

ASSOCIATION OF TEXAS SMALL SCHOOL BANDS



Prescribed Audition List

ATSSB All-State Band Auditions

Newly Revised, Updated and Edited July 25, 2015

NOTE: NO REPEATS ARE TO BE TAKEN IN ANY EXERCISE

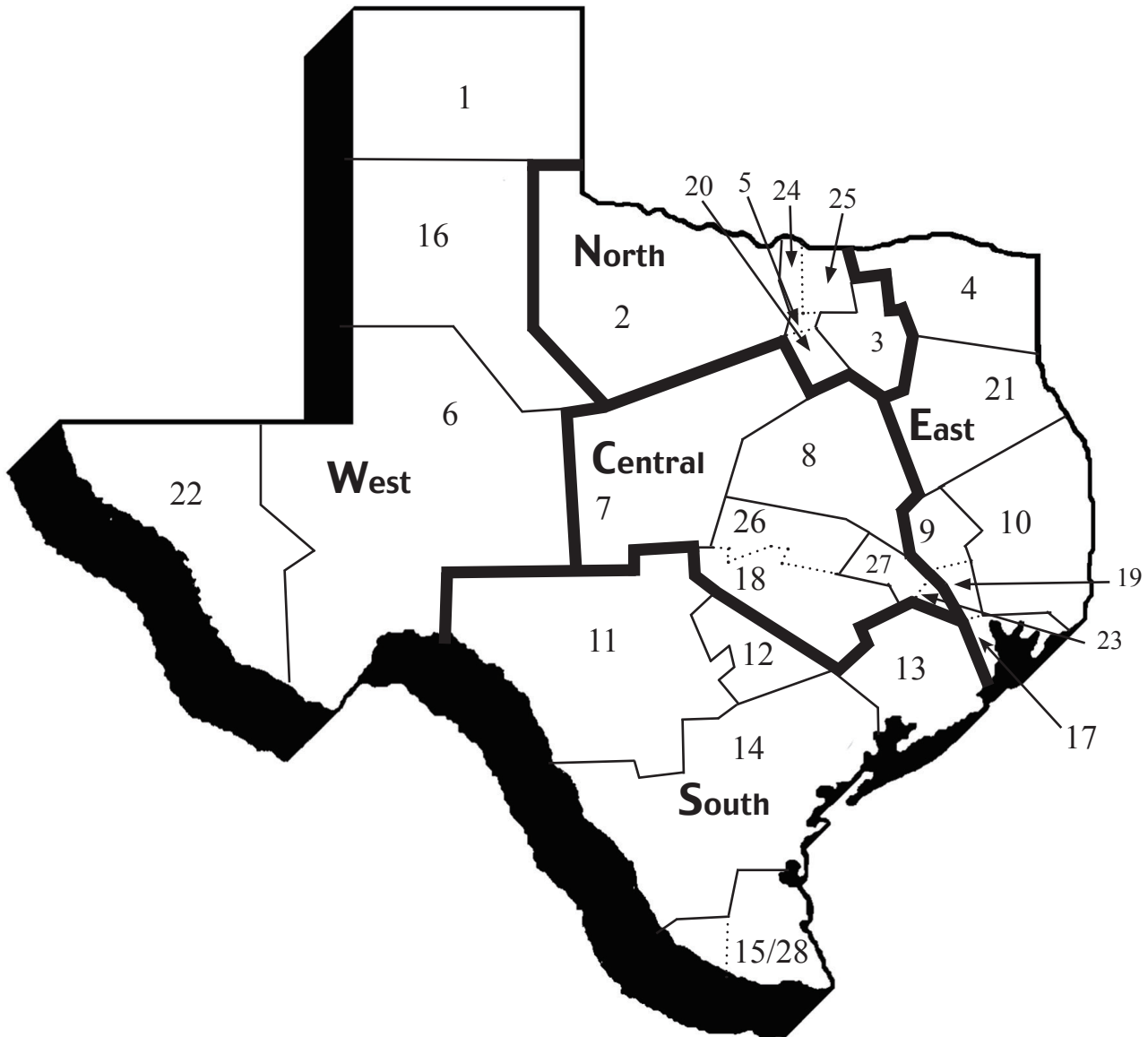
ATSSB Area Alignment

The ATSSB State Board of Directors has set Area alignment as follows:

