TPSMEA Handbook of Policies and Procedures

Version 25.1

TEXAS PRIVATE SCHOOL MUSIC EDUCATORS ASSOCIATION
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Statement of Purpose

The purpose of the **Texas Private School Music Educators Association** (TPSMEA) is to provide a statewide organization specifically focused on the needs of private school music educators and students. The activities and organizations of TPSMEA are designed to enhance and promote the teaching of music by providing appropriate opportunities for enrichment and achievement.

TPSMEA Handbook Outline

The TPSMEA Handbook is arranged by event. After the officer and membership information sections below each event TPSMEA sponsors are listed, usually with general information first followed by division specific information. General Information sections contain rules and procedures applicable to all divisions of TPSMEA. Division specific information contains rules and procedures specific to that division. To fully understand the rules and procedures read the General Information first and then the Division specific information.

TPSMEA General Policy Statements

General Policy statements of TPSMEA, not directly related to event procedures, may be found on the TPSMEA website at www.tpsmea.org under the library tab. Those policy statements include:

TPSMEA Ethics Policy; TPSMEA Anti-Abuse Policy;
TPSMEA Anti-Harassment Policy; TPSMEA Anti-Discrimination Policy;
TPSMEA Document Retention Policy; TPSMEA Financial Policies
TPSMEA Employee Policies; TPSMEA Conflict of Interest Policy;
TPSMEA Non-Exempt Employee Compensation Policy; and TPSMEA Travel Policy

Membership

Active Membership (06/2023)

a) Active Membership in TPSMEA is open to all music educators who teach in a Texas private school.

b) Potential new members should register on www.tpsmea.org website under the Membership Tab, Member's Only button.

c) The fee for membership is $100 per year and the term of each membership will begin July 1st and conclude June 30th of the following year.

d) Renewing members who submit membership fees prior to September 1st receive a discount of $25.00.

e) To receive the membership discount, the fee must be received electronically, or checks mailed and postmarked by August 31st.

f) First year payment for new members is $75.00 even after September 1st.

g) If paying by check, it should be made out to **TPSMEA** and sent with the membership invoice to the Executive Director.

h) All membership dues must be paid prior to entering students in any TPSMEA event.

Membership entitles the member to:

- a voice in a state-wide organization specifically focused on the needs of the private and parochial school music educator
- enter students into competition for positions in an All-State Band, Orchestra or Choir
- enter ensembles in a Concert and Sight-Reading Festival
- participate in Regional/State Solo and Ensemble Festival
- participate in a Regional Level Honor Band, Orchestra, Choir or Jazz Band.

Note: Even though a member may have paid all dues and fees for the current year, members will not be allowed to enter students into any TPSMEA event until all dues and fees from the member or the member's school for the previous year are paid in full.

Meetings of the General Membership

A General Meeting of the TPSMEA membership occurs at the All-State Clinic and Concert.

Membership Types

There are six types of memberships (See Article III of the TPSMEA By-Laws).

- Active
- Associate
- Corporate
- Institutional and Professional
- Retired
- Honorary Life

State Board

State Board (07/2023)

- The State Board of TPSMEA is comprised of:
- the Executive Board,

- the Division Vice-Presidents,
- the last two Past-Presidents (if available).
- The State Board will meet at least twice a year (usually in January and during the summer) to carry out the direction of TPSMEA.
- Special meetings of the State Board may be held at such time and place as the Board may prescribe. Special meetings of the Board may be called by the President, Executive Director or at the request of any three (3) members of the Board. In either event, due and proper notice shall be given to all Board members at least ten (10) days prior to the date on which the meeting is to be held. However, due and proper notice shall be deemed to have been waived at any time that all members of the State Board agree that a meeting shall be held without notice and a two thirds majority of members of the State Board are gathered together, in person or by electronic means which allows all persons participating in the meeting to hear one another. In all instances when a State Board meeting is held, minutes shall be kept of the proceedings and shall be placed in the official minutes.
- State Board meetings are open to the General Membership and members who are Site Host, Region Coordinators, Committee Members, or those wishing to join the State Board are encouraged to attend.

Executive Board

Executive Board (07/2023)

The Executive Board of TPSMEA is comprised of

- the President,
- the President-elect (when occupied)
- the Executive Director,
- the Executive Secretary, and
- the Vice President Membership and Development.

The Executive Board will meet as needed. Members wishing to attend an Executive Board meeting should contact a board member for the time, date, and location of the meeting.

The Executive Board shall also be responsible for administering the adjudication process and selection of all TPSMEA ensembles.

The Executive Board is empowered to set dates for state competitions.

The Executive Board will make the final decision on any and all expenditures and financial obligations of the association. Any divisional approved motions which have financial considerations must be approved by the Executive Board.

All decisions concerning TPSMEA Investments and Real Estate are decided solely by the Executive Board.

The Executive Board will retain the ability to make decisions in case of an emergency.

Past Presidents Council

The Past Presidents Council consists of the current president, president-elect, and all past presidents of TPSMEA who are currently active, retired or life members. The council meets as needed to discuss the future of TPSMEA and offers guidance and counsel to the current President, Executive Director, and State Board.

Terms and Duties of Officers

Terms of Officers (07/2016)

For all elected offices, terms are limited to a maximum of two consecutive terms but, in all cases, no more than five consecutive years in one office may be served (two terms and one unexpired term year).

