during their fall meeting to moderate the actions and concerns of their division of TPSMEA. Each Division Vice President will present all Divisional matters to the TPSMEA Executive Board for final approval.

Each even numbered year, at the All-State weekend general meeting, the membership of the Band and Orchestra divisions of TPSMEA will nominate and elect a Vice President to a two (2) year term beginning on July 1st of the subsequent odd numbered year. If not the incumbent, the newly elected Vice President will serve one year as Vice President Elect, followed by a two year term as the Divisional Vice President. If the incumbent Vice President has been re-elected, the position of Vice President Elect for that division will remain vacant.

Each odd numbered year, at the All-State weekend general meeting, the membership of the Vocal Division of TPSMEA will nominate and elect a Vice President to a two (2) year term beginning on July 1st of the subsequent even numbered year. If not the incumbent, the newly elected Vice President will serve one year as Vice President Elect, followed by a two year term as the Divisional Vice President. If the incumbent

Vice President has been re-elected, the position of Vice President Elect for the Vocal Division will remain vacant.

Each even numbered year, at the Children's Honor Choir weekend general meeting, the membership of the Elementary Division of TPSMEA will nominate and elect a Vice President to a two (2) year term beginning on July 1st of the subsequent even numbered year. If not the incumbent, the newly elected Vice President will serve one year as Vice President Elect, followed by a two year term as the Divisional Vice President. If the incumbent Vice President has been re-elected, the position of Vice President Elect for that division will remain vacant.

Band Division Vice President

The duties of the Vice President will be to:

- chair all division meetings
- contact and enter into a verbal agreement with clinicians
- arrange for the appropriate music to be sent to directors by set deadlines
- number and label all audition CDs
- host and administer the adjudication of All-State Auditions
- assist the clinician with the selection of music for the clinic/concert
- organize and administer chair auditions in accordance with TPSMEA guidelines
- prepare concert folders and make the site host aware of all equipment needs
- entertain and host the clinician at the All-State weekend.
- promote new membership
- serve as liaison to other professional organizations
- appoint a Middle School Honor Band Coordinator
- appoint an All State Jazz Band Coordinator

Orchestra Division Vice President

The duties of the Orchestra Vice President will be to:

- chair all division meetings
- contact and enter into a verbal agreement with clinicians
- arrange for music to be chosen, marked, and sent to directors by set deadlines
- assist the clinician with the selection of music for the clinic/concert
- send each All-State Orchestra member parts of the clinic music
- number and label all audition CDs
- host and administer the adjudication of All-State Auditions
- organize and administer chair auditions in accordance with TPSMEA guidelines
- prepare concert folders and make the site host aware of all equipment needs
- entertain and host the clinician at the All-State weekend.
- promote new membership
- serve as liaison to other professional organizations.

Vocal Division Vice President

The duties of the Vocal Vice President will be to:

- chair all division meetings
- contact and enter into a verbal agreement with clinicians and accompanist
- arrange for music and tapes to be sent to directors by set deadlines
- arrange for the production of audition music recordings for the All-State

auditions

- number and label all audition CDs
- host and administer the adjudication of All-State Auditions
- arrange with directors for assistance at rehearsals
- entertain and host the clinician at the All-State weekend
- promote new membership
- serve as liaison to other professional organizations

Elementary Division Vice President

The duties of the Elementary Vice President will be to:

- chair all division meetings
- contact and enter into a verbal agreement with clinicians
- arrange for Middle School Honor Choir audition music to be chosen, marked, and posted on website by set deadlines
- assist the clinicians of Middle School Honor Choir and Children's Honor Choir with the selection of music for the clinic/concert
- arrange for host and site for Middle School Honor Choir and Children's Honor Choir
- assist the site host(s) for Middle School Honor Choir/Children's Honor
- entertain and host the clinician(s) at the Honor Choir weekend
- arrange with directors for assistance at rehearsals and during the Honor Choir event
- promote new membership
- serve as liaison to other professional organizations

Site Hosts (07/2012)

It is the responsibility of the event Site-Host to manage the facilities and operations of TPSMEA events.

In general these responsibilities will include the following:

- coordinate the event for which the site host is responsible
- submit for approval and follow a budget in conjunction with the treasurer
- turn in an expense report and all bills to the Executive Director within 1 month of the contest
- maintain communication with the Executive Secretary concerning entries
- return all TPSMEA property including trophies and medals within 1 month to the Executive Director
- All event expense reports, bills, invoices and requests for reimbursement, which must be accompanied by corresponding receipts, are to be submitted to the Executive Director within a month of the event or before the end of the fiscal year, whichever comes first. All reimbursement transactions, requests for reimbursement and subsequent reimbursement checks, must be completed prior the close of the fiscal year, July 1 to June 30, in which the event occurred. Reimbursement requests submitted without accompanying corresponding receipts or not submitted prior to the end of the fiscal year will not be honored.

School Classification (07/2012)

The following is a guideline to help you determine your school's classification. (Use grades 9 - 12)

AAAAA	1,985 and up
AAAA	950 - 1984
AAA	415 - 949
AA	195 - 414
A	194 and below

Payment of Dues and Fees (07/2012)

Prior to the start of an event, competition, or adjudication, all membership dues of the member must be current and all music and entry related fees must be paid. Students of members who are not current on membership dues, music fees or entry fees will not be able to participate in the event or have their audition recordings adjudicated. Furthermore, members who become delinquent in payment of any dues or fees will not be able to enter students in subsequent events until all dues and fees are brought current. Members are encouraged to remit membership dues and pay all fees well in advance of the start of an event or adjudication.

TPSMEA will not refund any entry fees for a student or ensemble which cancels after the entry deadline for an event. Notification of cancellation must be emailed to the Executive Director and Event Sponsor and the member should mark the student as cancelled on solochair.com. Students or ensembles which cancel after the entry deadline will have to pay the entry fee as if they attended the event.

Membership dues are not refundable.

Handbook Revisions (07/2012)

Proposed revisions to the handbook, which have been voted on and passed by the respective divisional members, should be submitted to the State Board by the Divisional Vice President. The State Board reviews the proposed revision for constitutional, by-law and legal adherence. The Board can vote to send the proposed revision back to the division for further development, pass the revision for inclusion in the handbook or, in situations where the proposed revision effects other divisions of TPSMEA, vote to send the proposed revision to the general membership for approval. Any handbook revision found to be in conflict with the TPSMEA constitution, by-laws and/or local/state/federal law will be declared null and void by the State Board.

All-State General Information

General Audition Procedures

1. General rules (07/2013)

a) The entry fee per student is \$18.00 payable to TPSMEA when recordings are submitted. A single check from each school is to be submitted. A single check or PayPal transaction from the school or member is required. Each school/ensemble is also required to submit a \$25.00 ensemble fee along with their per student entry fees.

b) Students may audition for **only one** All-State ensemble per year. A student not selected for the All-State Choir may audition for the All-State Band or Orchestra, but not both.

c) Auditioning students and performing All-State members must be an active participant in a performing ensemble at their school. Schools without performing ensembles may submit student entries based on an appointed faculty supervisor's judgment.

d) In the case of a school without a performing group, a designated representative of the school, or (with the school's approval) the student's private lesson teacher, must be a TPSMEA member.

e) Recordings will be adjudicated by panels consisting solely of TPSMEA members or qualified proxies.

f) **All TPSMEA members who send entries to All-state must be present for the adjudication process or send a qualified proxy.** An instrumental proxy will be an active or retired instrumental director and/or private teacher within the same family of instruments for the band or orchestra. A vocal proxy will be an active or retired vocal music director or private teacher. The expense of the proxy will be the responsibility of the director or school being represented.

g) **If the director or qualified proxy is not present, the entries from their school(s) will not be judged.** An absence due to extreme circumstances will be at the discretion of the divisional vice president.

h) Students who are selected for an All State ensemble, along with their parents, must agree to and sign the TPSMEA Student Code of Conduct. Students who fail to complete the Student Code of Conduct will not be allowed to rehearse with an All State ensemble. Any student not adhering to the Student Code of Conduct may be expelled from the All State Clinic and Concert.

i) Once a student is selected for an All State Ensemble, they are become ineligible to audition for other All State Ensembles or for a position on another instrument. Students may audition for an ensemble on more than one instrument. In the event that a student qualifies on more than one instrument, he/she will be required to take the higher chair. In a situation where a student has submitted audition recordings for multiple ensembles,

once selected, all recordings for subsequent ensembles should not be scored and should be removed from adjudication.

