

**Association of Texas Small School Bands**  
**Region 10**  
**Handbook of Rules, Regulations and Policies (*updated and approved 09/05/2010*)**

**Purpose**

This handbook is intended to serve as a supplement to the UIL Constitution and Contest Rules, The TMEA constitution and bylaws, and the ATSSB Constitution and bylaws. It is written expressly for Band Directors in the small schools of southeast Texas, Region 10.

- I. Eligibility:** All eligibility rules of the state, TEA, UIL, etc., will govern auditions. Students must be enrolled in a class A, 2A, 3A public or private high school band program or feeder program of these classifications for participation in ATSSB auditions.
  - A. ENROLLED IN SCHOOL:** Students must be enrolled in a class A, 2A, 3A public or private high school the semester in which the auditions are held as well as the semester in which the ATSSB conventions are held to become a member of the all-region or all-state bands.
  - B. CODE OF CONDUCT:** As a general rule, all students are to adhere to their own school district's code of conduct while participating in ATSSB activities.
  - C. HOME SCHOOL STUDENTS:** Home school students may participate in the ATSSB audition process if the student is certified by an active ATSSB member as a participant in the ATSSB member's band (meets, rehearses and performs regularly with the band). The home school student must also be certified by a school official as a member of the band, and all other eligibility requirements must be satisfied as well.
  
- II. Membership**
  - A. ACTIVE MEMBERSHIP:** Shall be open to any individual currently serving as a band director or assistant band director of a class A, AA, AAA high school in Region 10, as defined by ATSSB. Payment of the prescribed dues will allow the individual to participate in ATSSB Region 10 activities, the right to vote and admittance to meetings upon compliance with registration requirements.
  - B. ASSOCIATE MEMBERSHIP:** Shall be open to all individuals, organizations, or business firms, schools, colleges, universities, retired Active Members, booster clubs, etc., and any other individual not otherwise eligible for Active Membership, who wishes to support the ATSSB. Payment of the prescribed state dues will allow admittance to ATSSB meetings upon compliance with the registration requirements and to participate in ATSSB activities with the EXCEPTION OF: Associate Members shall not be allowed to VOTE or HOLD OFFICE, and cannot enter students in the audition process leading toward membership in the ATSSB All-State Band.
  - C. MEMBERSHIP YEAR:** Shall be September 1 through August 31
  - D. DUES:** Membership dues are determined by the State Board of Directors of ATSSB.
  
- III. Region Officers**
  - A. REGION COORDINATOR**
    - 1. QUALIFICATIONS:** The region coordinator shall be concurrently employed as a band director or assistant band director in a conference A, AA, or AAA high school in Texas, or a current director or assistant director of a junior high or middle school band which feeds a conference A, AA, or AAA high school band in Texas as defined by the University Interscholastic League, or anyone who has retired from any of these positions as an Active Member.
    - 2. GENERAL DUTIES:** The Region Coordinator a.) shall be the presiding officer of all Region 10 meetings, and shall appoint committees and members to committees and is an ex-officio member of all committees b.) shall be a member of the State Board of Directors and will

represent ATSSB or appoint an alternate in their place, at meetings deemed relevant, solicit and enlist members within their region c.) shall encourage ATSSB membership from everyone in the region and encourage them to pay dues on time d.) shall oversee jazz, high school and middle school ATSSB all-region auditions in matters such as dates, sites and host e.) shall determine the number of judges needed based on director participation f.) shall be responsible for the operations of all ATSSB auditions and for coordinating the all-region clinic/concert including matters such as date, site, hosts and clinicians g.) shall type and set the programs for the all-region concert and e-mail rough draft to all directors for proof-reading h.) shall contract with recordings and t-shirt/plaque sales using ATSSB-approved vendors i.) shall certify students to area j.) shall serve as an official at area auditions k.) shall oversee region OPS contest including collecting recordings, assembling judging panels and certifying advancing recordings l.) shall communicate with members of the region m.) shall organize, set agenda and moderate meetings for information and rules n.) shall keep and enforce written rules and policies o.) shall manage the region's finances and keep checkbook balanced p.) shall attend two state board meetings each year at TBA and TMEA conventions