- Area West includes Regions 1, 6, 16, 22
- Area North includes Regions 2, 3, 5/20/24/25*
- Area East includes Regions 4, 9/17/19*, 10, 21
- Area Central includes Regions 7, 8, 23/27*, 18/26*
- Area South includes Regions 11, 12, 13, 14, 15/28*

*Combined regions will be referred to by the lowest number: 5/20/24/25 will be referred to as Region 5; 9/17/19 will be referred to as Region 9; 23/27 will be referred to as Region 23; 18/26 will be referred to as Region 18; and 15/28 will be referred to as Region 15.

In cooperation with the University Interscholastic League, some school districts have been transferred to ATSSB Regions outside of their home counties.



ATSSB 5-YEAR PRESCRIBED AUDITION LIST

2015-16 UPDATE: USE YEAR “E”

Instructions: Download this page and insert it at the front of the PAL. Be sure to check the entire list to be certain the date in the upper right corner of each page agrees with the list below. You are to discard any other pages in the PAL. This Update is no longer available in print. It is only available as a download from the ATSSB Website, which is the official document of ATSSB.

The following sheets are current for 2015-16 (your PAL should be in the following order):

PAL COVER	February 2014	E♭ Alto & Baritone Saxophone	February 2014
ATSSB Area Alignment	February 2014	B♭ Tenor Saxophone	February 2014
Year E Update	February 2015	French Horn	February 2014
Officers	February 2015	Trumpet	February 2014
Region/Area Auditions	February 2015	Trombone	February 2014
State Chair Auditions	February 2014	Bass Trombone	February 2014
Jazz Ensemble Region Auditions	February 2014	Baritone TC	February 2014
Jazz Ensemble Area Certification	February 2015	Baritone BC	February 2014
ATSSB Penalties and Infractions	February 2015	Tuba	February 2014
ATSSB Appeals Process	February 2015	Double Bass	February 2015
ATSSB Eligibility	February 2015	ATSSB Percussion Audition Guide	July 2015
Flute	February 2014	Unified Percussion	February 2015
Oboe	February 2014		
Bassoon	February 2014		
B♭ Clarinet	February 2014		
E♭ Alto & Contra Clarinet	February 2014		
B♭ Bass & Contra Clarinet	February 2014		

There is no known errata other than that listed on each etude page as of this date. Keep checking here for current errata, added as approved by the State Audition Review Committee, which becomes official once posted here.

ATSSB PAL Year E Errata

NONE THAT ARE NOT NOTED ON THE CURRENT ETUDE SHEETS ABOVE. This year marks a change in length of some etudes, so check it carefully.

2015-16 ATSSB Officers and Organizers

Officers

Jim Cude, Whitesboro High School (2015-2017)	President
Mike Bartley, Canton High School (2015-2017)	President-Elect
John Young, Wills Point High School (2015-2017)	Immediate Past-President
*Kenneth L. Griffin, John Paul II Catholic School (appointed 2015-2017)	Executive Secretary
Marilyn K. Bennett, Olney Junior High School (2015-2017)	Class 1C/2C Representative
Carroll Rhodes, Tahoka High School (2014-2016)	Class 1A/2A Representative
Angie Liss, Howe High School (2015-2017)	Class 3A Representative
Russ Rutherford, Celina High School (2014-2016)	Class 4A Representative

Region Coordinators

1	Dr. Jonathan Kraemer, Pampa HS	11	John Rauschuber, Fredericksburg HS
2	Brian Beeson, Jacksboro HS	12	Sandy Brown, Retired
3	Mike Bartley, Canton HS	13	Rod Rodriguez, Stafford HS
4	Jason Steele, White Oak HS	14	Charles Cabrera, Mathis HS
5/20/24/25	Brandon Brewer, Princeton HS	15/28	Eddie Benitez, La Feria HS
6	Darin K. Johns, Colorado HS	16	Matt Knight, Abernathy HS
7	Chris McLellan, Springtown HS	18	Ann Lowes Mueller, Retired
8	Chris Moix, Gatesville HS	21	Gehrig Blankenship, Bullard HS
9/17/19	Michael Wilson, Shepherd HS	22	Alma Beach, Mountain View HS
10	Russell Hopkins, Warren HS	23/27	Alfred Angerstein, The Kinkaid School