2. Entry Guidelines (07/2012)

- a) **Entries must be recorded in the presence of the director or appropriate music supervisor.** (If a school does not have an organized music program, the school principal may appoint an appropriate faculty supervisor.)
- b) Each student must be recorded on a new CD.
- c) Each student must be recorded on a separate CD.
- d) As the last track of each entry, after all excerpts have been recorded, the director will clearly state the: 1) student's name, 2) instrument or vocal part, 3) school the student is representing and 4) for vocal entries only – the area.
- e) There is to be no audible assistance given to the student in the audition tape.
- f) Each student may submit the best, unedited recording possible. The director may stop the recording between selections.
- g) Vocal students must sing with the Official TPSMEA Accompaniment Recording.
- h) Each entry should be clearly marked with the student's name, instrument or vocal part, and school.
- i.) Backup copies of all entries should be made in case of postal error.
- j.) In a situation where a school has a director who is a member of TPSMEA, the students must be entered by the director of school they attend for all contest.
- k.) It is incumbent upon the judging panel to judge the student, not the quality of the recording, thereby placing the priority on the performance of the student.

3. Deadlines (07/2012)

- a) The vocal audition music will be made available to the membership by August 1st. This audition information will then be posted on the TPSMEA website by August 15th of each year. This will be the only **OFFICIAL** listing of the audition requirements. Audition cuts will be posted at least 3-4 weeks before the audition deadline.
- b) Audition entry forms, recordings and a copy of entry fees for auditions must be **in the Division Vice President's hands by 11:59 PM the day of the deadline.**
- c) Results will be mailed and posted on the web as soon as possible. Alternates will be designated at the time of selection to the ensemble and listed on the final ranking sheet.
- d) **Entries, which are submitted after the prescribed deadline, will be disqualified.**

4. Appeals (07/2012)

Only current TPSMEA members have the right to make an appeal. All appeals are made to the respective Division Vice President within three (3) business days of audition result posting. The Division Vice President will review the appeal and will decide to grant the appeal or leave standing the original decision. The decision of the Division Vice President may then be appealed by the member who originated the appeal to the TPSMEA Executive Board. Appeals to the TPSMEA Executive Board must be made within 72 hours of the decision of the Division Vice President by submitting the appeal form and the member's reason(s) for the appeal to the President of TPSMEA. The decision of the TPSMEA Executive Board will be considered final.

5. Supervision of Students (07/2012)

Any school having a representative in an All-State Ensemble will be required to have a director and/or an authorized adult present for the duration of the weekend's events. In cases of emergency where the director/member is not able to attend the All State weekend or must leave the hotel, the Divisional Vice President and the Executive Director must be notified and an adult representative/chaperon must be chosen. The adult representative must be approved by the Divisional Vice President and the Executive Director. The adult representative must be staying at the hotel and must be available at all times during the day and night in case of an emergency.

6. Commissioned Works (07/2012)

On the below stated schedule and with finances permitting TPSMEA will commission a work by a well-known composer of literature for school ensembles. The commission for the All-State ensembles will rotate as follows in xxx3 - band, xxx6 - choir, xxx9 - orchestra and xxx1 - Combined work.

7. Attendance (07/2013)

All-State members must be in attendance for all rehearsals and the performance during the All-State weekend. Each director who has an attending All State student is to be in attendance (or have a qualified adult chaperone who has been previously approved by the Division Vice President) at the rehearsals. All State Choir members should attend an area clinic/concert prior to the weekend.

It is at the discretion of the TPSMEA member on whether to permit an alternate to an All State ensemble to attend the All-State weekend; however, unless the alternate is called to become a member of an All State ensemble, the alternate is not recognized as a participant by TPSMEA and will not be afforded any of the customary trappings of a TPSMEA All State member.

Band Division

All-State Band

(Also see “All State General Information” on page 9)

Adjudication Procedures (07/2012)

1. Audition Music

The audition music for the TPSMEA All-State Band is posted on the TPSMEA website. This is the official listing of the excerpts, which are to be strictly adhered to. Recorded order should be 1) the slow etude, 2) the fast etude, 3) name instrument and school. Percussion recordings are to be: 1) the snare etude, 2) the mallet etude, 3) the timpani etude, 4) name, instrument and school. **Entries that do not conform to recording guidelines may be disqualified!**

2. Instrumentation (07/2012)

The instrumentation for the All-State Band is:

1 piccolo	
15 flutes	12 trumpets
3 oboes	8 horns
18 soprano clarinets	8 trombones
1 alto clarinet	1 bass trombone
4 bass clarinets	4 euphoniums
1 contra-bass clarinet	6 tubas
3 bassoons	1 string bass (alternate from orchestra)
4 alto saxophones	8 percussion (unified percussion audition)
2 tenor saxophones	1 harp
2 baritone saxophones	

Except for percussionist, Thursday evening of the All-State weekend will include an audition for chair placement in the All-State Band and Orchestra.

3. Adjudication Procedures for Entries (07/2012)

Students may audition on more than one instrument per year. In the event that a student qualifies on more than one instrument, he/she will be required to take the higher chair. Unified percussion auditions will consist of a snare, mallet, and timpani etude submitted on one CD. At the discretion of the adjudication panel, percussionists will be assigned their instruments and their parts.

Adjudication of entries will be held at two sites (Dallas and Houston area) with the Band Division Vice President attending each site.

All recordings will be adjudicated by a panel of TPSMEA members or authorized representatives as determined by the Band Division Vice President. All TPSMEA members who send entries to All-State must be present for the adjudication process or send a qualified proxy.

The Band Division Vice President will assign those members present to panels and will designate one member to chair the panel. Each panel will consist of no less than five (5) members including the chair. The Band Division Vice President will assign each recording an audition number.

A monitor will play each recording so that the audition is anonymous. The monitor will not act as judge nor offer any opinion to the panel.

Using TPSMEA Adjudication Form One, each judge will evaluate the student audition. Each excerpt will be an equal number of points. The judge's scores shall then be processed; the rankings of the audition will be computed in accordance with TMEA guidelines using a grounded ranking system.

After the final rankings, all adjudication forms and recording will be turned in to the Band Division Vice President. Using the results of the audition, the TPSMEA Executive Board and Band Division Vice President will determine membership in the TPSMEA All-State Band, and will distribute the results to all directors who sent entries. **Each student selected will be assessed a \$10.00 music fee.**

4. Adjudication Guidelines (07/2013)

1. An attempt should be made to place the CDs behind a barrier so the judging panel cannot see them. In the absence of a barrier, the judging panel should face in the opposite direction of the CD player.
2. The audition can be held in one round with the first randomly assigned audition letter.
3. The monitor should call out the audition number before and after the performance.
4. The judging panel should listen to the audition portion of each CD in its entirety.
5. The judges should refrain from any comments relating to the performance of the CD.
6. At the conclusion of the audition, judges should exchange judging sheets and check the math of each entry, and initial the sheet when finished.
7. When all tabulations are finished and the math has been checked, the director will sign their judging sheet and all adjudication sheets will be taken to the tabulation room.
8. Scoring is based on 100 points per etude. Each judge must break his/her ties, if any, before submitting tabulation sheet.
9. Each qualified CD must be given a score.
10. If the recording goes PAST the required cut, the monitor will be instructed to stop playback. No points should be deducted.

11. If the recording is significantly shorter than the required cut, the judges should deduct points from that etude's score. Example: 1-2 measures omitted = 10-20 points; 3-5 measures omitted = 20-40 points; more than 5 measures = 60 points. A score of zero should only be given in the event the student omits an entire etude or if he/she plays the incorrect etude (different page; different year's etude; etc.)
12. Any other problems that arise during the adjudication of CDs should be immediately brought to the attention of the Band Division Vice-President (he/she must be in attendance at each adjudication site).
13. Results will be available at the adjudication site for directors to see as sections are completed and will distribute the results to all directors who sent entries. The tabulated results will be final by 5:00 p.m. on Friday following the last adjudication date.

5. Chair Placement (07/2012)

Chair placement will be determined by the results of a live audition the Thursday of the All-State weekend. Percussionist will not audition for chair placement.

Marching Band Contest

The Site Host will: (10/2013)

- reserve a performance site (clinic site if needed)
- reserve a storage room for each group
- select 5 judges (See TPSMEA Pay Scale)
- set up judges: tables, chairs, pencils, forms, tape recorders, cassette tapes
- arrange for student help: guides, runners, storage and hall monitors
- produce a schedule of events, maps to and of the site, and a program
- the entry fee charged to spectators will be \$8.00 for adults and \$4.00 for students
- the gross entry fee amount is split 50/50 with TPSMEA and the site host school

1. Contest Divisions (07/2012)

Class I 40 or less performing musicians including wind players, percussionists, and drum majors (if they perform) at any point in time.

