

ASSOCIATION OF TEXAS SMALL SCHOOL BANDS
All-State Band Tryout Procedures and Guidelines
In Affiliation with the Texas Music Educators Association

July 2010

I. STUDENT ENTRY AND REGISTRATION PROCEDURES

- A. Each Region shall be responsible for registration of all students from within the region.
- B. Each Region shall be responsible for establishing instrumentation of its All-Region Band.
- C. Each Region shall select alternates for the Area Auditions if sufficient numbers are available.
- D. Any audition that is involved in the selection (or elimination) of All-State Band members must include excerpts from each of the etudes listed in the Prescribed Audition List for the current year.
- E. Any student entered in any level of the audition process must meet all eligibility requirements. It is assumed ATSSB students are auditioning for All-State Band on the ATSSB Track unless the student has completed and signed a track selection cover page on which the student has selected the 4A or 5A track; after the entry to the first audition leading to possible membership in a Texas All-State Band, no change can be made in the track selected, regardless of advancement or loss thereof.
- F. Students may audition at the Region level only if their head director is a current Active member of ATSSB and TMEA. *It is the Region Coordinator's responsibility to verify membership before certifying region entries and allowing students to audition.*
- G. Region Audition Hosts may exclude visitors and spectators from the halls adjacent to the tryout rooms to maintain privacy and control noise levels.
- H. Each student's director (or a qualified proxy) **MUST** be in attendance at the auditions. Each school should bring adults to the auditions to help monitor student behavior.
- I. Student registration should begin no later than 30 minutes prior to the beginning of the auditions. No student will be allowed to register once the auditions have commenced. An exception will be made and late registration approved only by the Region Coordinator because of travel problems, accident, etc. **BUT IN ANY CASE:** no student will be allowed to register who arrives after the second round has begun.

II. OPTIONAL USE OF RECORDED AUDITION

A live audition is preferred, but if a football playoff game should cause a student to miss auditions completely, regions may allow the student to audition via a recorded audition. No other reasons for recording will be considered other than a football playoff game scheduled so that a student would be unable to attend a live audition due to travel or game time constrictions. The audition software allows for morning and afternoon time slot preferences, so if the playoff game is scheduled for the afternoon or evening and the student could make a morning audition, then recording is not an option. The use of recordings must be specifically approved by each region prior to the audition year and must be so noted in the region rules on file with the state office. The following procedures shall be followed:

1. Plans shall be made to make the recordings during the school week prior to auditions (no more than five calendar days prior to the scheduled live auditions). A CD recording is preferred but not required.
2. The etude cuts and scales shall be selected by the Region Coordinator and announced to the student(s) immediately before the recording is to begin.
3. Recording shall be done under the supervision of the Region Coordinator or his/her designee (usually the student's principal — but not the student's band director, although the director may be present during the auditions).
4. The recording shall be done 'live' in one take with pauses between scales and each etude for the student to breathe, empty water, adjust reeds, etc. — but not leave the room.
5. The recording shall be delivered to the Region Coordinator prior to region auditions who would make arrangements for playback equipment to be available in the audition room.
6. The same scales and etude cuts shall be announced to the students prior to the beginning of auditions as usual.
7. When the student's audition number comes up, the monitor shall play the recording.

III. SELECTION AND ASSIGNMENT OF ADJUDICATION PANELS

- A. The Region Coordinator shall be responsible for securing judging commitments from each director with students involved in the auditions. This should be done using audition entries. Any cancellations or other changes shall be handled through the Region Coordinator. It is the canceling director's responsibility to provide the Region Coordinator with a competent proxy for the judging assignment.
- B. Each Region Coordinator (or proxy) must attend the Region auditions. In the event of a dispute over procedures, etc., the Region Coordinator shall attempt to resolve the dispute. If a Region Coordinator or proxy is not in attendance, the Region Audition Host shall have the authority to attempt to resolve disputes. Any dispute not resolved to the satisfaction of all parties must go through the ATSSB appeals process.