Candidates pursuing a TPSMEA office must have been a member of TPSMEA for a minimum of two years.

Voting for Officers (06/2025)

Each TPSMEA member has one vote for each Executive Board member and one vote for each divisional vice president, if they have students participating in that division. Voting will be held either by electronic means or by a show of hands during the general or divisional meetings. If voting is held by electronic means the officer will be announced and installed at the General Meeting

Executive Board (06/2025)

President

At each even numbered All-State weekend general meeting, the membership of the TPSMEA will nominate and elect or install a President to a two (2) year term beginning after the All-State Concerts held the next odd meeting year. If not incumbent, the newly elected president will serve one year as President Elect, followed by a two-year term as President. If the President has been re-elected, the office of President Elect will remain vacant. A member who is nominated for the position of President must have served at least one two-year term as a member of the State Board.

The duties of TPSMEA President will be to:

- chair all meetings of the membership and the State Board
- call and chair all meetings of the Executive Board
- actively seek input from the membership
- moderate all TPSMEA state-wide events
- create and maintain a yearly calendar of events
- appoint qualified TPSMEA members to vacated Executive/Divisional offices to complete their unexpired term
- serve as liaison to other professional organizations

Executive Director

The Executive Director of TPSMEA is hired on a one-year contractual agreement, reviewed and renewed at the summer Board meeting.

The duties of TPSMEA Executive Director will be to:

- maintain TPSMEA membership records
- maintain the policies and procedures of the organization
- contact commercial accounts for sustaining membership
- prepare exhibitor packets to be sent to prospective exhibitors
- establish and maintain all financial arrangements for TPSMEA including investment and banking
- serve as a liaison between the Board and retail business
- secure housing for the All-State Convention
- coordinate all physical facilities with the Board of Directors, hotel management, concert venues and other vendors
- contract all association printing and publishing (newsletter, directory, directory, and the TPSMEA -managed music web site)
- perform business functions not specifically delegated to another officer
- oversee preparation of semi-annual financial statements, and select and coordinate accounting firm review of TPSMEA financial records as prescribed by the Board of Directors
- maintain the policies and procedures of the organization
- maintain TPSMEA checking/saving/investment accounts and maintain business and financial archives
- fill positions as determined by the Board of Directors and take responsibility for employee management
- contract on behalf of TPSMEA with clinicians, composers, adjudicators and vendors
- purchase trophies, patches, and awards for TPSMEA statewide events
- serve as liaison to other professional organizations.
- Oversee the day-to-day operation of TPSMEA

Executive Secretary

At each odd numbered All-State weekend general meeting, the membership of TPSMEA will nominate and elect or install an Executive Secretary to a two (2) year term beginning on July 1st after the election.

The duties of the TPSMEA Executive Secretary will be to:

- serve as recording secretary at all meetings
- report the minutes of each meeting to the membership
- keep accurate records of the membership
- serve on the Executive Board
- maintain records of all TPSMEA Activities
- maintain all entry and adjudication forms
- serve as liaison to other professional organizations

Executive Vice President Membership and Professional Development

At each even numbered All-State weekend general meeting, the membership of TPSMEA will nominate and elect or install an Executive Vice President Membership and Professional Development to a two (2) year term beginning on July 1st after the election.

The duties of the Executive Vice President Membership and Professional Development will be:

- serve on the Executive Board
- work to retain current members and recruit new members to TPSMEA
- develop relationships with the music industry to promote TPSMEA
- develop a Continuing Professional Education program for TPMEA members
- serve as liaison to other professional organizations
- attend Texas music conferences, clinics and meetings to promote TPSMEA

Members of the State Board (06/2025)

All Executive Board Members are members of the State Board with the addition of the following officers.

Division Vice Presidents Elections

a) As set forth in the paragraphs below at the All-State Clinic & Concert general meeting, the Band, Jazz Band, Orchestra and Vocal divisions will nominate and elect or install a Vice President to moderate the actions and concerns of their respective division of TPSMEA. Every two years as set forth below, the Elementary Division will elect a Vice President during their fall meeting or by electronic means to moderate the actions and concerns of their division of TPSMEA. Each Division Vice President will present all Divisional matters to the TPSMEA Executive Board for final approval.

b) At each odd year All-State weekend general meeting, the membership of the Band and Orchestra divisions of TPSMEA will nominate and elect or install a Vice President to a two (2) year term beginning on July 1st after the election.

c) At each even year All-State weekend general meeting, the membership of the Jazz Band and Vocal Division of TPSMEA will nominate and elect or install a Vice President to a two (2) year term beginning on July 1st after the election.

d) At each even school year Children's Honor Choir weekend general meeting, the membership of the Elementary Division of TPSMEA will nominate and elect or install a Vice President to a two (2) year term beginning on July 1st after the election.