Class II 41 or more performing musicians including wind players, percussionists, and drum majors (if they perform) at any point in time.

Only student members of each band are allowed to perform either audibly or visually during the contest; however directors or other adults may conduct non audibly from the sideline.

2. Music Selection (07/2012)

Music selection is at the discretion of the director.

3. Performance (07/2012)

Each band will be given time on the field to warm-up and then move into position. Performances must be a minimum of six (6) minutes and no more than ten (10) minutes in length. Any band performing less than six (6) minutes, or failing to complete its performance in ten (10) minutes shall be penalized one division rating.

4. Adjudication (07/2012)

Bands will be adjudicated by five judges. Judges 1, 2, and 3 will evaluate the overall performance from the press box or upper portion of the stands, without caption, and award a division rating (I "Superior", II "Excellent", III "Good", IV "Fair", or V "Needs Improvement"). A majority will decide the final rating or, if there is no agreement among the judges, the high and low ratings will be discarded, and the resulting "middle rating" will be the final rating.

In addition, Judges 1, 2, and 3, again taking into consideration the complete and overall band's performance, will award a point score (up to 100 points) which will be used, in conjunction with judges 4 and 5, to compute the state champion and other bands placement standing in each class. In addition, Judge 1 will select and award a "best in class" caption award for "Outstanding Musical Effect", Judge 2 will select and award a "best in class" caption award for "Outstanding Winds" (woodwind and brass), and Judge 3 will select and award a "best in class" caption award for "Outstanding Marching" for both classes. Judge number 2 will also select an Outstanding Drum Major in each class; however this designation will not affect the computation of the State Champion Marching Band Award or other bands placement standing in each class.

Judge 4 will be the caption judge for percussion, and may be positioned in the press box or on the field. Judge number 4 will award a point score (up to 100 points) which will be used in the computation of the state champion and other bands placement standing in each class. In addition, the percussion section in each class receiving the highest point score from judge 4 will be awarded a "best in class" caption award for "Outstanding Percussion".

Judge 5 will be the caption judge for Color Guard/ Visual Effect, and will be positioned in the press box or upper portions of the stands. Judge number 5 will award a point score (up to 100 points) which will be used in the computation of the state champion and other bands placement standing in each class. In the event a band does not have a Color Guard (or other auxiliary visual unit) this judge's score will reflect the overall visual effect of the band. In addition, the band in each class with a Color Guard (or other auxiliary visual unit) receiving the highest point score from judge 5 will be awarded a "best in class" caption award for "Outstanding Color Guard".

The computation of the State Champion Marching Band in each class shall consist of the total of the point scores awarded by the 5 judges, plus an additional 100 points scored for bands earning a 1st Division rating, 75 points for bands earning a 2nd Division rating, 50 points for band earning a 3rd Division rating, and 25 points for bands earning a 4th division rating. The total point score will determine the state champion and other bands placement standing in each class. The band with the highest point

total will be the State Champion Band in their class, with other bands in each class ranked successively according to their point score total.

5. Awards (07/2012)

Groups receiving a final rating of “Superior” will be awarded a first division trophy. A trophy or plaque will also be awarded for Outstanding Winds, Outstanding Musical Effect, Outstanding Marching, Outstanding Percussion, Outstanding Color Guard, Outstanding Drum Major, and Overall State Champion and 1st and 2nd runner-up in each class.

Solo and Ensemble

Regional Level Solo and Ensemble Contest Procedures (07/2012)

The regional site hosts will direct Solo and Ensemble Contests. Information regarding participation will be made available to members in their region. Participating schools should submit their completed forms with their entry fees by the appropriate deadline as stated on TPSMEA.org or the electronic entry website. Participation is open to upper elementary (grades 5-6), middle school and high school students. In a situation where a school has a director who is a member of TPSMEA, the students must be entered by the director of school they attend for all contest.

The site host will be responsible for hiring qualified judges. The fee for judges is set by the TPSMEA Executive Board. The Executive Director will purchase all medals, trophies and awards; site hosts should submit a request for needed medals at least 1 month prior to the event.

Solo and Ensemble Contest Site Host will:

- reserve performance site and rooms
- select judges (See TPSMEA Pay Scale)
- schedule performance times
- arrange for tuned pianos and tape players for accompaniment
- provide refreshments and amenities for judges
- inform Executive Director of medal needs at least 2 months prior

1. Music Selection (07/2012)

Directors should follow UIL guidelines when choosing solo and ensemble selections. In some circumstances, a director may desire a student perform a selection not on the current Texas University Interscholastic League (UIL) Prescribed Music List (PML). Directors wishing to perform a selection not on the PML should inform the Band Division Vice President, be prepared to furnish a copy of the selection and be ready to have the selection rated by a recognized authority (such as a music dealer or publisher) if requested by the Band Division Vice President.

In all cases, students must perform a class one ensemble or solo from the UIL PML to advance to the state level solo and ensemble contest.

Directors should supply an original score for the judge. In such a case as an original score is unavailable (i.e. out of print), the director may make copies and enclose an explanatory letter. ***Each measure of the score must be numbered!***

2. Performance (07/2012)

Each soloist or ensemble will be allowed to perform one selection per instrument. Students should furnish their own accompaniment. Recorded and Smart Music accompaniment is permitted at the Regional Level Solo and Ensemble Contest.

3. Adjudication (07/2012)

Soloists and ensembles will be adjudicated by one judge and assigned a rating of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement).

4. Awards (07/2012)

Each performer receiving a rating of “Superior” on a class 1, 2, or 3 event will be awarded a medal. Superior performances of “non-classified” events are awarded a ribbon. **Only students who receive a “Superior” rating on a Class I solo or ensemble listed on the University Interscholastic League (UIL) Prescribed Music List (PML) will be qualified to advance to the State Solo and Ensemble Contest.**

5. Fees (07/2012)

The fee for Regional Level Solo & Ensemble Contest is \$7.00 per ensemble member and \$7.00 per soloist. The entry fee is per event. A single check or PayPal transaction from the school or member is required.

State Level Solo and Ensemble Contest Procedures

1. Participation Requirements (07/2012)

Only students who receive a “Superior” rating on a Class I solo or ensemble listed on the University Interscholastic League (UIL) Prescribed Music List (PML) are qualified to advance to the State Solo and Ensemble Contest.

2. Music Selection (07/2012)

Performance selections must be taken from the current UIL Prescribed Music List for solos and ensembles.

Directors should supply an original score for the judge. In such a case as an original score is unavailable (i.e. out of print), the director may make copies and enclose an explanatory letter. ***Each measure of the score must be numbered!***

3. Performance (07/2013)

Students must perform the music selection with the accompaniment specified by the music. Students must furnish their own accompanist. For the State Solo & Ensemble

Contest, recorded and Smart Music may only be used if the music selection is specifically written to be performed with recorded accompaniment.

4. Adjudication (07/2012)

Soloists and ensembles will be adjudicated by one judge and assigned a rating of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement).

5. Awards (07/2012)

Each performer receiving a rating of “Superior” will be awarded a medal.

6. Fees (07/2012)

The fee for the State Solo and Ensemble Contest is \$7.00 per ensemble participant and \$10.00 for each soloist. The fee is per event entered. A single check or PayPal transaction from the school or member is required.

Concert and Sight Reading Contest Procedures

The TPSMEA Concert and Sight Reading Contest is open to Concert Bands, Symphony and Chamber Orchestras, Jazz Ensembles and Jazz Combos. The director of each group must be a TPSMEA member. All performers in each ensemble must be students at the school entering the group.

Concert and Sight Reading Contest Site Host will: (07/2012)

- reserve 2 separate warm up, performance and sight reading rooms
- equipment: enough chairs and stands for both performance areas (2 podiums)
- percussion equipment for both staging areas
- 3 pianos (warm up, performance, SR)
- risers (3 sets, one in each room)
- locked and secured storage space for instruments
- directions for participants
- select judges: 3 - concert, 3 – SR (see TPSMEA Pay Scale)
- judges needs: tables/chairs/pencils/forms
- locate a recording engineer to provide 1 recording per group
- student help to: guide each ensemble/security/stage crew
- student timer for the sight reading room
- coordinators/posting results/monitors for all stage doors
- refreshments/amenities for students and directors

Concert Contest

1. Music Selection (07/2012)

Directors should attempt to follow UIL guidelines when choosing concert selections. In some circumstances, an ensemble may perform below its UIL classification or may wish to perform a selection not on the current Texas Prescribed Music List (PML). Directors wishing to perform without adhering to the UIL guidelines should contact the Band

Division Vice President at least one month before the contest date. Directors wishing to perform a selection not on the PML should furnish a copy of the score to the Band Division Vice President and be ready to have the selection rated by a recognized authority (such as a music dealer or publisher) if requested by the Band Division Vice President.

