



# **ATSSB**

**(ASSOCIATION OF TEXAS SMALL SCHOOL BANDS)**

# **Region 14**

# **Handbook**

**Last Update May 28, 2019**

**Region Coordinator**  
**Charles Cabrera**

## **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 Region 14.

## **MEETINGS AND QUORUMS**

**MEETINGS:** The scheduled meetings of Region 14 ATSSB shall be during the ATSSB/TMEA/UIL Region meeting in August, during the ATSSB/TMEA/UIL Region meeting in May, and the Winter ATSSB Meeting during the Annual Clinic/Concert for the Region Bands. Notification of Region Meetings shall be made by email or in writing.

**QUORUMS:** Twenty percent of the Active Members of the Region PRESENT shall constitute a quorum.

**VOTING:** All ATSSB members may vote for all ATSSB issues. The ruling from UIL is that each school is allowed one vote per competing organization. Therefore, Marching band voting is restricted to one per school while Concert band votes are restricted to directors who take a competing band to contest. All TMEA members may vote for all TMEA issues.

## **AMENDMENTS**

This handbook may be amended at any scheduled meeting of Region 14 by a simple majority of the members present.

## **ATSSB REGION 14 RULES & PROCEDURES**

### **I. REGION BAND ENTRY PROCEDURES**

A. Auditions will follow the ATSSB Audition procedures as listed on the ATSSB website. High School audition music will come from the approved ATSSB list and the ATSSB Website is the official audition music document. Middle School audition music will come from the list approved by Region 14 as presented on the website (with permission from Hal Leonard).

B. Fees for ATSSB All-Region Band Auditions are set at \$11.00 per high school student and \$9.00 per middle school student. Fees for ATSSB Jazz Band Auditions are set at \$11.00 per student. Fees for Mariachi Region are \$10.00 per middle or high school student. A School District Fee of \$30.00 needs to be included with the Mariachi Region Entry.

C. The entries must be submitted online through the TMEA website or according to ATSSB procedures. The deadline for entries will be posted on the website prior to contest day. Late entries will be allowed prior to seven days of the audition. Entry fees for late entries are DOUBLED.

**Note: Any Late Entry in the final 7 Days Prior to Auditions, including the day of the audition, must have the Region Late Entry Form Completed Completely and Signed by the Campus Principal or Superintendent. For all late Entries after the 7 Day Deadline the fee will be \$50.00 Per Late Entry! Additionally, a letter of reprimand shall be sent to the member, campus level administrator, district level superintendent and district level music supervisor.**

D. A copy of head director's ATSSB and TMEA membership cards must be attached to the registration form. The registration form must be received by the Region Treasurer with a hard copy of the entries and fees postmarked by the deadline date.

E. The head junior high/middle school band director must be a paid member of ATSSB and TMEA. The high school band director's card cannot be used for junior high entries unless there is no junior high director.

F. Students will not be allowed to audition if the director is not a paid ATSSB and TMEA member and a written reprimand will be issued to the Director's principal, superintendent, and board of trustees.

G. Directors should enter all students they believe will audition, regardless of eligibility. The director is responsible for enforcing eligibility rules on the day of the audition. Student eligibility rules will be based on current UIL Rules of Eligibility.

H. Entry fees should be paid prior to auditions and should include everyone registered regardless of DNA's. This is the set policy of ATSSB.

I. Directors and students are responsible for checking the list of audition material and errata.

J. Sixth grade students may not audition. Seventh and eighth grade students may not audition for the High School All Region Band.

K. ATSSB Region 14 Band Division is responsible to pay the fees for students advancing to Area Band and Area Jazz.

L. Students are required to follow a "Student Code of Conduct" for ATSSB events. Directors and or parents should supervise their students.

M. A valve trombone is NOT acceptable at trombone tryouts.

## **II. DIRECTOR/JUDGE RESPONSIBILITIES-AUDITIONS**

A. Five judges must be used in each room for high school auditions and three judges for Jr. High auditions. The region coordinator will use discretion in placing qualified personnel to judge individual instruments. If sixty (60) or more entries are registered the panel may be split into three rooms of three (3) judges each. A waiver is on file with ATSSB.

B. All Full time Directors from each school are required to be in attendance to judge at both the HS and JR HIGH tryouts. If a Director is not present, a letter of reprimand can be issued to the Director's principal, superintendent, and board of trustees.

C. Prior to beginning the auditions, the judges in each room will select the 60% cuts for each etude to be used for the auditions. A waiver is on file with ATSSB.