Duties of Vice Presidents

Band Division Vice President

The duties of the Vice President will be to:

- chair all division meetings
- contact and enter into a verbal agreement with clinicians
- arrange for the All-State music to be made available to directors
- administer the adjudication process of the All-State Auditions
- assist the clinician with the selection of music for the clinic/concert
- organize and administer chair auditions in accordance with TPSMEA guidelines
- prepare concert folders and make the site host aware of all equipment needs
- entertain and host the clinician at the All-State weekend
- promote new membership in TPSMEA
- serve as liaison to other professional organizations
- appoint various coordinators and site hosts as needed
- appoint an All-State Jazz Band Coordinator
- prepare next year's band division calendar

Orchestra Division Vice President

The duties of the Orchestra Vice President will be to:

- chair all division meetings
- contact and enter into a verbal agreement with clinicians
- arrange for music to be chosen, marked, and sent to directors by set deadlines
- assist the clinician with the selection of music for the clinic/concert
- send each All-State Orchestra member parts of the clinic music
- administer the adjudication of All-State Auditions
- organize and administer chair auditions in accordance with TPSMEA guidelines
- prepare concert folders and make the site host aware of all equipment needs
- entertain and host the clinician at the All-State weekend.
- promote new membership in TPSMEA
- serve as liaison to other professional organizations.
- appoint various coordinators and site hosts as needed for other honor ensembles, solo & ensemble festivals and concert and sight-reading festivals
- prepare next year's orchestra division calendar

Vocal Division Vice President

The duties of the Vocal Vice President will be to:

- chair all division meetings
- contact and enter into a verbal agreement with clinicians and accompanist
- arrange for All-State rehearsal music to be available by set deadlines
- arrange for the production of audition music recordings for the All-State auditions
- administer the adjudication of All-State Auditions
- arrange with directors for assistance at rehearsals
- entertain and host the clinician at the All-State weekend
- promote new membership in TPSMEA
- serve as liaison to other professional organizations
- appoint various coordinators and site hosts as needed for other honor ensembles, solo & ensemble festivals and concert and sight-reading festivals
- prepare next year's vocal division calendar

Jazz Band Division Vice President

The duties of the Vice President will be to:

- chair all Jazz Band meetings
- Select Audition cuts from the approved Audition music
- contact and enter into a verbal agreement with clinicians
- arrange for the All-State Jazz Band music to be made available to directors
- administer the adjudication process of the All-State Jazz Band Auditions
- assist the clinician with the selection of music for the clinic/concert
- prepare concert folders and make the site host aware of all equipment needs
- entertain and host the clinician at the All-State weekend
- promote new membership in TPSMEA
- serve as liaison to other professional organizations
- Coordinate with VP of the Band Division in preparing next year's band division calendar

Elementary Division Vice President

The duties of the Elementary Vice President will be to:

- chair all division meetings
- contact and enter into a verbal agreement with clinicians
- arrange for Middle School Honor Choir audition music to be chosen, marked, and posted on website by set deadlines
- assist the clinicians of Middle School Honor Choir and Children's Honor Choir with the selection of music for the clinic/concert
- arrange for host and site for Middle School Honor Choir and Children's Honor Choir
- assist the site host(s) for Middle School Honor Choir/Children's Honor
- entertain and host the clinician(s) at the Honor Choir weekend

- arrange with directors for assistance at rehearsals and during the Honor Choir event
- promote new membership
- serve as liaison to other professional organizations
- appoint various coordinators and site hosts as needed
  - prepare next year's elementary division calendar

Regional Coordinators (07/2016)

Regional Coordinators will oversee the operations of TPSMEA divisional events in their assigned region. This includes but is not limited to auditions for All-State and Honor Ensembles, regional Solo & Ensemble Festivals and Regional Concert and Sight-Reading Festivals.

a) While Regional Coordinators may delegate certain responsibilities to others, it is the responsibility of the Regional Coordinator to ensure the smooth operation of events in the assigned region.
b) Delegation of Regional Coordinator's responsibilities should be by mutual consent of the Regional Coordinator and the recipient.
c) Regional Coordinators will be assigned by the Divisional Vice President or elected by majority vote of TPSMEA members in the regional divisions.

In general, these responsibilities will include the following:

- coordinate and schedule events
- find a site hosts for events
- schedule the contest participants for solo & ensemble and concert and sight-reading festivals
- schedule clinicians for honor ensembles
- prior to the event submit expenses for approval to the Executive Director
- turn in an expense report and all bills to the Executive Director within 1 month of the contest
- maintain communication with the Executive Director concerning entries
- return all TPSMEA property including trophies and medals within 1 month to the Executive Director
- All event expense reports, bills, invoices, and requests for reimbursement, which must be accompanied by corresponding receipts, are to be submitted to the Executive Director within a month of the event or before the end of the fiscal year, whichever comes first.
  - All reimbursement transactions, requests for reimbursement and subsequent reimbursement checks, must be completed prior to the close of the fiscal year, July 1 to June 30, in which the event occurred.
  - Reimbursement requests submitted without accompanying corresponding receipts or not submitted prior to the end of the fiscal year will not be honored.

Site Hosts (07/2016)

It is the responsibility of the event Site Host to manage the facilities and operations of a TPSMEA event.

a) The Site Host may or may not be the Regional Coordinator.

b) The Site Host and the Regional Coordinator should work together to organize and present a professional level event.