The cost for each ensemble entered in the contest is **\$150.00 for Concert ONLY and \$200.00 for Concert and Sight Reading**. The fees are used to pay for judges and trophies as well as expenses incurred by the site-host.

Directors should supply 3 scores (one for each judge) to the contest chairman upon arrival at the contest site. Each score must be an original. In such a case as the original is unavailable (i.e. out of print), the director may make copies and enclose an explanatory letter. ***Each measure of the score must be numbered!***

2. Performance (07/2012)

Concert Contest performances should last no more than 30 minutes, including entrance, performance, and clearing the stage. Each group will be allowed a brief (one minute or less) warm-up on music obviously intended for warm up purposes, and not being performed for adjudication.

3. Adjudication (07/2012)

Groups will be adjudicated by three judges and assigned ratings of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement). A majority will decide the final rating or, if there is no agreement among the judges, the high and low ratings will be discarded.

4. Awards (07/2012)

Groups receiving a final rating of "Superior" will be awarded a first division trophy. Groups receiving a final rating of "Superior" in both Concert and Sight Reading will receive one trophy signifying this accomplishment.

Sight Reading Contest

Bands, Orchestras, and Concert Choirs participating in the TPSMEA Concert Contest will have the option of participating in the Sight Reading portion of the contest, for a rating and critique or for critique only.

1. Music Selection (07/2012)

Groups will sight read a piece two (2) levels down from the music that they are currently specified to perform. A judge of the sight reading contest is required to ask the director the following question: "Has this organization or any of its members heard, read, rehearsed or performed this selection previously?" If the answer is no, then sight reading procedures will commence; however, if the answer is yes, it is up to the contest chairman to provide another piece of comparable difficulty for the group to read.

2. Procedures for Sight Reading (07/2012)

- 1) Only one director may instruct the group.
- 2) The director will be given a ten (10) minute time limit in which to instruct the group.
- 3) Instructions may include singing phrases or counting rhythms, but no performance of music on an instrument is allowed.
- 4) Students are not allowed to tap rhythms or perform any part of the music in any fashion, but may ask questions of the director.
- 5) Once the performance has started, the director may elect to stop only for the purpose of designating a starting point to unify the ensemble.
- 6) Any director making an obvious contribution to the performance by communicating verbally with the ensemble may be disqualified.

3. Adjudication (07/2012)

Groups will be adjudicated by three judges and assigned ratings of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement). A majority will decide the final rating or, if there is no agreement among the judges, the high and low ratings will be discarded.

4. Awards (07/2012)

Groups receiving a final rating of “Superior” will be awarded a first division trophy. Groups receiving a final rating of “Superior” in both Concert and Sight Reading will receive one trophy signifying this accomplishment.

Region Level Honor Groups

Middle School Honor Band

All-Region Level Honor Groups Site Host will: (07/2012)

- reserve a rehearsal and performance site
- coordinate audition music and the adjudication
- select clinician (see TPSMEA Pay Scale)
- provide refreshments and amenities for clinician
- inform Executive Director of patch needs at least 2 months prior

1. Audition Music (07/2012)

The audition music for the TPSMEA Region level honor groups will be set by that region and posted on the TPSMEA website. This is the official listing of the excerpts, which are to be strictly adhered to.

2. Instrumentation (07/2012)

The instrumentation will be set by the members of the region.

3. Adjudication Procedures for Entries (07/2012)

Audition procedures for Middle School Region Level Honor Groups should follow those used by the high school All-State level groups.

Only one site is needed for adjudication.

The Region Coordinator will be responsible for assigning judging panels, cuing the recordings, selecting a clinician, purchasing music and other duties as needed to provide a successful experience for the students.

4. Chair Placement (07/2012)

Chair placement will be determined by the results of the recorded audition.

5. Additional Procedures (07/2012)

Procedures that are relevant to each region will be discussed and voted upon by participating directors, submitted to the State Board for approval and insertion into the Handbook prior to the entry deadline. These would include, but not be limited to: instrumentation (voicing), age (grade) of participant, audition music, choosing of the clinician and purchasing of music.

6. Fees (07/2012)

The entry fee for all Middle School Honor Groups is \$16.00. A single check or PayPal transaction from the school or member is required.

Region Level Jazz Band

All-Region Level Groups Site Host will: (07/2012)

- reserve a rehearsal and performance site
- coordinate audition music and the adjudication
- select clinician (see TPSMEA Pay Scale)
- provide refreshments and amenities for clinician
- inform Executive Director of patch needs at least 2 months prior

1. Audition Music (07/2012)

The audition music for the Region Level Honor Jazz Band will be the ATSSB All-State Jazz Music. The music used for the TPSMEA recorded audition will be from the beginning down to the region cut.

2. Instrumentation (07/2012)

Standard big-band instrumentation should be used for the region level band with variances agreed upon by the participating regional members.

3. Adjudication Procedures for Entries (07/2012)

Audition procedures for Region Level Jazz Bands should follow those used by the high school All-State level groups. Only one site is needed for the region level adjudication.

The Region Coordinator will be responsible for assigning judging panels, cuing the recordings, selecting a clinician, purchasing music and other duties as needed to provide a successful experience for the students.

4. Chair Placement (07/2012)

Chair placement will be determined by the results of the recorded audition.

5. Fees (07/2013)

\$18.00 per entry submitted, \$25.00 per school. A single check or PayPal transaction from the school or member is required.

All-State Jazz Band

(Also see “All State General information” above)

Adjudication Procedures

1. Audition Music (07/2012)

The audition music for the TPSMEA All-State Jazz Band will be posted on the TPSMEA website. The audition material is the same as the ATSSB (Association of Texas Small School Bands) audition material for the current school year.

This is the official listing of the excerpts, which must be strictly adhered to. The etudes must be recorded in the order they are listed on the website, in their entirety, observing any prescribed cuts. All entries must be recorded with the proper accompaniment CD and track audible during the audition.

Entries that do not conform to recording guidelines may be disqualified!

2. Instrumentation (07/2012)

The instrumentation for the All-State Jazz Band is:

- 2 alto saxophones
- 2 tenor saxophones
- 1 baritone saxophone
- 5 trumpets
- 4 trombones
- 1 bass trombone
- 1 piano
- 1 guitar
- 1 string bass
- 2 Percussion (audition on drum set)

3. Adjudication Procedures for Entries (07/2012)

Students may audition on more than one instrument per year. In the event that a student qualifies on more than one instrument, he/she will be required to take the higher chair.

Adjudication of entries will be held at one site with the Band Division Vice President attending.

All recordings will be adjudicated by a panel of TPSMEA members, or authorized representatives, as determined by the Band Division Vice President. All TPSMEA members who submit entries to All-State Jazz Band must be present for the adjudication process or provide a qualified proxy.

The Band Division Vice President will assign those members present to panels and will designate one member to chair the panel. Each panel will consist of no less than five (5) members including the chair. Each recording will be cued to the beginning of the student's performance.

The Band Division Vice President will assign each recording a unique audition number. A monitor will play each recording so that the audition is anonymous. The monitor will not act as judge nor offer any opinion to the panel.

Using the TPSMEA Jazz Adjudication Form One, each judge will evaluate the student audition. Each excerpt will be an equal portion of 100 points. The judges' scores will then determine the rankings of the audition in accordance with TMEA (Texas Music Educators Association) guidelines using a grounded ranking system. After the final rankings, all adjudication forms and recording will be turned in to the Band Division Vice President. Using the results of the audition, the TPSMEA Executive Board and Band Division Chair will determine membership in the TPSMEA All-State Jazz Band, and will inform the directors with students auditioning of the results.

4. Adjudication Guidelines (07/2012)

The monitor will call out the audition number before and after the playing.

The judging panel will listen to the audition portion of each CD in its entirety.

The judges will refrain from any comments relating to the performance of the CD.

At the conclusion of the audition, judges should exchange judging sheets and check the computational accuracy of each total.

When all tabulations are finished and the totals have been checked, the adjudicator will sign their judging sheet and place them in a folder. The folder will be taken to the tabulation room.

Scoring is based on 100 points per etude. Each judge must break his/her ties, if any, before submitting tabulation sheet.

Each qualified CD must be given a score of between 1 and 400.

If the recording goes PAST the required cut, the monitor will be instructed to stop the playback. No points should be deducted.

If the recording is shorter than the required cut, the judges should deduct points from that etude's score. Example: 1-2 measures omitted = 10-20 points; 3-5 measures omitted = 20-40 points; more than 5 measures = 90 points. A score of zero should only be given in the event the student omits an entire etude or if he/she plays the incorrect etude.