The SBOD (enclosed by the border) includes as voting members active Founding Charter Members(*) who are not presently serving as officers: John Gibson (Founder), R. Michael Hardy, Michael Marsh, Fred Pankratz, and Elmer Schenk. Serving as ex-officio members of the SBOD are Past-Presidents Brandon Brewer, Robert Vetter, Rob Touns, Jim Jones, Steven Moore, Gary Robbins, George Strickland, Ronnie Page, and Don Stockton.

Area Coordinators, Area Audition Sites (Regions encompassed) - Site Telephone

Area **West** Coordinator: Rodney Gurley, Idalou HS (1,6,16,22) - 806-543-4027 (cell)

Area **North** Coordinator: Brandon Brewer, Argyle HS (2,3,5) - 214-578-6132 (cell)

Area **East** Coordinator: Rusty Lay, Tyler Chapel Hill HS (4,10,9,21) - 409-381-9276 (cell)

Area **Central** Coordinator: Perry Morris, Robinson HS (7,8,23,18) - 979-542-4382

Area **South** Coordinator: Emerico Perez III, Orange Grove HS (11,12,13,14,15) - 361-661-0303

All-State Symphonic Band Organizer	Tommy Tuggle, Anderson-Shiro HS
All-State Symphonic Band Percussion Organizer	Steven Olmstead, Wills Point MS
All-State Concert Band Organizer	Jason Smith, North Lamar HS
All-State Concert Band Percussion Organizer	Connor Pickle, Melissa HS
All-State Jazz Ensemble Coordinator	Brian Donnell, Greenhill School
All-State Jazz Ensemble Organizer	Marty Filip, Quinlan Ford HS
All-State Band Organizer Apprentice	Arthur Galope, Jr., Caddo Mills HS
All-State Band Seating Tryout Organizer	Eric Gray, Gilmer HS
All-State Band Seating Tryout Office	Collin Anderson, Groesbeck HS
All-State Band Section Rehearsal Coordinator	John Rauschuber, Fredericksburg HS
Outstanding Performance Series State Chair	Don Thoede, Clifton (Retired)

Dates to Remember

JAZZ ENSEMBLE DESIGNATED REGION CD ADJUDICATION: Saturday, November 7, 2015

AREA CERTIFICATION DEADLINE: December 13, 2015

AREA: Saturday, January 9, 2016

ALL-STATE CLINIC: February 10-13, 2016

Phillip Clements, Texas A&M University-Commerce – CONCERT BAND

Premier performance of “Where Morning Dawns, Where Evening Fades” by Eric Rath, winner of the 2016 ATSSB Composition Competition

Stephen Pratt, Indiana University – SYMPHONIC BAND

Premier performance of “Resolution” by Kenneth L. Griffin, commissioned by ATSSB to commemorate the 25th anniversary of ATSSB.

Dean Sorenson, University of Minnesota - JAZZ ENSEMBLE

ALL-STATE CONCERT Saturday, February 13, 2016: Concert Band at 9:30 a.m. in the Lila Cockrell Theatre; Symphonic Band after the Concert Band in the Lila Cockrell Theatre; Jazz Ensemble at 1:00 p.m. in Ballroom B of the Convention Center.