In general, these responsibilities will include the following:

- coordinate the event for which the site host is responsible
- work with the regional coordinator on informing the Executive Director of any expenses
- turn in an expense report and all bills to the Executive Director within 1 month of the contest
- schedule all judges needed
- maintain communication with the Executive Director concerning judges
- provide refreshments and meals, if needed, for judges
- return all TPSMEA property including trophies and medals within 1 month to the Executive Director
- All event expense reports, bills, invoices, and requests for reimbursement, which must be accompanied by corresponding receipts, are to be submitted to the Executive Director within a month of the event or before the end of the fiscal year, whichever comes first.
    - All reimbursement transactions, requests for reimbursement and subsequent reimbursement checks, must be completed prior to the close of the fiscal year, July 1 to June 30, in which the event occurred.
    - Reimbursement requests submitted without accompanying corresponding receipts or not submitted prior to the end of the fiscal year will not be honored.

Payment of Dues and Fees (09/2015)

a) Prior to the start of an event, competition, or adjudication, all membership dues of the member must be current, and all music, entry, and late fees must be paid.

b) Payment of event entry fees must be received by TPSMEA 5 days prior to the event or the first adjudication.

Late Payment of Dues and Fees Penalty (07/2016)

a) If payment is received 1-4 days prior to the event or adjudication the director will owe a $25.00 late fee.

b) When a payment is received the day of the contest or after the contest occurs, the director will incur a late fee equal to the amount of the entry fee or $50.00 whichever is greater, up to a maximum of $200.00.

c) Members who become delinquent in payment of any dues or fees will not be able to enter students in subsequent events until all dues and fees are brought current.

d) Members are encouraged to remit membership dues and pay all fees well in advance of the start of an event or adjudication.

e) **TPSMEA will not refund any entry fees for a student or ensemble which cancels after the entry deadline for an event**.

1) Notification of cancellation must be emailed to the Executive Director and Event Sponsor and the member should mark the student as cancelled on OpusEvent or Solo-Ensemble.com.

2) Students or ensembles which cancel after the entry deadline will have to pay the entry fee as if they attended the event.

f) Membership dues are not refundable or transferable.

Handbook Revisions (07/2012)

a) Proposed revisions to the handbook, which have been voted on and passed by the respective divisional members, should be submitted to the State Board by the Divisional Vice President.

b) The State Board reviews the proposed revision for Constitutional, By-Law and legal adherence.

c) The State Board can vote to send the proposed revision back to the division for further development, pass the revision for inclusion in the handbook or, in situations where the proposed revision effects other divisions of TPSMEA vote to send the proposed revision to the general membership for approval.

d) Any handbook revision found to conflict with the TPSMEA Constitution, By-Laws and/or local/state/federal law will be declared null and void by the State Board.

Judge's Scores and Ratings (7/2025)

Despite the implementation of guidelines and/or rubrics, evaluating a music ensemble or performer remains largely subjective. A judge's score or rating is considered final and cannot be contested or appealed by a director unless a specific technical error is identified. A rating or score from a judge stands as it is.

Interaction with Judges (7/2025)

a) TPSMEA recognizes that evaluating a music student or ensemble is inherently subjective, whether during auditions, solo and ensemble performances, or at concert and sight-reading festivals. While we may occasionally have differing opinions on ratings, we consistently uphold a professional atmosphere and professional interactions.

b) Any concerns about scores, ratings, etc. should be directed solely to the festival host or a TPSMEA officer by a TPSMEA member, never by a parent, and never directly to the judge.

c) TPSMEA Members should not allow parents to directly question or talk with a judge about student's scores, performance and/or comments before, during, or after a TPSMEA event. Parents should discuss any concerns with their TPSMEA Member/Teacher.

d) Failure to adhere to this rule may result in the student being barred from participating in TPSMEA events.

All-State and Auditioned Ensembles

All-State General Audition Procedures

1. General rules (07/2025)

a) The General Audition Procedures are in addition to all divisional All-State procedures and must be followed by each division.

b) **The entry fee per student is $30.00 payable to TPSMEA when recordings are submitted. In addition, there is a $20 per student participation fee for each student chosen for membership in an All-State Ensemble and a $15.00 music fee for all instrumental students chosen.** A single check or electronic payment transaction from the school or member is required. If paying by check, a single check from the school or director is to be submitted. TPSMEA Members should not submit checks from a student's parents nor have parents pay fees individually using electronic transactions. Checks or electronic transactions from parents may be returned.

c) Students may audition for multiple All-State Ensembles. If a student is accepted into more than one ensemble, they may select the ensemble in which they want to perform. To do this, the student's director must send an email to both affected Division Vice Presidents within 24 hours of the announcement of the second ensemble's audition results, clearly stating the student's preferred ensemble. If both Division Vice Presidents do not receive the request within 24 hours, the student must participate in the first ensemble to which they were selected.

d) Instrumental students may audition for an ensemble on more than one instrument. (In the event a student qualifies for more than one instrument, he/she will be required to take the higher ranked chair.)

e) Auditioning students and performing All-State members must be an active participant in the analogous performing music ensemble at their school, have the approval of the director and be in accordance with school policy. Schools without performing music ensembles may submit student entries based on an appointed faculty supervisor's judgment.

f) In the case of a school without a performing music ensemble, a designated representative of the school, or (with the school's approval) the student's private lesson teacher, must be a TPSMEA member.

g) All auditioning students must have a TPSMEA member in good standing as a sponsor.
   1) If the school has a music program and the music teacher is a TPSMEA member, the student's TPSMEA member/sponsor will be the school's music teacher.