Any other problems that arise during the adjudication of CDs should be immediately brought to the attention of the Band Division Vice-President (he/she must be in attendance at the adjudication site).

Results will be available at the adjudication site for directors to see as sections are completed, and the directors with students auditioning will be informed of the results. The tabulated results will be final at 5:00 p.m. on the Friday following the adjudication.

5. Chair Placement (07/2012)

Chair placement will be determined by the results of the recorded all-state audition adjudication.

6. Fees (07/2013)

\$18.00 per entry submitted, \$25.00 per school. A single check or PayPal transaction from the school or member is required. Each student selected will be assessed a \$10.00 music fee.

Orchestra Division

All-State Orchestra

(Also see “All State General Information” on page 9)

Adjudication Procedures

1. Audition Music (07/2012)

The official list of audition excerpts for the TPSMEA All-State Orchestra will be posted on the TPSMEA website by mid-August. It consists of excerpts chosen from the TMEA All State etudes and music to be performed by the All State Orchestra. These excerpts contain contrasting material and may indicate bowings, fingerings and metronome markings, which are to be strictly adhered to. Directors will need to contact the Orchestra Division Vice President to obtain the music.

2. Instrumentation (07/2012)

The minimum instrumentation for the All-State Orchestra is:

18 - Violin I
16 - Violin II
12 - Violas
12 - Cellos
6 – Basses ***

*** Note that the first alternate for bass will be included in the All-State Band.

*** Auditions for harp or piano will be determined by the selection of literature to be performed.

3. Adjudication Procedures for Entries (07/2012)

Students may audition on only one instrument per year.

Adjudication of entries will be held at two sites (Dallas and Houston area) with the Orchestra Division Vice President attending each site.

All recordings will be adjudicated by a panel of TPSMEA members or authorized representatives as determined by the Orchestra Division Vice President. All TPSMEA members who send entries to All-State must be present for the adjudication process or send a qualified proxy.

The Orchestra Division Vice President will assign those members present to panels and will designate one member to chair the panel. Each panel will consist of no less than five (5) members including the chair. Each recording will be cued past the director's student information announcement to the beginning of the student's performance.

The Orchestra Division Vice President should assign each recording an audition letter. A monitor will play each recording so that the audition is anonymous. The monitor will not act as judge nor offer any opinion to the panel.

Using TPSMEA Adjudication Form One, each judge will evaluate the student audition. Each excerpt will be an equal portion of 200 points. The judges shall then enter their scores into a computer, which will then compute the rankings of the audition in accordance with TMEA guidelines using a grounded ranking system by the computer.

After the final rankings, all adjudication forms and recordings will be turned in to the Orchestra Division Vice President. Using the results of the audition, the TPSMEA Executive Board and Orchestra Division Vice President will determine membership in the TPSMEA All-State Orchestra will post the results on the TPSMEA website and send the results to all directors who sent entries. No results will be posted until the conclusion of all adjudications. **Each student selected will be assessed a \$10.00 music fee.**

4. Adjudication Procedures for Chair Placement (09/2013)

The recorded audition will yield a ranked list of 34 violins, 12 violas, 12 cellos, and 6 basses. This list will signify acceptance into the orchestra. All students will be auditioned upon arrival at All-State to determine chair placement. This audition will be on excerpts from the repertoire to be performed. Prior to All-State, the first 18 violinists will be sent 1st violin parts, and the violinists ranked 19 – 34 will be sent 2nd violin parts. Violinists will not change sections as a result of the chair-placement audition, unless the conductor, in consultation with the adjudicators, decides to move several first violinists to the front of the second violin section.

5. Placement Check (07/2012)

Chair placement will be determined by the results of a live audition the Thursday evening of the All-State weekend.

Concert and Sight Reading Contest Procedures

The TPSMEA Concert and Sight Reading Contest is open to Concert Bands, Symphony and Chamber Orchestras, Jazz Ensembles and Jazz Combos from all Texas private schools. The director of each group must be a TPSMEA member. All performers in each ensemble must be students at the school entering the group.

Concert and Sight Reading Contest Site Host will: (07/2012)

- reserve 2 separate warm up, performance and sight reading rooms
- equipment: enough chairs and stands for both performance areas (2 podiums)
- percussion equipment for both staging areas
- 3 pianos (warm up, performance, SR)
- risers (3 sets, one in each room)
- locked and secured storage space for instruments
- directions for participants
- select judges: 3 - concert, 3 – SR (See TPSMEA Pay Scale)
- judges needs: tables/chairs/pencils/forms
- locate a recording engineer to provide 1 recording per group
- student help to: guide each ensemble/security/stage crew

- student timer for the sight reading room
- coordinators/posting results/monitors for all stage doors
- refreshments/amenities for students and directors

Concert Contest

1. Music Selection (07/2012)

Directors should attempt to follow UIL guidelines when choosing concert selections. In some circumstances, an ensemble may perform below its UIL classification or may wish to perform a selection not on the current Texas Prescribed Music List (PML). Directors wishing to perform without adhering to the UIL guidelines should contact the Orchestra Division Vice President at least one month before the contest date. Directors wishing to perform a selection not on the PML should furnish a copy of the score to the Orchestra Division Vice President and be ready to have the selection rated by a recognized authority (such as a music dealer or publisher) if requested by the Orchestra Division Vice President.

The cost for each ensemble entered in the contest is **\$150.00 for Concert ONLY and \$200.00 for Concert and Sight Reading**. The fees are used to pay for judges and trophies as well as expenses incurred by the site-host.

Directors should supply 3 scores (one for each judge) to the contest chairman upon arrival at the contest site. Each score must be an original. In such a case as the original is unavailable (i.e. out of print), the director may make copies and enclose an explanatory letter. ***Each measure of the score must be numbered!***

2. Performance (07/2012)

Concert Contest performances should last no more than 30 minutes (20 minutes for choirs) including entrance, performance, and clearing the stage. Each group will be allowed a brief (one minute or less) warm-up on music obviously intended for warm up purposes, and not being performed for adjudication.

3. Adjudication (07/2012)

Groups will be adjudicated by three judges and assigned ratings of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement). A majority will decide the final rating or, if there is no agreement among the judges, the high and low ratings will be discarded.

4. Awards (07/2012)

Groups receiving a final rating of "Superior" will be awarded a first division trophy. Groups receiving a final rating of "Superior" in both Concert and Sight Reading will receive one trophy signifying this accomplishment.

Sight Reading Contest

Orchestras participating in the TPSMEA Concert Contest will have the option of participating in the Sight Reading portion of the contest, for a rating and critique or for critique only.

1. Music Selection (07/2012)

Groups will sight read a piece two (2) levels down from the music that they are currently specified to perform. A judge of the sight reading contest is required to ask the director the following question: "Has this organization or any of its members heard, read, rehearsed or performed this selection previously?" If the answer is no, then sight reading procedures will commence; however, if the answer is yes, it is up to the contest chairman to provide another piece of comparable difficulty for the group to read.

2. Procedures for Instrumental Sight Reading (07/2012)

- 1) Only one director may instruct the group.
- 2) The director will be given a ten (10) minute time limit in which to instruct the group.
- 3) Instructions may include singing phrases or counting rhythms, but no performance of music on an instrument is allowed.
- 4) Students are not allowed to tap rhythms or perform any part of the music in any fashion, but may ask questions of the director.
- 5) Once the performance has started, the director may elect to stop only for the purpose of designating a starting point to unify the ensemble.
- 6) Any director making an obvious contribution to the performance by communicating verbally with the ensemble may be disqualified.

3. Adjudication (07/2012)

Groups will be adjudicated by three judges and assigned ratings of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement). A majority will decide the final rating or, if there is no agreement among the judges, the high and low ratings will be discarded.

4. Awards (07/2012)

Groups receiving a final rating of "Superior" will be awarded a first division trophy. Groups receiving a final rating of "Superior" in both Concert and Sight Reading will receive one trophy signifying this accomplishment.

Solo and Ensemble Contest

Regional Contest Procedures (07/2012)

The regional site hosts will direct solo and ensemble contests. Information regarding participation will be made available to members in their region. Participating schools should submit their completed forms with their entry fees by the appropriate deadline as stated on TPSMEA.org or the electronic entry website. Participation is open to upper elementary (grades 5-6), middle school and high school students. In a situation where a school has a

director who is a member of TPSMEA, the students must be entered by the director of school they attend for all contest.

The site host will be responsible for hiring qualified judges. The fee for judges is set by the Executive Board. The Executive Director will purchase all medals, trophies and awards; site hosts should submit a request for needed medals at least 1 month prior to the event.