- C. Each adjudication panel at the Region level shall have five members. A variance may be requested for less than five members on a panel but only at junior high auditions in which no director on a three-member panel hears his/her own student audition.
- D. At a judges' meeting held during the time students are registering to audition, the Region Coordinator or the designated Audition Host shall finalize each adjudication panel. The ATSSB Judges' Instructions shall be gone over in detail, utilizing the judging forms provided by the ATSSB Executive Secretary.
- E. Every effort should be made to balance panels. It is not necessary that each judge be a specialist on the instrument being judged, but it is suggested that each judge be comfortable judging that family of instruments - woodwind, brass or percussion.
- F. Each audition room should have an adult monitor to help maintain decorum in the room, to help the auditions stay on schedule, and to serve as a way for communication to occur between the student and the judges. The Region Coordinator or Region Audition Chair shall go over the Monitors' Instructions with Monitors before auditions begin.
- G. If a judge becomes ill during the course of auditions, the judge should try to finish the current round. They will then be replaced with another director (reviewing judges ranks and ratings). If the judge cannot possibly complete the first round, replace the judge, review the judge's ranks and ratings, then complete auditions.

IV. AUDITION PROCEDURES

- A. Each student shall be given a registration or audition letter. The FileMaker Pro software will be used at all levels for entries and auditions to insure speed and accuracy in randomly assigning audition letters and processing results. If for some reason the computer program is not able to be used, each room monitor must have students draw a letter, then record names and schools on Form 1 before auditions can proceed, which will take a considerable amount of time.
- B. The audition process shall be as follows. Students may take their own copy of the audition music into the audition room or use the books provided. At Area, all students will be placed in a holding room with immediate access to the audition room. When auditions are ready to begin, students in the holding room must stop playing, the first student scheduled to audition (with the exception of percussion; see IVB2 below) will enter the audition room and the next student to audition will sit in a chair or stand (the On Deck Station) outside the audition room. After the first student has auditioned, they will return to the holding room, the second student will enter the audition room, and the third student will occupy the On Deck Station. After 5 students have auditioned, all students in the holding room will be allowed a 30-second warmup. After the first round, the holding room will be given another 30-second warmup, then the first student scheduled to audition will enter the audition room and the next student to audition will occupy the On Deck Station outside the audition room. After the students finish the second round, they are to leave the audition area and go to the Postings Area (not return to the holding room) and the student in the On Deck Station will enter the audition room and the third students will occupy the On Deck Station. After 3-5 students have auditioned (determined by the total number of auditioning students), all students in the holding room will be allowed a 30-second warmup.
 - 1. Wind instrument students will enter the room one at a time and will perform the required scales and etude excerpts (a form on the music stand should have instructions for the allowed warm-up and list the scales in concert and written pitch). The only warm-up allowed is the one-breath warm-up before the first scale is played; any additional notes played before any other scale or etude will result in a loss of points. The scales should be performed in the same order in each room. At Area, all scales shall be performed in the following order: (concert pitch) G, C, F, B \flat , E \flat , A \flat , D \flat , and chromatic. After each student has performed the scales and the slow etude, they will again enter the room one at a time and in the original order to perform the fast etude. A one-breath warm-up is also allowed before the playing of the fast etude. Should a student fail to appear to play the final etude and all others have completed the audition, the student not appearing shall be given a total point value of 0 for the round missed.
 - 2. Percussion students must place all of their percussion audition equipment in the audition room prior to the start of auditions. The first round will be snare drum, the second mallets, and the third timpani. Students may take their sticks and mallets with them to the holding room.
 - a. The first round will be snare drum.
 - i. The first 5 students will be allowed in the audition room for a 30-second warmup timed by the Monitor.
 - ii. After the warmup, all but the first performer will exit the room, then auditions begin.
 - iii. If the individual student wishes to warm up, they may play anything they wish for 15 seconds (timed by the monitor).