2) Other teachers (at the school or private instructors) are not allowed to sponsor a student auditioning for an All-State event.

3) Any exception must be approved by the TPSMEA State Board.

h) TPSMEA members entering students must enter the student under the school they currently attend. (Example: a private lesson teacher enters three students from three different schools which do not have music programs. The private teacher will need to list each of the three schools in their "profile" and enter each student as a representative of the school they attend.)

i) Recordings will be adjudicated by panels consisting solely of TPSMEA members or qualified proxies.

j) **All TPSMEA members who send entries to All-State must be present for the adjudication process or send a <u>qualified</u> proxy approved by the Vice President of their respective division or pay the current proxy fee.**

1) An instrumental proxy will be an active or retired instrumental director and/or private teacher within the same family of instruments for the band or orchestra.

2) A vocal proxy will be an active or retired vocal music director or private teacher.

3) The expense of the proxy will be the responsibility of the director or school being represented.

4) If TPSMEA pays the proxy directly, a $120 proxy fee is charged to the director who cannot attend the adjudication.

k) Recordings will be adjudicated by a panel of judges whose sole purpose is to score the audition.

l) Only the Divisional Vice President or Executive Board Member has the authority to rule on a particular question or issue concerning a student's recorded audition and the Divisional Vice President or Executive Board Member is the only person who can disqualify an entry.

m) **If the director or qualified proxy is not present at the adjudication or the proxy fee has not been paid before the adjudication, the entries from their school(s) may not be judged.** (An absence due to extreme circumstances will be at the discretion of the divisional vice president.)

n) Students who are selected for an All-State ensemble, along with their parents, must agree to, sign, and upload the TPSMEA All-State Student Code of Conduct 48 hours prior

to arriving at the All-State Rehearsal site or risk losing their membership in a TPSMEA All-State ensemble.

1) Students who fail to complete the All-State Student Code of Conduct will not be allowed to rehearse with an All-State ensemble.

2) Any student not adhering to the All-State Student Code of Conduct may be expelled from the All-State Clinic and Concert.

o) Beginning with the first audition and even though the division may have performing ensembles at lower levels, all auditioning students are vying for a place in an All-State ensemble.

p) All recordings and adjudications must follow the All-State audition and recording general guidelines and division specific guidelines.

q) All students selected for an All-State ensemble must stay at the hotel designed by TPSMEA as the official All-State hotel.

r) A student who fails to meet this requirement will not be allowed to rehearse or perform with the All-State ensemble.

s) The Divisional Vice President and/or Executive Board Member will be available either in person or by phone for the duration of all adjudication events.

2. Entry Guidelines (07/2022)

a) Students should be registered by their director in the region their school is assigned. Directors should refer to the map located on http://www.tpsmea.org/library/state-map/. Questions about school regional assignments should be referred to the Divisional Vice President.

b) **Entries must be recorded in the presence of the director/member or appropriate faculty supervisor.** (If a school does not have an organized music program, the school principal may appoint an appropriate faculty supervisor.)

c) Each student's audition will be submitted electronically in an **mp3** format to a location which will be announced at the beginning of the year.

d) Audition files will be named using the following format:

Vocal and Instrumental

1) The director may name the file as they like but it must include the student's last name, school and cut number.

2) Separate files for each cut will be uploaded for each student auditioning. (i.e., xxxxx-jones-AllSaintsGoToHeavenChristianSchool-cut2-xxxxx.mp3 x=other words/numbers/etc. the director may enter at their discretion)

e) There is to be no audible assistance given to the student in the audition recording.

f) Each director may submit the best unedited recording possible. (Editing meaning any post manipulation of the file including, but not limited to, adding reverb or other sonic enhancements, splicing of multiple recordings, etc. but a director may delete/cut blank space from the beginning or end of the audition.) Edited auditions may be disqualified.

g) Vocal students must sing with the Official TPSMEA Accompaniment Recording.

h) Backup copies of all entries should be made in case of electronic error.

i) Where a school has a music director who is a member of TPSMEA, the students must be entered by the music director of the school they attend.

j) It is incumbent upon the judging panel to judge the student, not the quality of the recording, thereby placing the priority on the performance of the student.

3. Judges (07/2023)

a) The full attention of the judge is to be given to each recording in its entirety.

b) The use of cell phones or other electronic devices is restricted to calculator only, while in the judging room.

c) Judging panel directors should not talk about or discuss a particular student's recording. This includes talking to other judges and directors during or after the adjudication is concluded.

d) Questions or issues about a recording by a judge or the panel of judges should be written down and given to the panel's lead judge who will pass the question or issue to the site host who in turn will contact the Divisional Vice President.

e) Only audition judges have authority to score the student's performance.

f) Likewise, site hosts do not have authority to resolve questions brought by a judge about a student's recording.

g) Only Division Vice Presidents have the authority to resolve questions regarding a student's recording including disqualifying a student's recorded audition.

h) Ties will be broken by using head-to-head comparison. For example: (Student A wins)

	Music 1	Music 2	Music 3	Visual 1	Visual 2	Rank (Ordinal) Total
Student A	1	2	3	4	5	15 (3 wins)
Student B	2	3	1	5	4	15 (2 wins)

4. Deadlines (07/2021)

a) The audition music will be made available to the membership no later than August 1st.