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

February 2015

I. STUDENT ENTRY AND REGISTRATION PROCEDURES

- A. The Official registration for ATSSB all region auditions is www.tmea.org. Charms is an aid to assist in registration but directors must check their uploads for proper registration and classification assignment. A mistake with a Charms-based entry is not a valid basis for appeal.
- 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 4A students are auditioning for the ATSSB All-State Symphonic Band on the ATSSB 4A Track and 1A, 2A and 3A students are auditioning for the ATSSB All-State Concert Band on the ATSSB 3A Track unless the student has completed and signed a track selection cover page on which the student has selected a different Track (including the TMEA 5A or 6A 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 a certain number of students have auditioned, all students in the holding room will be allowed a 30-second warmup. The 30-second warmup is to be based on the number auditioning in each section: with ten or more students, the warmup is allowed every five students; with nine or fewer students, the warmup is allowed halfway through the round. After the first round, the holding room will be given another 30-second warmup, then the first student scheduled to audition (beginning ½ down the audition list) 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 next student will occupy the On Deck Station. After a certain number of students have auditioned (determined by the total number of auditioning students as described above), 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 a one-breath warmup before the first scale is played (double bass may bow the first note of the first scale no longer than approximately five seconds); any additional notes played before any other scale will result in loss of points. 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 (before which they may once again play a warmup), they will again enter the room one at a time and in the original order to perform the fast etude. A one-breath warmup is also allowed before the playing of the fast etude (double bass may bow the first note of the etude no longer than approximately five seconds). 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 a long roll for approximately five seconds.
 - 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 beginning $\frac{1}{3}$ down the audition letters.
 - 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 a long roll on the first note of the etude for approximately five seconds.
 - 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 beginning $\frac{2}{3}$ down the audition letters.
 - 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 be given 30 seconds to tune the timpani from at least one pitch audible to the judges, with timing done by the percussion 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 as a part of the audition as they see fit.
 - vi. If the individual student wishes to warm up, they may play a long roll on the first note of the etude for approximately five seconds.
 - 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 will have up to ten minutes after the last audition of that round to return and play in that round. The audition room monitor will be responsible for timing and placing the student back into the audition rotation. 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, although students may

use electronic media in lieu of printed music if they bring their own (a book is provided on the stand for students).

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. However, metronome markings should be closely observed so as to maintain the intent of the music, so more consideration should be given to the student who conveys the musical intent by performing within the listed range of tempos. Judges should reduce the score of a student who chooses to perform outside the range of tempos so as to maintain the integrity of the selection.
- 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 list all students who auditioned in final chair order with the chairs selected for All-State Band so noted. The posted rankings (not including judges' scores) may be duplicated and distributed to participating directors and may be published on the region website as results so long as individual judges' rankings or scores are not posted. Individual judges' rankings shall be available in the contest area for directors only. No pictures may be taken nor any audio or video recordings made in the room(s) where judges' scores are displayed for directors to check. No copies of the judges' ranking or scores shall be made available to directors, students, parents, or administrators outside of this room, including postings on web pages, social media or in print.
- 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, percussion or stringed instrument.

3A TRACK (1A, 2A and 3A only):

- 3 FLUTES (only 2 shall be certified to State from Area) must audition on flute, not piccolo
- 7 B♭ CLARINETS (only 5 shall be certified to State from Area)
- 3 B♭ BASS CLARINET (only 1 shall be certified to State from Area)
- 3 E♭ ALTO SAXOPHONES (only 1 shall be certified to State from Area)
- 5 TRUMPETS (only 3 shall be certified to State from Area) - must audition on cornet or trumpet, not flugelhorn
- 4 FRENCH HORNS (only 2 shall be certified to State) - must audition on concert French horn, not a mellophone
- 4 TENOR TROMBONES (only 2 shall be certified to State from Area) - must audition on a slide trombone, not a valve trombone or baritone
- 3 BARITONE-EUPHONIUM (only 1 shall be certified to State from Area)
- 4 TUBAS (only 2 shall be certified to State from Area) - must audition on a concert tuba or sousaphone
- 4 UNIFIED PERCUSSION (snare drum/mallets/timpani) (only 2 shall be certified to State from Area)

4A TRACK (includes 1A, 2A and 3A that have submitted a Track Selection Form indicating this Track prior to auditions)

- 5 FLUTES (only 4 shall be certified to State from Area) must audition on flute, not piccolo
- 9 B♭ CLARINETS (only 7 shall be certified to State from Area)
- 3 B♭ BASS CLARINET (only 1 shall be certified to State from Area)
- 3 E♭ ALTO SAXOPHONES (only 1 shall be certified to State from Area)
- 6 TRUMPETS (only 4 shall be certified to State from Area) - must audition on cornet or trumpet, not flugelhorn
- 4 FRENCH HORNS (only 2 shall be certified to State) - must audition on concert French horn, not a mellophone
- 4 TENOR TROMBONES (only 2 shall be certified to State from Area) - must audition on a slide trombone, not a valve trombone or baritone
- 3 BARITONE-EUPHONIUM (only 1 shall be certified to State from Area)
- 4 TUBAS (only 2 shall be certified to State from Area) - must audition on a concert tuba or sousaphone
- 4 UNIFIED PERCUSSION (snare drum/mallets/timpani) (only 2 shall be certified to State from Area)