- iv. After the warmup (if any) and the judges indicate they are ready, the student will play the snare drum etude (the student may use the provided book or use their own music), then leave the room.
- v. After five students have auditioned, the next five will be allowed in to warm up (see section IVB2ai above).
- vi. This continues until all students have performed the first round (snare drum).
- b. The second round will be mallets.
 - i. The first 5 students will be allowed in the audition room for a 30-second warmup (timed by the Monitor).
 - ii. After the warmup, all but the first performer will exit the room, then auditions begin.
 - iii. If the individual student wishes to warm up, they may play anything they wish for 15 seconds (timed by the Monitor).
 - iv. After the warmup (if any) and the judges indicate they are ready, the student will play the mallet etude (the student may use the provided book or use their own music), then leave the room.
 - v. After five students have auditioned, the next five will be allowed in to warm up (see IVB2bi above).
 - vi. This continues until all students have performed the second round (mallets).
- c. The third round will be timpani.
 - i. The first 5 students will be allowed in the audition room for a 30-second warmup (timed by the Monitor).
 - ii. After the warmup, all but the first performer will exit the room, then auditions begin.
 - iii. The Monitor will lower all tuning pedals to the floor.
 - iv. Each student will tune each timpani from any source so long as it is audible to the judging panel. A maximum of 30 seconds will be allowed for tuning. Timing will be done by the Monitor.
 - After the tuning process, the student shall touch each drum from lowest pitch to highest pitch to demonstrate to the judges the resulting pitches before beginning the etude.
 - No audible or electronic tuning device may be used to re-tune timpani during the performance of an etude.
 - v. Judges will be instructed to adjudicate tuning at 30 points and the timpani etude at 70 points.
 - vi. If the individual student wishes to warm up, they may play anything they wish for 15 seconds (timed by the monitor).
 - vii. After the individual warmup (if any) and the judges indicate they are ready, the student will play the timpani etude (the student may use the provided book or use their own music), then leave the room. The Monitor will lower all pedals to the floor again for the next student.
 - viii. After five students have auditioned, the next five will be allowed in to warm up (see section IVB2ci above).
 - ix. This continues until all students have performed the third round (timpani).
- C. Should the student experience an instrument malfunction during the playing of the warm-up (or scales for winds), the student may have the instrument checked for mechanical problems and return to the audition room before the end of that round. Once a student sounds the first note of the etude, the student must continue to play and be scored.
- D. No one except the monitor and the judges may be in the room while each student auditions. Screens must be used to assure that anonymity is maintained. Metronome markings should be closely observed so as to maintain the intent of the music. Inaudible metronomes are allowed in the audition rooms to set tempos, but may not be used while the etudes or scales are being performed. Should a student fail to appear for the second round (or third round for percussion) and all others have completed the audition, the student not appearing shall be given a point value of 0 for the round missed.
- E. No audible electronic communication devices shall be allowed in the audition room.

V. RANKING THE STUDENTS

- A. The five-member panels shall use the forms provided by the ATSSB Executive Secretary or generated by the software for tabulating raw scores. Care should be taken to avoid mathematical errors. The monitor and the panel chair have the primary responsibility of insuring accuracy. Math will again be checked in the tabulation room before results are posted.

- B. Interpretations and discrepancies in the music often occur and judges should be open-minded about possible printing and editing errors.
- C. At the close of auditions, the computer software will rank all students in chair order with the student selected as best ranked 1, the next-best 2, etc.
- D. The Olympic scoring system shall be used in the software whereby the high and low ranking among the five judges for each audition letter shall be discarded and the remaining three rankings combined so that the audition letter with the lowest total rank points will be awarded first chair. In any case where there is a tie, all contestants who are tied shall be awarded a place before going on to another contestant or place.
- E. If there is a tie in the low total for any number of audition letters, the tie shall be broken by the software with the “judges’ preference” system using all five judges’ ranks. For example, the two audition letters below received an identical sum of rankings:

LETTER	JUDGE #1	JUDGE #2	JUDGE #3	JUDGE #4	JUDGE #5	SUM
A	1	2	5	3	7	10
B	2	4	2	5	4	10

It should be noted that Judge #1, Judge #2 and Judge #4 ranked letter A above letter B while Judge #3 and Judge #5 ranked letter B above letter A, resulting in:

LETTER	JUDGE #1	JUDGE #2	JUDGE #3	JUDGE #4	JUDGE #5	SUM
A	1	1	2	1	2	4
B	2	2	1	2	1	5

The winner of the “judge’s preference” (letter A) being placed above letter B at the point of the tie in the overall rankings of the entire section.

- F. In any case where a tie occurs, all contestants who are tied shall be awarded a place before going on to another contestant or place.
- G. In case of multiple ties (three or more with the same total of points), use judges’ preference of all five judges to determine which student should be either first or last of the three, then break the remaining two-way tie in the previously described manner (see E):

LETTER	JUDGE #1	JUDGE #2	JUDGE #3	JUDGE #4	JUDGE #5	SUM
A	9	10	5	9	6	24
B	7	7	10	5	10	24
C	5	9	8	10	7	24

If this should happen, all three should be ranked using judges’ preference:

LETTER	JUDGE #1	JUDGE #2	JUDGE #3	JUDGE #4	JUDGE #5
A	3	3	1	2	1
B	2	1	3	1	3
C	1	2	2	3	2

In this example, Letter C had the fewest first-place points, so would be placed in third chair in this three-way tie and the other two chairs ranked by the remaining judges’ preference (letter B winning over letter A). The three chairs tied in this instance would be ranked B-A-C.