1) Audition information will then be posted on the TPSMEA website no later than August 15th of each year.

2) This will be the only **OFFICIAL** listing of the audition requirements.

3) Audition cuts will be emailed and/or posted at least 3-4 weeks before the audition deadline.

b) Audition recordings must be uploaded to the specified website by **11:59 PM the day of the deadline.**

c) Adjudication results will be emailed to all directors who submitted recording as soon as possible after initial certification.

d) **Entries which are submitted after the prescribed deadline will be disqualified.**

e) Entries to OpusEvent which have been entered on time but entered in the wrong section may be moved to the correct section by the Executive Director after the director has contacted the Divisional Vice President, explained the situation, and gained their approval. **(No new recordings can be uploaded after the deadline.)**

5. Appeals (07/2016)

a) Only current TPSMEA members have the right to make an appeal.

b) All appeals are made to the respective Division Vice President within three (3) business days of audition result posting. (Posting is deemed to have taken place when the Division VP emails the results to the directors who have submitted recordings)

c) The Division Vice President will review the appeal and will decide to grant the appeal or leave standing the original decision.

d) The decision of the Division Vice President may then be appealed by the member who originated the appeal to the TPSMEA Executive Board.

e) Appeals to the TPSMEA Executive Board must be made within 72 hours of the decision of the Division Vice President by submitting the appeal form and the member's reason(s) for the appeal to the President of TPSMEA.

f) The decision of the TPSMEA Executive Board will be considered final unless the TPSMEA Executive Board grants the appellant permission to appeal the decision to the TPSMEA general membership.

6. Supervision of Students (07/2012)

a) Any school having a student in an All-State Ensemble will be required to have a director and/or an authorized adult present for the duration of the weekend's events.

b) In cases of emergency where the director/member is not able to attend the All-State weekend or must leave the hotel, the Divisional Vice President, and the Executive Director must be notified, and an adult representative/chaperon must be chosen.

c) All adult representatives who are not TPSMEA members must be approved by the Divisional Vice President and the Executive Director.

d) The adult representative must stay at the All-State designated hotel and must always be available on site during the day and night in case of an emergency.

7. Commissioned Works (07/2024)

On the below stated schedule and with finances permitting TPSMEA will commission a work by a well-known composer of literature for school ensembles. The commission for the All-State ensembles will rotate as follows in xxx3 - band, xxx6 - choir, xxx9 - orchestra and xxx1 – Jazz Band.

8. Attendance (06/2025)

a) All-State ensemble members must be in attendance for all rehearsals and the performance during the All-State weekend to participate in the All-State Concert and receive any All-State designations or honors.

b) All-State ensemble members and their parents must agree to, sign, and upload the All-State Code of Conduct form to the TPSMEA website 48 hours prior to their arrival at the designated All-State hotel for rehearsal or chair auditions. Failure to timely upload the form can result in the student forfeiting their membership in an All-State ensemble.

c) Each director who has an attending All-State student is to be in attendance (or have a qualified adult chaperone who has been previously approved by the Division Vice President and Executive Director) at the rehearsals.

d) All-State Choir members should attend a regional clinic/concert prior to the weekend. All-State Choir members not in attendance at a regional clinic/concert must be certified by their director that they have prepared all the music to be performed at the All-State Choir concert prior to the first rehearsal of the All-State Choir.

e) Except for illness or death in the family, students who decide not to attend the All-State Clinic/Concert must notify their director who notifies the Divisional Vice President 10 days in advance of registration. Failure to notify TPSMEA less than 10 days prior to registration will result in the student being ineligible from auditioning the following year.

OpusEvent (07/2024)

TPSMEA uses OpusEvent for all the auditioned ensembles. Students are entered into OpusEvent, and their auditions are uploaded via a recorded mp3 file. Below are detailed instructions for entering students in Opus Event

Web address: www.tpsmea.opusevent.com or www.opusevent.com and select the audition

Basic Overview

1 - Login to Opus Event
2 - Add your school
3 - Add yourself
4 - Add all your students
5 - Upload their audition files

Detailed step by step instructions

1. **Go to Opus Event website (www.tpsmea.opusevent.com or www.opusevent.com)**
   a) Choose which event/ensemble which your students are auditioning (MS or All-State) and log in

   b) Use your OpusMembership login ID and password to sign in.

   c) Once you're logged in you should be on your "Event Home."

   d) **Very Important** - You'll see your own name listed as the "Director" on the top right side of the page. Click on the arrow next to your name and then click on "profile." Verify the details in the system and edit/update as necessary. Do not be concerned if the membership says "Expired."