Solo and Ensemble Contests Site Host will: (07/2012)

- reserve performance site and rooms
- select judges (see TPSMEA Pay Scale)
- schedule performance times
- arrange for tuned pianos and tape players for accompaniment
- provide refreshments and amenities for judges
- inform Executive Director of medal needs at least 2 months prior

1. Music Selection (07/2012)

Directors should follow UIL guidelines when choosing solo and ensemble selections. In some circumstances, an ensemble may perform below its UIL classification or may wish to perform a selection not on the current Texas Prescribed Music List (PML) Directors should supply an original score for the judge. In such a case as an original score is unavailable (i.e. out of print), the director may make copies and enclose an explanatory letter. ***Each measure of the score must be numbered!***

2. Performance (07/2012)

Each soloist or ensemble will be allowed to perform one song for the judge.

Recorded and Smart Music accompaniment is permitted at the Regional Solo and Ensemble Contest.

3. Adjudication (07/2012)

Soloists and ensembles will be adjudicated by one judge and assigned a rating of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement).

4. Awards (07/2012)

Each performer receiving a rating of "Superior" will be awarded a medal. Only students who receive a "Superior" rating on a University Interscholastic League (UIL) Prescribed Music List (PML) Class I solo or ensemble will be qualified to advance to the State Solo and Ensemble Contest.

5. Fees (07/2012)

The fee for Regional Solo & Ensemble Contest is \$7.00 per ensemble member and \$7.00 per soloist. The entry fee is per event. A single check or PayPal transaction from the school or member is required.

State Solo and Ensemble Contest Procedures

1. Participation Requirements (07/2012)

Only students who receive a “Superior” rating on a University Interscholastic League (UIL) Prescribed Music List (PML) Class I solo or ensemble are qualified to advance to the State Solo and Ensemble Contest.

2. Music Selection (07/2012)

Performance selections should be taken from the current UIL Prescribed Music List for solos and ensembles. Directors should supply an original score for the judge. In such a case as an original score is unavailable (i.e. out of print), the director may make copies and enclose an explanatory letter. ***Each measure of the score must be numbered!***

3. Performance (07/2013)

Students will furnish their own accompanist.

Only music specifically written to be performed with recorded accompaniment will be permitted at the State Solo and Ensemble Contest.

3. Adjudication (07/2012)

Soloists and ensembles will be adjudicated by one judge and assigned a rating of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement).

4. Awards (07/2012)

Each performer receiving a rating of “Superior” will be awarded a medal.

5. Fees (07/2012)

The fee for the State Solo and Ensemble Contest is \$7.00 per ensemble participant and \$10.00 for each soloist. The fee is per event entered. A single check or PayPal transaction from the school or member is required.

Region Level Orchestras

Middle School Honor Orchestra & High School Region Orchestra

All-Region Honor Groups Site Host will: (07/2012)

- reserve rehearsal sites and a performance site
- coordinate audition music and the adjudication
- select clinicians (See TPSMEA Pay Scale)
- provide refreshments and amenities for clinicians
- inform Executive Director of patch needs at least 2 months prior

1. Audition Music (07/2012)

The audition music for the TPSMEA Region level honor groups will be set by that region and posted on the TPSMEA website. This is the official listing of the excerpts, which are to be strictly adhered to.

2. Instrumentation (07/2012)

The instrumentation will be set by the members of the region prior to the start of the adjudication.

3. Adjudication Procedures for Entries (07/2012)

Audition procedures for Middle School Honor Orchestra and High School Region Orchestra should follow those used by the high school All-State level groups.

Only one site is needed for each region's adjudication.

The Regional Coordinator will be responsible for assigning judging panels, numbering and labeling CDs, selecting a clinician, purchasing music and other duties as needed to provide a successful experience for the students.

4. Chair Placement (07/2012)

Chair placement will be determined by the results of the recorded audition.

5. Additional Procedures (07/2012)

Procedures that are relevant to each region will be discussed and voted on by participating directors and given all Orchestra Division directors prior to the entry deadline. These would include, but not be limited to: instrumentation (voicing), age (grade) of participant, audition music, choosing of the clinician and purchasing of music.

6. Fees (07/2012)

The entry fee for each student auditioning for Middle School Honor Orchestra or High School Region Orchestra is \$16.00. A single check or PayPal transaction from the school or member is required prior to the event.

VOCAL DIVISION

All-State Choir

(Also see “All State General Information” on page 9)

Adjudication Procedures

1. Audition Process (07/2012)

a) The All-State choir audition process will consist of two auditions. The first being an adjudication of the recorded audition at an area level and the second being an adjudication of recordings selected from the first audition. In the case of soloists or ensembles needed, the All-State Clinician will have the final selection.

b) For the purpose of All State judging, the state is divided into three areas – Area I, II & III. The schools in each area are assigned by the Vocal Division Vice President and any disagreements maybe appealed to the TPSMEA Executive Board for a final decision.

c) Each area will follow the audition guidelines set forth in the TPSMEA Handbook of Policies and Procedures. Questions concerning rules or procedures should be addressed to the Vocal Division Vice President. Site hosts should stay in contact with the Vocal Division Vice President to ensure that all area contests are consistent in rule, interpretations and procedural matters.

d) For definition purposes, the first round area audition determines participation in the All-Region Level Choir (or mini-clinic in preparation for the state level) and participation in the All-State audition. Students who are selected in the first round audition and meet the requirements of participation receive a TPSMEA All-Region Choir patch. The second round audition determines participation in the All-State Choir.

2. Audition Music (07/2012)

The audition music for the TPSMEA All-State Choir will consist of excerpts from two pieces chosen from the music to be performed by the All-State Choir. The audition will be a straight SATB Audition. Students may audition in only one voice per year.

3. Voices (07/2012)

The recommended voice setting for the All-State Choir is:

- 40 - Sopranos
- 40 - Altos
- 40 - Tenors
- 40 - Baritone/Basses

4. Adjudication Procedures for Entries (07/2012)

Adjudication of entries will be held at three area audition sites (Dallas, Fort Worth and Houston area) with the Vocal Division Vice President or an Executive Board member attending each site.

All recordings will be adjudicated by a panel of TPSMEA members or authorized representatives as determined by the Vocal Division Vice President. All TPSMEA members who send entries to All-State must be present for the adjudication process or send a qualified proxy. With Vocal Division Vice President's approval, a director may pay a proxy judge fee set by the State Board in lieu of sending a proxy judge.

The Vocal Division Vice President will assign those members present to panels and will designate one member to chair the panel. If possible each panel will consist of five (5) members but must consist of no less than three (3) members including the chair. Each recording will be cued past the director's student information announcement to the beginning of the student's performance.

The Vocal Division Vice President should assign each recording an audition letter. A monitor will play each recording so that the audition is anonymous. The monitor will not act as judge nor offer any opinion to the panel. The five-member panel should use the Olympic scoring method. A three-judge panel may be used provided a judge is not judging students from his/her school or student's with whom they have an acquaintance. Olympic scoring would not be used on a three-judge panel.

Using TPSMEA Adjudication Form One, each judge will evaluate the student audition. Each excerpt will be an equal portion of a set number of points. The judges shall then enter their scores into a computer, which will then compute the rankings of the audition in accordance with TMEA guidelines.

In order for a student to qualify for the TPSMEA All State Choir the student's audition recording must be fully complete, having performed the entire official audition cut. All judges will score what they hear and make a note of the incomplete recording. Any recording marked as incomplete by any judge must be reviewed and confirmed as incomplete by the Vocal Division Vice President. Only the Vocal Division Vice President can disqualify a recording.

To be certified to advance to the next round of auditions or participate in a performing ensemble, an entrant must have an adjusted raw score of greater than 150.

All adjudication forms will be turned in to the Vocal Division Vice President. Using the results of the audition, the TPSMEA Executive Board and Vocal Division Vice President will determine membership in the TPSMEA All-State Choir and will send the results to all directors who sent entries.

Audition results will be announced at the conclusion of the audition process. The highest-ranking 25 students of each section will be offered membership in a Region Level Choir and have their recordings sent forward to the All-State Choir audition.

The audition for the All-State Choir will consist of recordings of those students certified to proceed from the first round auditions. Audition procedures must follow the exact procedures followed in the first round. Two sections will be judged in the North area and two sections in the South area.

After the final rankings, all adjudication forms and recordings will be turned in to the Vocal Division Vice President. Using the results of the audition, the Executive Board and Vocal Division Vice President will determine membership in the TPSMEA All-State Choir, post the results on the TPSMEA website and send the results to all directors who sent entries.