3. **SPRING DUTIES:** The Region Coordinator a.) shall pole region directors for names of clinicians b.) shall contact clinicians on list beginning with those with most votes and send contract for signature c.) shall solicit or appoint band and percussion organizer(s) with clinician contact information d.) shall contact ATSSB-approved recording technician t-shirt vendor with date, location and time of concert e.) shall contact Region 10 webmaster with all information needing to be posted on the Region 10 website
  4. **FALL DUTIES:** The Region Coordinator a.) shall coordinate all organizers prior to the audition b.) shall confirm facility needs for clinic/concert host c.) shall coordinator will be responsible for the computer, printer, and software including audition computer program and all results for all-region auditions d.) shall prepare and provide band organizers with stand name tags generated from the audition software e.) shall keep receipts from all expenses f.) shall provide the meal needs of the clinicians
  5. **TERMS OF OFFICE:** The Region Coordinator and other elected officers shall serve a term of two years. Term shall begin immediately upon election and shall last until a successor is elected.
  6. **ELECTION:** On even years, the membership of the region, at the annual spring business meeting, shall elect the Region Coordinator and any other officers deemed necessary. If there is no clear majority, a secret ballot will be cast with the individual receiving a simple majority of the total votes cast being declared the winner.
- B. **OTHER REGION OFFICERS:** Other officers may be originated as needed and according to membership vote to conduct region business.
1. **ASSISTANT COORDINATOR:** to serve in the absence of the Coordinator and to implement audition procedures at the region level.
  2. **SECRETARY/TREASURER:** to keep an accurate account of meetings and funds.

#### **IV. Meetings and Quorums**

- A. **MEETINGS:** The annual meeting of the Region 10 ATSSB shall be during the Region Clinic/Concert, and a semi-annual meeting during the spring and fall UIL/TMEA meeting. Region meetings shall be called by the Region Coordinator or, upon request of ten active members, or by the President. Notification of Region Meetings shall be made in writing.
- B. **QUORUMS:** Twenty-percent of the Active Members of the Region PRESENT shall constitute a quorum.

**V. Programs for Membership**

- A. It shall be the policy of Region 10, ATSSB, to encourage, support and initiate inservice workshops for the Active and Associate Members of Region 10. The purpose being fulfilling state-mandated teacher training and advanced academic training hours.

**VI. Entry Procedures**

- A. For ATSSB High School All-Region Jazz, ATSSB High School All-Region Band and ATSSB Middle School All-Region Band, go to [www.tmea.org](http://www.tmea.org) and click on “divisions” at the top of the home page then go to “band” then to “audition entry process” then “login as a director” and follow the instructions. Be sure to enter the correct contest. Please be complete with your information. All directors must be included with all their information as required. The online entry deadline is 12:01am of the day the entries are due.
- B. When online entries are complete, go to [www.atssb.org](http://www.atssb.org) and click on “online forms” at the left side of the page. Print the coversheet with copies of your updated membership cards for ATSSB and TMEA. Please mail the coversheet along with payment for the entries and a print out of entries postmarked by the posted deadline to the attention of **Region 10 Coordinator**. Make checks payable to “ATSSB Region 10”. The cover sheet is needed only once for any or all contests entered. Middle school directors must also include a coversheet. You may not enter MS students unless the MS director is a member and same for HS.
- C. If you have students who wish to go the TMEA route for the state selection process, you must print out and include the 4A-5A track selection sheet also located on “online forms” sheet to declare this route. It is not enough to declare it with TMEA. You must also declare it with ATSSB or your student will automatically be advanced for ATSSB even if you declare TMEA track when you signed them up for TMEA auditions. This must be done prior to the first audition.
- D. Dual certification means that you have a student or students who will also be additionally auditioning in orchestra or choir. Please indicate this in your online entries.
- E. Please be sure to go to [www.atssb.org](http://www.atssb.org) to go over all the rules and procedures as well as errata.

**VII. Audition Entry Deadlines**

- A. All contest deadlines will be 14 days prior to the audition.
- B. The late and final online student entry will be 7 days prior to the day of audition.
- C. Correction to an existing student entry may be made between 13 and 7 days prior to the audition without penalty, but any student entry added less than 14 days but more than 7 days prior to the contest will result in an additional 100% student late fee.
- D. Entries begun less than 14 but more than 7 days prior to the contest will be assessed a 50% additional CAMPUS fee charge and 100% student fee charge.
- E. A CAMPUS entry created less than 14 days prior to the contest will be subject to the TMEA Grievance Process.
- F. Directors will be allowed to add or change student entries the day of the audition if region rules allow it. The 50% additional CAMPUS and 100% additional student late fees will be assessed.