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

E. There will be no vocal communication between participants and judges.

F. Tempo markings must be strictly adhered to. (Judges WILL NOT change tempos)

G. For the safety of our students and the protection of the host school, participating schools are encouraged to bring adult chaperones for both auditions to help monitor students (we prefer school employees). All participating schools must bring an adult to chaperone the students during both the Junior High and High School Auditions.

## **III. PROCEDURES FOR AUDITION**

A. At the region audition, students will enter and compete one at a time according to their audition letter. Auditions are closed to the public.

B. The warm-up will be the one breath rule. The percussion warm up time limit will be fifteen seconds. Timpani students will have one minute to tune before each etude.

- C. Students may use their own music in the audition room. Original music will be provided in each room.
- D. Two rounds will be used for the auditions starting with Letter A both times. Percussion students will audition in one round.
- E. Students may audition on only one instrument at the region auditions.
- F. A chromatic scale and excerpts from each required etude will be heard. There is no memorization requirement at any ATSSB audition.
- G. The monitor must stand away, out of sight, from the student while the student is performing.
- H. Official order and time line of complaints is: Student notifies monitor; monitor refers to judges; judges refer to contest office.
- I. ATSSB is not liable or responsible in anyway for a student's equipment not functioning or responding properly.

## **IV. ADMINISTRATIVE ISSUES**

### **A. AUDITIONS**

1. All results will not be considered official until one hour after ALL auditions and tabulations have been completed.
2. The Region Coordinator will e-mail the results of the contest to all directors or post results on the region website.

### **B. REGION BAND CLINIC/CONCERT**

1. If a director has knowledge that a student will not be able to participate in the Region Band or at Area auditions, he/she must contact the Region Coordinator at the earliest possible time.
2. Every effort will be made to make directors aware of replacements as soon as possible.
3. The region coordinator and band organizer will seat alternates. Directors and clinicians will not make those decisions.
4. Each student's director (or a qualified proxy) MUST be in attendance at the rehearsals to assist the clinicians and assist in supervising his/her students.

## **V. STUDENT'S RIGHTS**

- A. Up to such time as the chromatic scale is completed, a student has the right to exit the audition room due to mechanical failure of his/her instrument and return to complete the audition after the instrument is repaired or the student locates another instrument to use.
- B. If an instrument cannot be repaired prior to the conclusion of the audition and the student is unable to continue the audition, the audition will be considered complete.
- C. If the student leaves the room after the first note of the first etude has been played, the audition will be considered complete.
- D. Students have the right to an anonymous audition.

## **VI. STUDENT'S RESPONSIBILITIES**

- A. Students are responsible for obtaining the accurate audition material from the ATSSB website.
- B. Students are responsible for reporting any mechanical problems to the monitor before beginning the **ETUDE** portion of the audition.
- C. Students are responsible to refrain from any activity that would identify themselves or their school during the audition.
- D. Students, who are selected as members of the Region Band, are required to attend all rehearsals and the concert. A student may be excused from a rehearsal in case of an emergency as determined by the Region Officers.
- E. The director must notify the Region Coordinator of the anticipated absence prior to the rehearsal or the student's membership will be forfeited and an alternate will be called.
- F. The clinic/concert is free to the public.

## **VII. HONORARIUMS, FEES**

- A. HS Region Wind Ensemble Clinician will be paid \$750 plus expenses.
- B. HS Region Band A and Band B Clinician will be paid \$ 500.00 plus expenses.
- C. Junior High Region Band Clinicians will be paid \$500 without expenses.
- D. Jazz Band I Clinician will be paid \$250.00 for 1-Day or \$350.00 for a 2-Day clinic plus expenses. Jazz Band II and MS Jazz Band Clinician will be paid \$250.00 without expenses.

- E. HS Mariachi Clinicians will be paid \$250.00 for 1-Day or \$350.00 for a 2-Day clinic plus expenses: However if the clinician has students participating at the clinic expenses will not be paid
- F. MS Mariachi Clinician will be paid \$250.00 for 1-Day or \$350.00 for a 2-Day clinic plus expenses: However if the clinician has students participating at the clinic expenses will not be paid
- G. The Region Band Organizers will be paid \$100 for duties described in “Band Organizer Duties”.
- H. The Region Coordinator will receive \$400 per school year for services set forth in the section titled “Duties of the Region Coordinator.”
- I. “Region Band Computer Coordinator” will receive \$100.00 per school year for Computer Services as needed to run all ATSSB tryouts.
- J. Percussion organizers will be paid \$100.00 for duties described in “Percussion Organizer Duties”.
- K. Mariachi Organizer will be paid \$ 75.00 for duties described in “Band Organizer Duties”

## **VIII. REGION OFFICERS**

- A. The region will elect officers in the May meeting in years ending with an odd number. Candidates will be nominated by the region members and elected by majority vote. They will serve a 2 year term. There is no limited to consecutive terms.
- C. Region officers will include the following: Region Coordinator, Secretary, Treasurer, Jr. High Coordinator, Jazz Coordinator and Mariachi Coordinator.
- D. In the event of an officer needing to vacate their office, an election will be held at the next scheduled meeting.