- H. If a student auditions at the Region level on two or more instruments then decides to advance to Area on one, omit the other position, then recalculate (do NOT mark the other position “DNA” before recalculating).
- I. If regions are granted a variance to have separate panels hear scales and etudes, scoring shall be as follows: Scale rankings shall be weighted as one-third and etude rankings shall be weighted as two-thirds. If there are three panels - one hearing scales, one hearing the slow etude, one hearing the fast etude - then all three scores shall be weighted as one-third of the final ranking. If there is a tie in the rank points that results in a loop, preference shall be given the student who scores higher in the etude room(s). It has been determined that there should be no ties if there is a three-judge panel in each of the three rooms, but it is possible to have a tie (even a loop) if there is a five-judge panel in which the high and low is discarded. If that happens, preference shall be given the student with a higher ranking in the etude room(s).
- J. Since the computer program is being utilized, Form 2, Form 3 and Form 4 are all that judges need to complete because the computer will throw out high and low, break ties and complete the rankings. If the computer program is not used for some reason, the chair must complete Form 5, Form 6 and Form 7.
- K. A room shall be designated as a tabulation area that is off-limits to everyone except staff and the panel chair whose scores are being checked. They must double-check math and clerical information for accuracy and then prepare the results for posting.
- L. Results shall be posted with the following statement on each page: “Tabulated audition results shall be available for inspection by directors (but not students) for 30 minutes following the posting of the last section of the audition. At the end of this period, tabulated results are final. This 30-minute period should serve as a final period for directors to investigate any problems that might arise concerning results.”

- M. Posted results should list all students in final chair order with the chairs selected for All-Region Band and with the chairs selected for advancement to Area so noted. At Area, posted results shall only list all students who auditioned in final chair order with the chairs selected for All-State Band and alternate so noted. Individual judges' rankings shall be posted in the contest hosting area for directors only.
- N. Any variance in the above procedures for Region auditions only must be submitted to the Executive Secretary prior to June 1 of the year preceding auditions. All requests will be reviewed by the Executive Committee and a report of approval or disapproval will be given the Region Coordinator prior to August 1 of the year preceding auditions. Each Region Coordinator must have a copy of the region audition rules and procedures in their personal files and on file with the Executive Secretary. Once a region receives approval for a variance, no further request need be made unless a change is requested.

Additional Procedures and Rules for AREA AUDITIONS

I. STUDENT ENTRY PROCEDURES

- A. Each Region Coordinator shall have certified the following maximum number of students to the Area Auditions: No one may audition on an electronic synthesized wind instrument.
 - 5 FLUTES (only 4 shall be certified to State from Area) must audition on flute, not piccolo
 - 9 B \flat CLARINETS (only 8 shall be certified to State from Area)
 - 2 E \flat ALTO CLARINETS (only 1 shall be certified to State from Area)
 - 3 B \flat BASS CLARINET (only 2 shall be certified to State from Area)
 - 2 E \flat or B \flat CONTRABASS CLARINETS (only 1 shall be certified to State from Area)
 - 2 OBOES (only 1 shall be certified to State from Area)
 - 2 BASSOONS (only 1 shall be certified to State from Area)
 - 3 E \flat ALTO SAXOPHONES (only 2 shall be certified to State from Area)
 - 2 B \flat TENOR SAXOPHONES (only 1 shall be certified to State from Area)
 - 2 E \flat BARITONE SAXOPHONES (only 1 shall be certified to State from Area)
 - 7 TRUMPETS (only 6 shall be certified to State from Area) - must audition on cornet or trumpet, not flugelhorn
 - 5 FRENCH HORNS (only 4 shall be certified to State) - must audition on concert French horn, not a mellophone
 - 6 TENOR TROMBONES (only 5 shall be certified to State from Area) - must audition on a slide trombone, not a valve trombone or baritone
 - 2 BASS TROMBONES (only 1 shall be certified to State from Area) - must audition on a slide trombone, not a valve trombone or baritone
 - 3 BARITONE-EUPHONIUM (only 2 shall be certified to State from Area)
 - 5 TUBAS (only 4 shall be certified to State from Area) - must audition on a concert tuba or sousaphone
 - 5 UNIFIED PERCUSSION (snare drum/mallets/timpani) (only 4 shall be certified to State from Area)
- B. If an originally certified student becomes unable to attend the auditions (because of illness, academic ineligibility, etc.), it shall be the responsibility of the Region Coordinator of the student that is a DNA to certify a new candidate from the same region to the Area Coordinator.
- C. Each student's director (or a qualified proxy) MUST be in attendance at the auditions. Each school should bring at least two adults to the auditions who should make themselves available to monitor student behavior.
- D. A student may be certified and audition on only one instrument at Area.
- E. Student registration should begin no later than 30 minutes prior to the beginning of the auditions. No student will be allowed to register once the auditions have commenced. An exception will be made and late registration approved only by the Area Coordinator because of travel problems, accident, etc. BUT IN ANY CASE: no student will be allowed to register who arrives after the first round has been completed.
- F. No student may audition at the Area level unless the \$20 Area fee has been paid and all forms have been properly completed and signed. If a student is certified for membership in the ATSSB All-State Band and he/she desires accommodations in the Hyatt Regency (the Emily Morgan Hotel will no longer be used), the director involved must complete the housing forms at Area, then complete the reservations online through the TMEA website by the following Tuesday. Student forms must also be downloaded for completion and signatures, notarized, then brought to State (students will not be seated in the All-State Band without forms properly signed and notarized),