The top two alternates to the All State Choir in each voice section are permitted to attend the All State clinic/concert and sing during rehearsals with the All State Choir. Alternates are not permitted to sing during the dress rehearsals or the performance. Alternates are the sole responsibility of their school's director and are not recognized by TPSMEA and will not be afforded any of the customary trappings of the TPSMEA All State Choir member. Any alternates in attendance must attend all rehearsals and are required to abide by the All State Student Code of Conduct.

5. Music Packets (07/2012)

Once the All-State Choir is chosen, music packets will be prepared and directors will be given information as to how they might attain the packets. Additionally, a rehearsal recording including each voice part recorded separately with accompaniment will be included if requested by the director. There will be an additional fee for each recording.

6. Performance from Memory (07/2012)

To help insure that all students know their music when they arrive at the clinic, it will be assumed that the music will be performed from memory at the concert. Area mini-clinics led by participating directors or Region Level Concerts may be held at central locations within each area to help the students learn their music prior to the TPSMEA All-State weekend.

7. Rehearsal Assistants (07/2012)

Directors should attend as many rehearsals as possible. Directors who have students in the All-State Choir will be asked to attend specific segments of rehearsals as assistants to the clinician.

Region Level Choirs

Mixed Choir

1. Voices (07/2012)

The All-Region Mixed Choir will consist of the highest-ranking 25 students in each section (SATB) after the first round of judging.

2. Alternates (07/2013)

There will be no Soprano and Alto alternates for the Region Mixed choir. The practice of having tenor and bass alternates for the Region Mixed choirs is unaffected by the Region Treble choir. In the event that girls in the Region Mixed choir drop out, girls that have qualified for the Region Treble choir will not fill those spots. They will stay in the Region Treble choir and the Region Mixed choir will continue on with fewer girls.

Treble Choir

1. Voices (07/2013)

The Region Treble Choir is open to female singers from each region. The All-Region Treble Choir will consist of the sopranos and altos from each region ranked 26-40 (fifteen singers) after the first round of judging.

2. Alternates (07/2013)

There will be Soprano and Alto alternates for the Region Treble choir.

3. Minimum Score Rule (07/2013)

The “minimum score rule” will apply to singers considered for the Region Treble choir. For a student to qualify for inclusion in the Region Treble Choir, their adjusted raw score must be greater than 150.

Concert and Sight Reading Contest Procedures

The TPSMEA Concert and Sight Reading Contest is open to Concert Choirs, and Show Choirs (Show Choirs will not sight read) from all Texas private schools. The director of each group must be a TPSMEA member. All performers in each ensemble must be students at the school entering the group.

Concert and Sight Reading Contest Site Host will: (07/2012)

- reserve 3 separate warm up, performance and sight reading rooms
- equipment: enough chairs and stands for both performance areas (2 podiums)
- 3 pianos (warm up, performance, SR)
- risers (3 sets, one in each room)
- directions for participants
- select judges: 3 - concert, 3 – SR (See TPSMEA Pay Scale)
- judges needs: tables/chairs/pencils/forms
- locate a recording engineer to provide 1 recording per group
- student help to: guide each ensemble/security/stage crew
- student timer for the sight reading room
- coordinators/posting results/monitors for all stage doors
- refreshments/amenities for students and directors
- 45 days prior to the event, inform the Executive Director of award needs

Concert Contest

1. Music Selection (07/2012)

Directors should attempt to follow UIL guidelines when choosing concert selections. In some circumstances, an ensemble may perform below its UIL classification or may wish to perform a selection not on the current Texas Prescribed Music List (PML). Directors wishing to perform without adhering to the UIL guidelines should contact the Vocal Division Vice President at least one month before the contest date. Directors wishing to perform a selection not on the PML should furnish a copy of the score to the Vocal Division Vice President and be ready to have the selection rated by a recognized

authority (such as a music dealer or publisher) if requested by the Vocal Division Vice President.

The cost for each ensemble entered in the contest is **\$150.00 for Concert ONLY and \$200.00 for Concert and Sight Reading**. The fees are used to pay for judges and trophies as well as expenses incurred by the site-host.

Directors should supply 3 scores (one for each judge) to the contest chairman upon arrival at the contest site. Each score must be an original. In such a case as the original is unavailable (i.e. out of print), the director may make copies and enclose an explanatory letter. ***Each measure of the score must be numbered!***

2. Performance (07/2012)

Concert Contest performances should last no more than 20 minutes including entrance, performance, and clearing the stage. Each group will be allowed a brief (one minute or less) warm-up on music obviously intended for warm up purposes, and not being performed for adjudication.

3. Adjudication (07/2012)

Groups will be adjudicated by three judges and assigned ratings of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement). A majority will decide the final rating or, if there is no agreement among the judges, the high and low ratings will be discarded.

4. Awards (07/2012)

Groups receiving a final rating of "Superior" will be awarded a first division trophy. Groups receiving a final rating of "Superior" in both Concert and Sight Reading will receive one trophy signifying this accomplishment.

Sight Reading Contest

Concert Choirs participating in the TPSMEA Concert Contest will have the option of participating in the Sight Reading portion of the contest, for a rating and critique or for critique only.

1. Music Selection (07/2012)

Groups will sight read a piece two (2) levels down from the music that they are currently specified to perform. A judge of the sight reading contest is required to ask the director the following question: "Has this organization or any of its members heard, read, rehearsed or performed this selection previously?" If the answer is no, then sight reading procedures will commence; however, if the answer is yes, it is up to the contest chairman to provide another piece of comparable difficulty for the group to read.

Sight-reading selections for choral ensembles will have the same voicing as the music performed in the concert contest.

2. Procedures for Vocal Sight Reading (07/2012)

- 1) Only one director may instruct the group.
- 2) The director will be given a six (6) minute time limit in which to instruct the group.
- 3) At the beginning of the discussion period the tonic chord may be given in broken chord style. The director may instruct the group by tapping out rhythms and talking about any passage of the music, but may not hum, sing any part, or allow it to be played on the piano.
- 4) Students may chant rhythms and/or text and tap or clap the rhythms, but they **may not reproduce the music tonally!**
- 5) Students may ask questions of the director.
- 6) At the completion of the instruction period the tonic chord will be given in broken chord style. At this time the students may reproduce their pitch of this chord. The director may sing the starting pitch with each section. No further warm-up or direction is allowed.
- 7) The selection will then be sung twice, first with piano accompaniment using the group's preferred method of sight singing, then *a capella*.
- 8) The director will have one minute between readings for discussion. The piano will then intone the starting pitches, which the choir may sing before performing a capella.
- 9) Any director making an obvious contribution to the performance by communicating verbally with the ensemble may be disqualified.
- 10) Both performances will be judged.

3. Adjudication (07/2012)

Groups will be adjudicated by three judges and assigned ratings of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement). A majority will decide the final rating or, if there is no agreement among the judges, the high and low ratings will be discarded.

4. Awards (07/2012)

Groups receiving a final rating of "Superior" will be awarded a first division trophy. Groups receiving a final rating of "Superior" in both Concert and Sight Reading will receive one trophy signifying this accomplishment.

Solo and Ensemble

Regional Level Solo and Ensemble Contest Procedures (07/2012)

The site hosts will direct Solo and Ensemble Contests. Information regarding the contest will be made available to all divisional members. Participating schools should submit their completed forms with their entry fees by the appropriate deadline as stated on the electronic entry website and on TPSMEA.org. Participation is open to upper elementary (grade 5-6), middle school and high school students. In a situation where a school has a director who is a member of TPSMEA, the students must be entered by the director of school they attend for all contest.

The site host will be responsible for hiring qualified judges. The fee for judges is set by the TPSMEA Executive Board. The Executive Director will purchase all medals, trophies and awards; site hosts should submit a request for needed medals at least 1 month prior to the event.

Solo and Ensemble Contests Site Host will: (07/2012)

- reserve performance site and rooms
- select judges (See TPSMEA Pay Scale)
- schedule performance times
- arrange for tuned pianos and tape/CD players for accompaniment
- provide refreshments and amenities for judges
- inform Executive Director of medal needs at least 2 months prior

1. Music Selection (07/2012)

Directors should follow UIL guidelines when choosing solo and ensemble selections. In some circumstances, an ensemble may perform below its UIL classification or may wish to perform a selection not on the current Texas Prescribed Music List (PML). **Choral directors must select music from the solo, ensemble or madrigal section and not the concert contest section. Repertoire in the “Chorus” lists are only to be used for the Concert and Sight Reading Festivals.**

Directors should supply an original score for the judge. In such a case as an original score is unavailable (i.e. out of print), the director may make copies and enclose an explanatory letter. ***Each measure of the score must be numbered!***

2. Performance (07/2012)

- 1.) Each soloist or ensemble will be allowed to perform one song for the judge.
- 2.) Students should furnish their own accompaniment. Recorded and Smart Music accompaniment is permitted at the Regional Level Solo and Ensemble Contest.
- 3.) Vocal music solos and ensembles must be memorized. No rating will be given for vocal performances in which music is used.
- 4.) Vocal solos may be sung in any key, published or transposed.