**VIII. Audition Procedures**

- A. **STUDENTS:** Students will not be allowed to audition on multiple wind instruments. Students must be physically present to audition for any all-region band—taping or recordings will not be allowed.
- B. **JUDGES:** The judges for Region 10 audition panels are to be selected from Region 10 Active Members. Region 10 will use five-(5) member panels. Three judges may be assigned to middle school panels. The Region Coordinator may appoint individuals to judging panels as needed. All directors (or qualified proxies) **MUST** be in attendance at the auditions. If there is a need for extra judges, these judges may be paid from Region 10 ATSSB funds at the rate of \$50 per day.
- C. **SCALES:** High school students are responsible for all scales on the Prescribed Audition List (PAL) and middle school students are responsible for the one-octave scale and scales in the concert keys of F, Bb, Eb,

Ab, and the Bb Chromatic that are located on the ATSSB Region 10 website. The scales to be played will be picked at random by a committee prior to the start of the audition process.

- D. **MUSIC:** Region 10 high school students (grades 9-12) will audition using materials as listed in the ATSSB Prescribed Audition List (PAL) located on the ATSSB website. Region 10 middle school students (grades 6-8) will audition using the corresponding TMEA Region 10 music as posted on the ATSSB Region 10 website. Region cuts for each instrument will be chosen by a committee prior to auditions and will be of similar length. Students may use their own music in the audition room. At least 25% of the music will be used for auditions.
- E. **AUDITION:** Auditions for the Region 10 All-Region bands will follow the ATSSB audition procedures as listed on the ATSSB website with the following exceptions:
1. Students enter the room ten at a time.
  2. A thirty-second warm-up will be given before and after half of the room has performed.
  3. An adult monitor will be in the room.
  4. Scales will be heard first and will be posted on the music stand.
  5. Results are FINAL one hour after the last section is posted.
  6. Judges are prohibited from scoring music that is not the official audition music.
- It is the responsibility of the directors to communicate to their students and parents prior to the auditions the dates and times in which they are committing if the student is selected for an all-region band.
- F. **APPEALS PROCESS:** All appeals of any portion of the audition process must be made before the audition is final and will go first to the local contest chairman and, if necessary, to the Region Coordinator. At this point, if the person's appeal is not satisfied, the appeal will follow the appeals process as outlined in the ATSSB state guidelines.
- G. **INSTRUMENTATION:** Instrumentation for ATSSB Region 10 is to be the maximum allowed for each instrument. If a certified member is unable to attend, the next student in line is to be certified.

<u>Instrument</u>	<u>Region</u>	<u>Area</u>	<u>State</u>
Flute	15	5	4
Oboe	2	2	1
Bassoon	2	2	1
Bb Clarinet	25	9	8
Eb Alto Clarinet	2	2	1
Bb Bass Clarinet	5	3	2
Eb/Bb Contrabass Clarinet	2	2	1
Eb Alto Saxophone	5	3	2
Bb Tenor Saxophone	2	2	1
Eb Baritone Saxophone	2	2	1
Cornet/Trumpet	15	7	6
French Horn	10	5	4
Tenor Trombone	10	6	5
Bass Trombone	2	2	1
Baritone/Euphonium	7	3	2
Tuba	10	5	4
Unified Percussion	10	5	4

- IX. Region Band Clinic/Concert:** Region 10, ATSSB will sponsor an All-Region Clinic/Concert each year to include one high school concert band, one middle school concert band and one high school jazz band. Date and location of clinic/concert to be determined on a year-to-year basis. Students selected for the ATSSB Region 10 Jazz Band, ATSSB Region 10 HS or MS Band will be required to attend ALL rehearsals and concerts in their entirety in order to receive a patch. Each student's director (or qualified proxy) MUST be in attendance at all rehearsals and concerts to assist and to help supervise students. Alternates will not be seated unless otherwise instructed and done so by the

region coordinator. It is the responsibility of the directors to notify the region coordinator as soon as possible if a student is unable to attend any part of a rehearsal or performance so that the next available student may have the opportunity to participate.