II. SELECTION AND ASSIGNMENT OF ADJUDICATION PANELS

- A. The Region Coordinator shall be responsible for securing judging commitments from each director with students involved in the Area auditions. This should be done at the Region auditions. Any cancellations or other changes shall be handled through the Region Coordinator, who must provide the Area Coordinator with the number of judges/monitors that shall constitute that Region's fair share of judges.
- B. Each Region Coordinator (or proxy) must attend the Area auditions. In the event of a dispute over procedures, etc., the Region Coordinators in attendance shall constitute a committee (with the Area Coordinator having the ultimate authority) and all shall vote or otherwise agree on the resolution of the dispute. If a Region Coordinator or proxy is not in attendance, the remaining Region Coordinators and the Area Coordinator shall have the authority to resolve disputes. Any dispute not resolved to the satisfaction of all parties must go through the ATSSB appeals process.
- C. Each adjudication panel at the Area level shall have five members which shall not include Region Coordinators (Region Coordinators are required to remain in the tabulation room until auditions are completed and results considered final).
- D. At a judges' meeting held during the time students are registering to audition, the Area Coordinator shall finalize each adjudication panel and shall go over the ATSSB Judges' Instructions in detail, utilizing the judging forms provided by the ATSSB Executive Secretary or printed from the software so as to remain consistent with other Area audition procedures.
- E. Every effort should be made by the Area Coordinator to balance panels. Each panel should be as geographically balanced as possible. It is not necessary that each judge be a specialist on the instrument being judged, but it is suggested that each judge be comfortable judging that family of instruments - woodwind, brass or percussion. If two or more judges are from the same region, no two can be from the same school.
- F. Each audition room shall have an adult monitor to help maintain decorum in the room, to help the auditions stay on schedule, and to serve as a way for communication to occur between the student and the judges. The Area Coordinator shall go over the Monitors' Instructions with Monitors before auditions begin.

III. AUDITION PROCEDURES

- A. See the Region Audition Procedures.
- B. Areas will also utilize holding rooms for auditioning students. The rooms will be near the audition room and auditioning students will be required to congregate in the holding rooms during auditions and may not leave (with exceptions noted below) until auditions are complete. Students will leave the room one at a time to audition in the audition room. Students in the holding room may not play their instruments when auditions begin except as follows:
 1. When the first 5 students finish their Round 1 audition in the audition room, everyone in the holding room will be able to warm-up for 30 seconds, then the auditions will continue with the next 5 students. Then, there will be another 30 second warmup session. This will continue through all the rounds of the auditions until they have been completed.
 2. Students are encouraged to bring snacks and water into the holding rooms. They may also bring material for personal use (books, homework, etc.) that do not require others for participation (single use only).
 3. Students may bring iPods or mp3 players with ear buds or headphones only - no speakers.
 4. Students may not write on chalkboards or dry erase boards in the holding rooms and should leave the room as they found it, taking all trash and items they brought.
 5. One student will be in the audition room with the next to audition standing or sitting immediately outside the audition room (i.e., a 'hot seat') to facilitate the process.
 6. Audition rooms should not be adjacent to the holding rooms where possible. If they are, students should be discouraged from making disparaging remarks about performances taking place.
 7. Cell phones may be used for texting but no calls are to be made or answered from holding rooms unless there is an emergency; all telephones should be on silent or vibrate.
 8. Students are allowed a rest room break if requested. If they miss their place in the audition lineup, they will be inserted whenever they return. If they have not performed in the first round and do not return before the end of that round, they may not return for the second; if they leave in the second round before performing and do not return before the end of the second round, they receive a second round score of zero ("0").

IV. RANKING THE STUDENTS

See the Region Audition Procedures.