5.) Songs with titles listed in the UIL Prescribed Music List in a foreign language must be sung in that language unless otherwise specified. Songs with titles listed in English may be sung in any other language.

3. Adjudication (07/2012)

Soloists and ensembles will be adjudicated by one judge and assigned a rating of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement).

4. Awards (07/2012)

Each performer receiving a rating of “Superior” will be awarded a medal. Only students who receive a “Superior” rating on a University Interscholastic League (UIL) Prescribed Music List (PML) Class I solo or ensemble will be qualified to advance to the State Solo and Ensemble Contest.

5. Fees (07/2012)

The fee for Regional Level Solo & Ensemble Contest is \$7.00 per ensemble member and \$7.00 per soloist. The entry fee is per event. A single check or PayPal transaction from the school or member is required.

State Contest Procedures

1. Participation Requirements (07/2012)

Only students who receive a “Superior” rating on a University Interscholastic League (UIL) Prescribed Music List (PML) Class I solo or ensemble are qualified to advance to the State Solo and Ensemble Contest.

2. Music Selection (07/2012)

Performance selections must be taken from the current UIL Prescribed Music List (PML) for solos and ensembles. **Choral directors should select music from the solo, ensemble or madrigal section of the PML and not the concert contest section.**

Directors should supply an original score for the judge. In such a case as an original score is unavailable (i.e. out of print), the director may make copies and enclose an explanatory letter.

Each measure of the score must be numbered!

3. Performance (07/2012)

Students will furnish their own accompanist.

Only music specifically written to be performed with recorded accompaniment will be permitted at the State Solo and Ensemble Contest.

Vocal music solos and ensembles must be memorized. No rating will be given for vocal performances in which music is used.

Vocal solos may be sung in any key, published or transposed. Songs with titles listed in the UIL Prescribed Music List in a foreign language must be sung in that language unless otherwise specified. Songs with titles listed in English may be sung in any other language.

3. Adjudication (07/2012)

Soloists and ensembles will be adjudicated by one judge and assigned a rating of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement).

4. Awards (07/2012)

Each performer receiving a rating of "Superior" will be awarded a medal.

5. Fees (07/2012)

The fee for the State Solo and Ensemble Contest is \$7.00 per ensemble participant and \$10.00 for each soloist. The fee is per event entered. A single check or PayPal transaction from the school or member is required prior to the contest.

ELEMENTARY DIVISION

TPSMEA Children's Honor Choir

1. Eligible Students (07/2012)

Children's Honor Choir is for 5th and 6th graders. Students must be no younger than 10 years old and no older than 12 years old on the date of the event (date of the event is published on www.tpsmea.org).

2. Selection of Students (07/2012)

Directors select, by their own criteria, which students may participate. The number of students each school may send is based on the total enrollment of 5th and 6th graders at the school.

If the school's population of 5 th /6 th graders is:	# of Students to Honor Choir:
1-20	1 alto, 1 soprano
21-40	2 alto, 2 soprano
41-79	3 alto, 3 soprano
80-99	4 alto, 4 soprano
100+	5 alto, 5 soprano

Children's Honor Choir is comprised of approximately 100 students, divided equally between soprano and alto. Directors are encouraged to enroll equal numbers of each (soprano & alto) based on the school's eligibility whenever possible.

3. Cost of the Event (07/2012)

The fee for Children's Honor Choir is \$30 per student. Directors should collect monies from parents and then have ONE school check sent directly to the TPSMEA Executive Director when registration is complete via solochair.com.

4. Registration Process (07/2012)

Directors will register students for Children's Honor Choir at www.solochair.com. Once students are registered online, the event host sends a confirmation email with a registration form attached. Directors should print copies of this form for the selected students and send the completed forms to the event host (address is given on the form). Fees for the event should be mailed directly to the TPSMEA Executive Director prior to the event. Fees must be paid with a school check; no personal checks from parents will be accepted.

5. Repertoire (07/2012)

Repertoire is chosen in collaboration with the Elementary Division Vice President, the event host, and the clinician. The repertoire list is found on the TPSMEA website. Publisher information is given with the titles. Directors are responsible for obtaining the music for their registered students directly from any of the various suppliers around the state. The music must be thoroughly learned before the event date.

6. Directors' Responsibilities (07/2012)

Directors MUST attend the event with their students, or send a representative/proxy during the concert weekend. Every director will have a specific job assignment from the event host to help make the event run smoothly. Directors should plan to assist with sectional rehearsals on Friday (directing, accompanying, crowd control, check roll, etc).

Middle School Region Level Honor Choir

All-Region Level Honor Ensemble Site Hosts will: (07/2012)

- reserve a rehearsal and performance site
- coordinate audition music and the adjudication
- select a clinician
- provide refreshments and amenities for clinician
- inform the Executive Director of patch needs at least 2 months prior

1. Audition Music (07/2012)

The audition music for the TPSMEA Regional level honor groups will be set by that area and posted on the TPSMEA website. This is the official listing of the excerpts, which are to be strictly adhered to.

2. Instrumentation (07/2012)

The instrumentation will be set by the members of the region.

3. Adjudication Procedures for Entries (07/2012)

Audition procedures for Middle School Region Level Honor Ensemble should follow those used by the high school All-State level groups.

Only one site is needed for each area's adjudication.

The area coordinator will be responsible for assigning judging panels, cuing the recordings, selecting a clinician, purchasing music and other duties as needed to provide a successful experience for the students.

To be certified to advance to the next round of auditions or participate in a performing ensemble, an entrant must have an adjusted raw score of greater than 150.

4. Chair Placement (07/2012)

Chair placement will be determined by the results of the recorded audition.

5. Additional Procedures (07/2012)

Procedures that are relevant to each region level event will be discussed and voted upon by participating directors, submitted to the State Board for approval and insertion to the Handbook prior to the entry deadline. These would include, but not be limited to: instrumentation (voicing), age (grade) of participant, audition music, choosing of the clinician and purchasing of music.

6. Fees (07/2012)

The entry fee for all Middle School Honor Groups is \$16.00. . A single check or PayPal transaction from the school or member is required.

TPSMEA Pay Scale for Clinicians and Judges

(Set by the TPSMEA Executive Board) (07/2013)

All State Clinician

Honorarium - \$1,500.00

Lodging provided by TPSMEA

Meals and incidentals - \$60.00 per day

Transportation – Coach airfare (21 day in advance) or mileage (.50/mile)

All State Accompanists

Honorarium - \$750.00

Lodging provided by TPSMEA

Meals and incidentals - \$60.00 per day

Transportation – Coach airfare (21 day in advance) or mileage (.50/mile)

Regional Level Clinicians

Honorarium - \$600.00

Lodging provided by TPSMEA

Meals and incidentals - \$60.00

Transportation – Coach airfare (21 day in advance) or mileage (.50/mile)

Regional Level Accompanists

Honorarium - \$300.00

Meals and incidentals - \$60.00

Transportation – Mileage (.50/mile) - only if out of town

All State Replacement Judges

Honorarium \$30.00 per hour

Meal – lunch provided by host

Solo & Ensemble/Concert & Sight-Reading Judges

Honorarium - \$30.00 per hour, two hour minimum

Meal – lunch provided by host

Transportation - Mileage (.40/mile) if from out of town

TPSMEA provides lunches for judges and assistants at contests and reimburses the site host for hospitality room expenses for directors. TPSMEA does not reimburse expenses for meals for clinicians, accompanists, directors or students nor does TPSMEA pay any personal expenses incurred by a member. Any exceptions must be discussed with the Executive Director prior to the event.

All event expense reports, bills, invoices and requests for reimbursement, which must be accompanied by corresponding receipts, are to be submitted to the Executive Director within a month of the event or before the end of the fiscal year, whichever comes first. All reimbursement transactions, requests for reimbursement and subsequent reimbursement checks, must be completed prior the close of the fiscal year, July 1 to June 30, in which the

event occurred. Reimbursement requests submitted without accompanying corresponding receipts or not submitted prior to the end of the fiscal year will not be honored.

TPSMEA State Board members and employees, who travel to attend approved meetings, are reimbursed at .40/mile and \$40.00 per day for meals. Lodging and/or coach airfare is also reimbursed if needed. Receipts are needed for airfare and lodging.