OPEN TRACK (1A, 2A, 3A and 4A):

- 2 E \flat ALTO CLARINETS (only 1 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)
 - 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)
 - 2 BASS TROMBONES (only 1 shall be certified to State from Area) - must audition on a slide trombone, not a valve trombone or baritone
 - 2 DOUBLE BASSES (STRINGED BASSES) (only 1 shall be certified to State from Area) - must audition on an acoustic double bass (string bass), not an electronic equivalent
- 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. If a student is certified for membership in the ATSSB All-State Band and he/she desires accommodations in the Hyatt Regency, 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. Students in the 3A Track will audition first; after a short break, the same panel will hear the 4A Track. Flutes, clarinets, trumpets and percussion (if the host school can accommodate percussion) will have a separate 3A Track panel and a separate 4A Track panel.
- 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. After a certain number of students have auditioned, all students in the holding room will be allowed a 30-second warmup. The 30-second warmup is to be based on the number auditioning in each section: with ten or more students, the warmup is allowed every five students; with nine or fewer students, the warmup is allowed halfway through the round. 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 next student will occupy the On Deck Station. After a certain number of students have auditioned (determined by the total number of auditioning students as described above), all students in the holding room will be allowed a 30-second warmup.
 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 (an On Deck Station) 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.

ALL-STATE BAND CHAIR AUDITIONS

I. REGISTRATION

- A. Students must be in attendance at the time of chair auditions and must have completed registration with the State Chair Audition Coordinator or his designee before being allowed to audition for chairs. Students not able to complete registration in time to audition will be placed at the end of the section.
- B. Students unavoidably delayed to chair auditions but who come in time for the organizational rehearsal will be placed at the end of the section.

II. SELECTION AND ASSIGNMENT OF ADJUDICATION PANELS

- A. The State Chair Audition Coordinator shall assemble five-person panels to place All-State students in chair order.
- B. Every effort shall be made to balance panels, with each panel as geographically balanced as possible.
- C. Each audition room shall have an adult Monitor to help maintain decorum in the room and to serve as a way of communication between the students and the judges.
- D. Students in the 3A Track will audition first; after a short break, the same panel will hear the 4A Track. Flutes, clarinets, trumpets and percussion (if the State Chair Audition Coordinator determines that a room is available to accommodate percussion) will have a separate 3A Track panel and a separate 4A Track panel.

III. AUDITION PROCEDURES

- A. Screens shall be used to maintain anonymity.
- B. Each student shall have been given a registration or audition letter.
- C. Students will all be in the room at the same time.
- D. No school letter jackets or any other identifying item may be worn while the student is in the audition room.
- E. Audition music (including cuts) will be posted online after Area.
- F. Auditions will be held in two rounds (three for percussion).
 - 1. Round one will begin with letter A and will be on cuts announced at the start of the round (or snare drum cuts).
 - 2. Round two will begin halfway through the total count of letters (a third of the way for percussion) and will be on cuts announced at the start of the round (or mallet cuts).
 - 3. Round three for percussion will begin two-thirds through the total count of letters and will use timpani cuts announced at the start of the round. Timpani will have a maximum of 30 seconds allowed for tuning after sounding at least one note audible to the judges. Tuning will be a consideration during the adjudication of the timpani etudes.
- G. All students will be given a 20-second warm-up before the first student auditions and then again after every five players (see timpani audition instructions for differences). Individuals may not warm up before they audition individually.
- H. No one shall be allowed in the audition room (or immediate area) except the judging panel, the Monitor, and the auditioning students. Should someone violate the audition area, auditions shall be suspended until all others (directors, parents, etc.) have been cleared from the area.
- I. Should the student experience an instrument malfunction during the playing of the warm-up, the student may have the instrument checked for mechanical problems and return to the audition room before the end of that round. Once a student sounds the first note of the etude, the student must continue to play and be scored.
- J. No electronic devices shall be allowed in the audition room other than tuners and metronomes. However, electronic media may be used in lieu of printed music during the audition.
- K. ATSSB will fill any needed "extra" instrumentation on-site with ATSSB All-State students when possible. In case this is not possible, the band organizer should have a qualified and willing ATSSB director ready to cover the needed instrumentation.