2. **Adding your school**
   a) Click on "Add a school/location"

   b) You should be able to follow the instructions on this. The website leads you through it well.

   c) You only need to do this once, if all the students you are entering are enrolled at one school.
      1. If you teach students from multiple schools, you will need to enter those schools also.
      2. Each student must be listed by the school they attend. This will mainly affect private lesson teachers entering students from multiple schools and some directors who are sponsoring a student who's not enrolled at the director's school. *(Home School students should be listed with the home school parent's name and then "Home School." - Example: "Johnson Home School" or the Home*

School ensemble in which they perform - Example: "Texas Academy of Fine Arts")

***Important* – anytime the green bar with the red button with "save changes" and "cancel changes" comes up you need to press the save button, or you will possibly lose the information you just entered. Press "cancel changes" if you need to delete your changes.**

3. Adding your students

Click on "Add a new application"

a) choose your school (if you teach or are sponsoring students from multiple schools choose the school the student attends)
b) click "new student"
c) For Category click on your All-State Ensemble or Choir chose Region 1, 2 or 3 (Do NOT chose "All-State Choir")
d) Next choose the instrument or voice part.
e) Enter First Name, then Last Name of the student
f) Verify the info is correct and the student matches the instrument played
g) Click "Save" or "Save and Close" - this green button is on the top right of your screen
h) Repeat process for next student

4. Uploading student audition files

When you're ready, you can upload audition files. *Remember that all audition files **must be in mp3 format**.*

a) Find the correct student and click "edit" beside their name.
b) At the bottom of that screen under "audition", you'll see two red "X"s for
c) Cut #1, Cut #2, Cut #3, etc. (The cuts may be named)
d) Click on the green area to the right of the cut you want to upload – it says
    a. "Click HERE to Upload Audition"
e) Follow the instructions ... choose your file and click OK.
f) You'll see it all happen. The Red X will turn to a Green checkmark.
g) Then upload the other cut and you're good to go

5. Student Audition File Names

a) Know that it does not matter what you name your audition files, but it must include the student's last name, school and cut number (or name of piece).

b) Once a file is uploaded, it is attached to the student you have chosen to edit and will stay that way throughout the entire process.

c) Name them in a way that makes sense to you and save the files in a place where you'll be able to find them!!

6. Testing

a) If you would like to test out the system, you are free to create as many test students as you like. (Remember to delete your test students)

b) No application is complete until you pay for it and submit audio files for it.

Remote Judging (07/2024)

High School and Middle School auditioned ensembles may use remote judging but will differ in their usage.

a) Middle School may use remote judging over more than one day.

b) High School remote judges will need to be available and judge at the time set by the Divisional Vice President or Regional Coordinator for judging Regional or All-State entries at the adjudication site.

c) Unless otherwise decided by the respective division, High School Remote Judges must live outside the specified metroplex area adjudication site.

1. Remote Judging Requirements

a) The location used by the remote judge should be free from distractions.

b) The remote judge must use good quality speakers (not laptop speakers) or headphones.

c) All students in one instrument/voice part must be adjudicated in one setting without interruption.

d) Remote judges must listen to the entire audition excerpt before scoring the student.
   1) High School Remote Judges should listen to the entire audition excerpt only once, similar to the process used at the site location.

   2) Middle School Remote Judges may listen to the audition excerpt more than one time during the section adjudication but may not go back to the audition excerpt after completing the section.

e) High School and Middle School judges must abide by the judging policies and procedures set forth in the TPSMEA Handbook of Policies and Procedures.

f) High School remote judges will certify to the Divisional Vice President and the Executive Director by email their completion of the assigned judging and adherence to the rules covering the judging process.

g) Remote judging will begin at a specified time and must be completed within the timeframes set forth by the Divisional Vice President or Regional Coordinator.

2. Remote Judging Instructions

a) Divisional specific remote judging instructions will be sent by the Divisional Vice President via email to those members who have been approved to remote judge prior to the adjudication.

b) Each Division may have division specific requirements for remote judges to fulfill in addition to Handbook requirements. Any additional requirements will be announced by email prior to the beginning of remote judging.

All-State Band Adjudication Procedures (08/2014)

1. Audition Music

a) The audition music for the TPSMEA All-State Band is posted on the TPSMEA website.

1) This is the official listing of the excerpts, which are to be strictly adhered to.
2) Recorded order should be Cut 1: the slow etude, Cut 2: the fast etude.
3) Percussion recordings are to be: Cut 1: the snare etude; Cut 2: the mallet etude; Cut 3: the timpani etude
4) **Entries that do not conform to recording guidelines may be disqualified!**

b) The band division vice-president shall use the ATSSB audition material for the current year; however, the etude length may be edited to result in excerpts approximately 1 minute in length.

c) The audition material should be posted on the TPSMEA website on or around May 15, and no changes may be made after August 1.

2. Instrumentation (09/2023)

The instrumentation for the All-State Band (102 students) is:

1 piccolo
15 flutes
3 oboes
18 soprano clarinets
4 bass clarinets
1 contra-bass clarinet
4 bassoons
4 alto saxophones
2 tenor saxophones
2 baritone saxophones
12 trumpets
8 horns
8 trombones
1 bass trombone
4 euphoniums
6 tubas
1 string bass (alternate from orchestra)
8 percussionists (unified percussion audition)

Except for percussionist, Thursday evening of the All-State weekend will include an audition for chair placement in the All-State Band and Orchestra.

3. Adjudication Procedures for Entries (07/2024)

a) Students may audition on more than one instrument per year.