- A. Region Band Organizer Duties:** 1.) Obtain clinician name, address, e-mail, and all contact information from region coordinator 2.) contact clinician and confirm music selections 3.) if needed, music may be ordered and billed to ATSSB Region 10 4.) obtain clinic music and prepare folders (with copies—no originals) based on region band instrumentation including a congratulatory letter to the students with information regarding the clinic and concert dates and/or times 5.) folders must be ready for distribution on the day of the auditions 6.) obtain a seating chart from clinician 7.) arrive at site early the day of the clinic to set rehearsal area 8.) coordinate with the clinic host on facility and instrumentation needs 9.) communicate with the percussion organizer and provide that person ahead of time with percussion instrumentation and equipment needs 10.) take roll at the beginning of every rehearsal and report DNA's to the directors of the DNA's and to the region coordinator to locate the student(s) 11.) see to the needs of the clinician and the ensemble during the rehearsals and performance 12.) if sectionals are needed, coordinate these with the clinician 13.) give instructions to the band prior to every break making sure they know when and where to meet 14.) see to it that the stage is set for your group 15.) hand out patches
- B. Percussion Organizer Duties:** 1.) coordinate with band organizers 2.) obtain percussion parts of the selected music and be prepared to assign parts 3.) obtain needed equipment as indicated in music scores 4.) coordinate with clinician and band organizers regarding stage/percussion set-up 5.) be sure that all percussion needs are addressed and all equipment needs are on stage and ready for the rehearsals and performance 6.) organize the students and directors to help set up between bands 7.) if sectionals are needed, coordinate these with the clinician 8.) make sure all percussion equipment is returned
- C. Clinic/Concert Site Host Duties:** 1.) obtain a seating chart from organizers to be sure that enough equipment is available 2.) arrive at site early the day of the clinic to facilitate the setting of the rehearsal areas 3.) coordinate with the organizers on facility and instrumentation needs 4.) have facilities available for sectional rehearsals if needed 5.) arrange for custodial services and climate control 6.) have a space available for a region meeting and/or hospitality room 7.) need to have 4-5 tables for t-shirts and recordings to be set-up at least 3 hours prior to the concert—2 for the lobby, 2 for the recording tech in lobby, and 1 for the recording equipment in front of the stage 8.) provide all information you want posted on the ATSSB Region 10 website or for distribution through the region coordinator 9.) have PA system and podium available for announcements
- D. Contest Host Duties:** 1.) with help from region coordinator, obtain enough rooms for auditions and prepare rooms for auditions with chairs/stands and a barrier between students and judges 2.) one room for judges meeting, gathering and posting of results 3.) tabulation room with 5 people to check math 4.) access to electricity and internet 5.) hospitality room 6.) warm-up area for students and/or posting of results 7.) concession stand and/or posting of results 8.) access to copy machine 9.) custodial service and climate control

**X. Financial Policies/Honorariums/Fees**

- A.** The Region Coordinator or other designated region officer shall cause to be paid all stipends and fees authorized herein. The Region Coordinator may also pay other expenses as necessary to carry out the All-Region auditions, the All-Region clinic/concert and general business of ATSSB Region 10.
- B.** Region shall pay in full or in part for hotel/meals/travel expenses for region coordinator at TBA and TMEA conventions in the event school employer does not cover any or all expenses.
- C.** REGION HONORARIUMS PER YEAR: Region coordinator--\$500, HS Band Organizer(s)(max. of 2)--\$100, MS Band Organizers(s)(max of 2)--\$100, Jazz Band Organizer (1)--\$100, HS Percussion Organizer (1)--\$100, MS Percussion Organizer (1)--\$100, Jazz Band Audition Recording Engineer--\$175, Software Tabulation Operator--\$175, Region Band Contest Hospitality Room—(up to) \$300
- D.** CLINICIAN HONORARIUMS PER YEAR: \$500 plus (if needed) hotel, meals, travel (including to and from rehearsals and/or performances) as per the Texas State Travel Rate.

E. FEES

1. ATSSB HS All-Region Jazz Band audition fees will be set at \$12.00 per entry and a \$25 per campus fee.
2. ATSSB HS and MS All-Region Band audition fees will be set at \$8.50 per entry with a \$25 per campus fee.

**XI. Amendments:** This handbook may be amended at the Annual meeting of Region 10 by a simple majority of the members present.