IV. RANKING THE STUDENTS

- A. Care should be taken to avoid mathematical errors. The monitor and the panel chair have the primary responsibility of insuring accuracy.
- B. 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.
- C. The Olympic scoring system shall be used 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.
- D. If there is a tie in the low total for any number of audition letters, the tie shall be broken using the methods prescribed in the Region and Area Audition instructions.
- E. Results shall be posted with the following statement on each page: "Tabulated audition results shall be available for inspection by directors for 30 minutes following the posting of the last section of the audition. At the end of this period, tabulated results are final."

JAZZ ENSEMBLE REGION AUDITIONS

I. STUDENT ENTRY AND REGISTRATION PROCEDURES

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

II. SELECTION AND ASSIGNMENT OF ADJUDICATION PANELS

- A. Policies concerning judging panels will remain consistent with Association of Texas Small School Bands All-State Ensemble Tryout Procedures and Guidelines.
- B. In addition to the adult monitors in each audition room, each Region should have an adult monitor in the Area/State Recording Room to help maintain decorum in the room, to help the recordings stay on schedule, and to serve as a way for communication to occur between the student and the CD technician. The Region Coordinator or Region Audition Chair shall go over the Monitors' Instructions with Monitors before auditions begin.

III. AUDITION PROCEDURES

- A. Audition music for the ATSSB All-State Jazz Ensemble will come from the *ATSSB All-State Jazz Ensemble Music* and the *ATSSB All-State Jazz Ensemble CD*. This music is available exclusively from Mattei Music Services, 202 Covey Lane, McKinney, Texas 75071. The Set used will conform to the Year designation being used for region and area auditions each year (Set D will be used when the band auditions are using Year D, etc.).
- B. Students will perform the audition music for their instrument. In the case of trumpet and trombone where there are two parts for each instrument, students will audition on the first part only.
- C. Students will enter the room one at a time and will perform the required Jazz Audition Music Selections (a form on the music stand should have instructions for the allowed warm-up). The winds are allowed a one-breath warm-up. The rhythm section is allowed 15 seconds (to be timed by the Monitor) of the student playing anything they wish. Warm-ups must be completed prior to playing Selection 1 of the Jazz Audition Music; any additional notes played after the warm-up will result in the loss of the points.
- D. Should the student experience an instrument malfunction during the playing of the warm-up, the student may have the instrument checked for mechanical problems and return to the audition room before the end of the audition. Once a student sounds the first note of the etude, the student must continue to play and be scored.
- E. 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 are being performed.
- F. No audible electronic communication devices shall be allowed in the audition room. However, electronic media may be used in lieu of printed music during the audition.
- G. Region Jazz Ensemble auditions must take place between and including the first Saturday in September and the first Saturday in October.

