



ATSSB

(ASSOCIATION OF TEXAS SMALL SCHOOL BANDS)

Region 14

Handbook

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Region Coordinator
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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 \$13.00 per high school student and \$12.00 per middle school student. Fees for ATSSB Jazz Band Auditions are set at \$20.00 per student. Fees for the Mariachi Region are \$13.00 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 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 the 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 the current UIL Rules of Eligibility.

H. Entry fees should be paid prior to auditions and should include everyone registered regardless of DNAs. 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 two rooms of three (3) judges each. A waiver is on file with ATSSB.

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

C. Prior to the auditions, a meeting will be set up by the region and directors will select the 60% cuts for each etude to be used for the auditions.

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 timeline of complaints: Student notifies monitor; monitor refers to judges; judges refer to contest office.
- I. ATSSB is not liable or responsible in any way 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. High School All-Region Band Clinicians will be paid \$1,000 plus expenses as a standard rate. The Region, or Region Executive Council may vote to expand that fee as needed to secure outstanding clinicians that may charge a higher set rate.
- B. Middle School All-Region Band Clinicians will be paid \$500 plus expenses. However, if a Middle School Clinician has students participating in the band they will not be paid expenses.
- C. All accommodations will be set up by the Coordinator of the Region Event.

- D. Jazz Band I Clinician will be paid \$250.00 for a 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.

- J. 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 in the clinic expenses will not be paid

- K. 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 in the clinic expenses will not be paid

- L. The Region Band Organizers will be paid \$100 for duties described in “Band Organizer Duties”.

- M. The Region Coordinator will receive \$400 per school year for services outlined in the section titled “Duties of the Region Coordinator.”

- I. The Region Coordinator shall appoint a Chief Tabulator, they shall be provided an Honorarium of \$300 for the full year of contests.

- J. The Region Treasurer shall be provided an honorarium of \$500 per year.

- K. The Region Coordinator may appoint an Assistant/Event Tabulators at a region audition event. They are to be provided an honorarium of \$100 per event.

- L. Percussion organizers will be paid \$100.00 for duties described in “Percussion Organizer Duties”.

- M. Mariachi and Jazz Organizers 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 limit to consecutive terms.

- B. Region officers will include the following: Region Coordinator, Secretary, Treasurer, Jr. High Coordinator, Jazz Coordinator, and Mariachi Coordinator.

- C. In the event of an officer needing to vacate their office, an election will be held at the next scheduled meeting.

- D. The above officers shall make up the Executive Council of the Region. The Area

Coordinator may also participate in an ex-officio capacity if they are a member of Region 14.

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, sites, 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 who made the area round of the all-state process as well as students who 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.
14. Shall Appoint a Chief Tabulator each school year to run the tabulation for all contests. The Region Coordinator may also appoint Assistant/Event Tabulators as needed.

15. The Region Organizer shall make appointments of officers and committee chairs as needed to fill roles in running the region's affairs. The Region Organizer may make other appointments of other appointed positions as needed with a vote of approval of the Executive Officers. These appointed officers are not considered members of the Executive Council.

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. APPOINTED POSITIONS

A. DUTIES OF THE CHIEF TABULATOR

1. Create and set up all ATSSB Contests via the TMEA Contest System.
2. Manage judges within the TMEA Contest System, Email Judging Links/Instructions in a timely manner.
3. Ensure compliance with advancement procedures and provide technical assistance to additional contests they may not be present for.
4. Print forms or ensure that the designated Event/Assistant Tabulator has adequately prepared audition materials.
5. Ensure that all technical needs have been addressed for Wi-Fi/Computer access has been pre-arranged with the host site.
6. Ensure that a computer, printer, and tabulation office supplies are prepped and available.

B. DUTIES OF THE ASSISTANT/EVENT TABULATOR

1. The Assistant/Event Tabulators shall work under the guidance of the Chief Tabulator to aid as needed at the events.
2. Event Tabulators shall be responsible for printing forms, student labels, judges' cards, and any other contest documents as needed to run the contest. They may also assist in tabulation for the larger region events.

C. DUTIES OF THE WEBMASTER

1. The appointed Webmaster shall ensure that the region website stays up to date with current All-Region MS Audition Music, Calendars, and other Region Resources.

XI. 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 before the first rehearsal. Students who 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. Before the rehearsal check with students for any music needs.
6. The organizer will introduce him/herself to the band, and 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 the 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 organization's 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 rehearsals 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 is returned to its owner.