## **IX. DUTIES OF THE REGION OFFICERS**

### **A. DUTIES OF THE REGION COORDINATOR**

- 1. Oversee high school and middle school ATSSB All Region Band Auditions in matters such as dates, site, judges and hosts.
- 2. Oversee high school and middle school ATSSB Region Band Clinics and Concerts for matters such as dates, site, hosts, band organizers and clinicians.
- 3. Prepare the programs for the Region Band Concert.
- 4. Contract with the Recording Company and T-Shirt Sales
- 5. Oversee ATSSB Region Jazz Auditions/Clinic/Concert in matters pertaining to dates, site and hosts.

6. Communicate with members of the region.
7. Organize and set the agenda for meetings.
8. Attend State Board meetings.
9. Shall appoint committees and members to committees and is an ex-officio member of all committees.
10. Introduce the region clinician and band organizers prior to the beginning of the concert.
11. Introduce the students that made the area round of the all-state process as well as students that have made the all-state band.
12. Recognize the parents of the students in the region band.
13. Recognize the students in the participating schools. The list of participating schools should be prepared and double-checked with the students during one of the afternoon breaks.

#### **B. DUTIES OF THE SECRETARY**

1. Take and maintain the minutes of each meeting
2. Communicate w/members of the region
3. Assist the Coordinator and other officers as needed.

#### **C. DUTIES OF THE TREASURER**

1. Manage the Region's finances
2. Present detailed report of finances at all ATSSB Region Meetings
3. Communicate w/members of the region
4. Assist the Coordinator and other officers as needed

#### **D. DUTIES OF THE JR. HIGH COORDINATOR**

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



2. Communicate w/members of the region
3. Assist the Coordinator and other officers as needed

#### **E. DUTIES OF THE JAZZ COORDINATOR**

1. Keep abreast of the Region's Jazz events and needs
2. Communicate w/members of the region
3. Assist the officers as needed

#### **E. DUTIES OF THE MARIACHI COORDINATOR**

1. Keep abreast of the Region's Mariachi events and needs
2. Communicate w/members of the region and assist the officers as needed

### **X. REGION ORGANIZER DUTIES**

#### **A. REGION BAND ORGANIZER DUTIES**

1. The organizer shall contact the clinician to come up with a list of music. Region band music should be selected from library sources and be distributed the day of the auditions.
2. Prior to the high school auditions the organizer shall prepare folders for the instrumentation of the band.
3. Set up chairs and place nametags on the stands. Student's names should be placed in chair order.
4. Check the roll prior to the first rehearsal. Students that are not present should be reported to both the student's director and to the region coordinator. If the student is not present the next alternate should be notified.
5. Prior to the rehearsal check with students for any music needs.
6. The organizer will introduce him/her self to the band, introduce the percussion organizer and the band's clinician.
7. The organizer should be present for much of the rehearsal to attend to any needs of the clinician or the band.
8. The organizer shall accompany the Clinician to all meals and ascertain the clinician's needs for the next rehearsal.
9. During the Friday evening rehearsal the organizer should check with each student in the band for correct spelling of student names, area and all-state qualifiers and school information. This should be double checked for accuracy.

10. The organizer will present the double checked student information as well as the program order to the region coordinator as soon as it is completed.
11. Collect music following the concert and hand out region band patches to students.

**B. PERCUSSION ORGANIZERS DUTIES**

1. Communicate with the Band Organizer to find solutions for distribution of parts to the selected members of the band.
2. Make a list of percussion items to be taken by each selected member of the organizations percussion section.
3. Prior to the rehearsal check with students for any music or instrument needs.
4. The organizer should be present for all of the rehearsal and attend to any needs of the clinician or the band.
5. Will accompany the Clinician to all meals and ascertain the clinician's needs for the next rehearsal
6. Make sure all percussion equipment gets back to its owners