IV. RANKING THE STUDENTS

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

JAZZ ENSEMBLE AREA CERTIFICATION

I. STUDENT ENTRY PROCEDURES

- A. No one may audition on an electronic synthesized wind instrument. Each Region Coordinator shall have certified the following maximum number of students to the Area level (CDs to be sent to the State Jazz Coordinator):
- 2 Alto Saxophones
 - 2 Tenor Saxophones
 - 1 Baritone Saxophone
 - 3 Trumpets - must audition on cornet or trumpet, not flugelhorn
 - 3 Tenor Trombones - must audition on slide trombone, not valve trombone or baritone
 - 1 Bass Trombone - must audition on slide trombone, not valve trombone or baritone
 - 1 Guitar
 - 1 Bass - may use an electric bass guitar, an acoustic bass or a string bass (also known as double bass or upright bass)
 - 1 Piano - may use an acoustic, digital or electronic piano
 - 2 Drum Sets
- B. At the completion of the region auditions for each instrument, students accepting Area certification from their Region shall record an All-State Jazz Ensemble Audition CD per their Region's recording guidelines. Jazz Ensemble students who are recorded for All-State have officially qualified for area jazz ensemble and will receive an area patch. Furthermore, students who record but do not qualify for the All-State Jazz Ensemble will remain eligible for all-state consideration in all other ensembles. The All-State Jazz Ensemble Audition CD should be recorded in one take with pauses between tracks. Instruments will play along with the Audition CD which has no demo recordings on it (only accompaniment). If the performer is not recorded with CD accompaniment, that entry will be disqualified and the entry fee will not be refunded. CDs shall contain:
1. Track 1 shall be Selection 1 in its entirety of the Jazz Audition Music from that year's designated Set.
Track 2 shall be Selection 2 in its entirety of the Jazz Audition Music from that year's designated Set.
Track 3 shall be Selection 3 in its entirety of the Jazz Audition Music from that year's designated Set.
Track 4 shall be the Improvised Solo in the prescribed format along with the Improvised Solo Accompaniment track from that year's Audition CD.
Monitor's Instructions for this Improvised Solo should be read aloud by the Monitor exactly as they appear below (**Monitor's instructions are NOT to be recorded on the CD**):
 - a. For all instruments except DRUM SET - "The student auditioning will not be allowed to have any additional material (no written solos) to assist in the improvisation section. For the improvised solo, Wind Instruments, Piano, Guitar, and Bass will play the lead as written the first time, improvise on the remaining two choruses, then play to the end as provided on the *Audition CD*."
 - b. For DRUM SET ONLY - "For the improvised solo, students should play time on the first chorus, solo on the second chorus, and play syncopated kicks and fills on the third chorus provided on the *Audition CD*."
 - Track 5 shall be the following statement read aloud by the monitor or recording engineer: "This (name of instrument) jazz audition was performed by (name of student) from (name of school)."
 2. In any year's designated Set that includes a ballad, all instruments shall play the solo melodic part only; Drum Set shall play rhythm with brushes.
 3. Selections should be played in the above order.
 4. CDs with spoken words, recorded out of order or recorded without the accompaniment track may be disqualified from participation in the All-State Jazz Ensemble Audition and, if disqualified, the entry fee will not be returned.
 5. While recording each student, the recording technician should start a new track at the beginning of each recorded selection. For example, Selection 1 should be track 1, Selection 2 should be track 2, Selection 3 should be track 3, and the Improvised Solo should be track 4, and the information track (name of student, school, instrument) should be track 5. It is also recommended that each student have up to one minute between selections to prepare for the recording of the next selection. *This preparation time should not be included on the CD.*
 6. All CDs shall be recorded under the supervision of the Region Coordinator or his designee. All CDs shall be recorded at one Region recording session. All Regions are urged to follow the All-State Jazz Ensemble Recording Recommendations.
- C. Area certification materials should be addressed to the State Jazz Coordinator as listed in the instructions. Materials must be postmarked by the second Saturday of October. Each Region's Area certification materials should include:
1. One high quality CD and a backup CD from each student listing the student's name, instrument, school, and CD Audition Letter on the CD label. All CDs must be sent in individual CD containers.
 2. A completed ATSSB Region Jazz Chairman's Composite All-State Jazz Ensemble Certification Jazz Form 10. Each Region Jazz Chairman should keep a copy of the Composite Certification Jazz Form for use in viewing All-State Jazz Ensemble results.
 3. A single check from each Region covering the total cost of all certified applicants (\$40.00 per applicant) made payable to "ATSSB."
 4. These items must be mailed for arrival by the second Saturday of October deadline under the same guidelines used for OPS mailings (certified Priority US Mail with a postmark) or hand delivered to the State Jazz Coordinator. It is recommended that directors contact the State Jazz Coordinator by telephone or email several

- days after shipping to ensure CDs were received.
5. Designated Regions are encouraged to submit names of those directors willing to judge the Designated Region Jazz Adjudication CDs.
- D. The identity of the State Jazz Coordinator shall be reported to the Region Band and Region Jazz Chairs at the ATSSB State Board Meeting held during TBA and shall be published on the ATSSB website.

II. ALL-STATE JAZZ ENSEMBLE CD Adjudication Procedure

- A. All Jazz CDs recorded at the region level are to be sent to the State Jazz Coordinator and *must be hand delivered or mailed certified Priority US Mail for receipt by the State Jazz Coordinator by the second Saturday in October.*
- B. When the Designated Region Coordinators receive the Jazz CDs from the State Jazz Coordinator, the Designated Region Coordinator will assemble a panel of judges to select their Set of the All-State Jazz Ensemble by the Saturday following the UIL State Marching Contest. Class consciousness shall be encouraged on each panel. Each Designated Region CD adjudication room shall have an adult Monitor to help the audition stay on schedule.
- C. Only ATSSB-member directors may serve as judges. Exception: After all attempts to secure ATSSB members as judges has been exhausted, that Region Coordinator may use non-ATSSB members as judges provided those non-ATSSB members are active TMEA members. Judges may be paid a \$75 honorarium (no meal or mileage allowance).
- D. All Designated Region Coordinators may be paid a \$100 honorarium for their services.
- E. The CDs will be divided into six Sets as follows: SET 1 - Alto Saxophone (Designated Region Coordinators will certify 2 Alto Saxophones to the All-State Jazz Ensemble); SET 2 - Tenor and Baritone Saxophone (Designated Region Coordinators will certify 2 Tenor Saxophones and 1 Baritone Saxophone to the All-State Jazz Ensemble); SET 3 - Trumpet (Designated Region Coordinators will certify 5 trumpets to the All-State Jazz Ensemble); SET 4 - Tenor Trombone and Bass Trombone (Designated Region Coordinators will certify 4 Tenor Trombones and 1 Bass Trombone to the All-State Jazz Ensemble); SET 5 - Piano, Guitar, Bass Guitar (Designated Region Coordinators will certify 1 piano, 1 guitar and 1 bass guitar to the All-State Jazz Ensemble); and SET 6 - Drums (Designated Region Coordinators will certify 2 Drums to the All-State Jazz Ensemble). Each Designated Region Coordinator will assemble a panel of five judges to adjudicate their designated Set.
- F. Each All-State Jazz Ensemble Audition CD shall be given a randomly assigned audition letter by the State Jazz Coordinator.
- G. Auditions will be held in one round beginning with the first randomly assigned audition letter. The panel will listen to each CD in its entirety.
- H. No identifying marks on the All-State Jazz Ensemble Audition CD shall be made visible in the CD adjudication room.
- I. Visitors may be allowed to attend the CD adjudication session at the discretion of the Area host (depending on room size and availability of spectator space. Should the presence of visitors distract judges from their task, the audition shall be suspended until everyone except adjudicators, monitor and/or technician has been cleared from the area.
- J. The date for the Designated Region Jazz Ensemble CD Adjudication shall be reported at the ATSSB State Board Meeting held during TBA and shall be published on the ATSSB website.
- K. The Designated Region Jazz Ensemble CD Adjudication shall be concluded by and including the first Saturday following the UIL State Marching Contest each year.
- L. Results will be available on the ATSSB website within twelve hours following the completion of the last section of the Designated Region CD Adjudication after the completed file has been sent to the Executive Secretary. Tabulated results will be final at 5 PM on the Wednesday following the Designated Region CD Adjudication, after which no appeal can be made regarding the published outcome.

III. ALL-STATE JAZZ ENSEMBLE RECORDING RECOMMENDATIONS

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

IV. RANKING THE STUDENTS

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

2 Alto Saxophones	1 Bass Trombone
2 Tenor Saxophones	1 Guitar
1 Baritone Saxophone	1 Bass
5 Trumpets	1 Piano
4 Tenor Trombones	2 Drum Sets
- C. Results shall be posted with the following statement on the ATSSB website: "Tabulated results were made available for inspection by directors on MM-DD-YYYY following the Designated Region CD Adjudication on MM-DD-YYYY. Tabulated results will be final at 5 PM on MM-DD-YYYY."
- D. All students certified by their Region to the Designated Region Coordinator will be ranked in the Designated Region CD Adjudication.
- E. If an originally Area certified student becomes unable to attend the All-State Jazz Ensemble clinic (because of illness, academic ineligibility, etc.), it shall be the responsibility of the State Jazz Coordinator to certify the alternate to the clinic.