   1) If a student qualifies on more than one instrument, he/she will be required to take the higher chair.
   2) Unified percussion auditions will consist of a snare, mallet, and timpani etude.
   3) At the discretion of the Band Division Vice President and All-State Percussion Coordinator, percussionists will be assigned their instruments and their parts.

b) Adjudication of entries will be held remotely.

c) All recordings will be adjudicated by a panel of TPSMEA members or authorized representatives as determined by the Band Division Vice President.

d) All TPSMEA members who send entries to All-State must be present for the adjudication process or provide a qualified proxy.

e) The Band Division Vice President will assign those members present to panels. Each panel will consist of no less than five (5) judges.

f) Using the online form provided through OpusEvent.com, each judge will evaluate the student audition.

   1) Each excerpt will be an equal number of points.
   2) The judge's scores shall then be processed; the rankings of the audition will be computed in accordance with TPSMEA guidelines.

g) Using the results of the audition, the TPSMEA Executive Board and Band Division Vice President will determine membership in the TPSMEA All-State Band and will distribute the results to all directors who sent entries.

h) Each All-State Band student selected will be assessed a $15.00 music fee in addition to the $20.00 participation fee.

4. Adjudication Guidelines (07/2024)

a) The audition can be held in one round with the first randomly assigned audition letter.

b) The judging panel should listen to the audition in its entirety.

c) The judges should refrain from writing or using the comments section of OpusEvent's comment section.

d) Scoring is based on 100 points per etude. Each judge must break his/her ties, if any, before submitting the tabulation sheet.

e) Each recording must be given a score.

f) If the recording is significantly shorter than the required cut, the judges should deduct points from that etude's score. Example: 1-2 measures omitted = 10-20 points; 3-5 measures omitted = 20-40 points; more than 5 measures = 60 points.
(A score of zero should only be given in the event the student omits an entire etude or if he/she plays the incorrect etude (different page; different year's etude; etc.)

g) Any other problems that arise during the adjudication should be immediately brought to the attention of the Band Division Vice-President.

h) Results will be sent to all directors who submitted entries.

i) The tabulated results will be final 72 hours after their posting.

5. Chair Placement (07/2012)

Chair placement will be determined by the results of a live audition the Thursday of the All-State weekend. Percussionist will not audition for chair placement.

High School Region Band

1. All-Region High School Band Site Host will: (07/2024)

- Reserve a rehearsal and performance site
- Provide refreshments and amenities for clinician

2. All-Region High School Band Coordinator will: (07/2024)

- Coordinate audition music and adjudication
- Select clinician (see TPSMEA Pay Scale) and work with clinician to determine clinic music
- Obtain clinic music and prepare folders

3. Audition Music (07/2016)

a) The audition music for the TPSMEA Region high school band groups will be taken from the TPSMEA All-State music posted on the TPSMEA website.

b) This is the official listing of the excerpts, which are to be strictly adhered to.

4. Instrumentation (07/2016)

The members of the region will set the instrumentation.

5. Adjudication Procedures for Entries (07/2024)

All members will be taken from the All-State Audition entries, divided up into North and South Regions and then filling each band from the students that auditioned until the sections are filled.

6. Chair Placement (07/2016)

a) Chair placement will be determined by the All-State master audition list.

b) Students will be broken up into North and South Regions to seat the bands.

7. Additional Procedures (07/2016)

a) Procedures that are relevant to each region will be discussed and voted upon by participating directors, submitted to the State Board for approval and insertion into the Handbook prior to the entry deadline.

b) These would include, but not be limited to instrumentation (voicing), age (grade) of participant, audition music, choosing of the clinician and purchasing of music.

8. Fees (07/2022)

a) The participation fee per ensemble member for the High School Region Band will be $20.00 and the music fee is $10.00.

b) A single check or PayPal transaction from the school or member is required. See All-State General Audition Guidelines 1b

All-State Jazz Band Adjudication Procedures

1. Audition Music (08/2014)

a) The audition music for the TPSMEA All-State Jazz Band will be posted on the TPSMEA website on or around May 15 and will not be modified after August 1.

1) This is the official listing of the excerpts, which must be strictly adhered to.
2) The etudes must be recorded in the order they are listed on the website, in their entirety, observing any prescribed cuts.
3) All entries must be recorded with the official ATSSB accompaniment recording for the current year, which must be audible during the audition recording. (Older accompaniment recordings and accompaniment from other sources such as MIDI tracks may be disqualified).
4) Entries that do not conform to recording guidelines may be disqualified!

b) The audition material is from the ATSSB (Association of Texas Small School Bands) audition material for the current school year; however, the Jazz Division Vice President

may designate 2 etudes and the improvisation etude as the TPSMEA audition material for that year.

2. Instrumentation (07/2016)

The instrumentation for the All-State Jazz Band (20 students) is:

2 alto saxophones
2 tenor saxophones
1 baritone saxophone
5 trumpets
4 trombones
1 bass trombone
1 piano
1 guitar
1 string bass
2 Percussion (audition on drum set)

3. Adjudication Procedures for Entries (07/2024)

a) Students may audition for more than one instrument per year. (In the event that a student qualifies for more than one instrument, he/she will be required to take the higher chair.)

b) Adjudication of entries will be held remotely.

c) All recordings will be adjudicated by a panel of TPSMEA members, or authorized representatives, as determined by the Jazz Division Vice President. All TPSMEA members who submit entries to All-State Jazz Band must be present for the adjudication process or provide a qualified proxy.

d) The Jazz Division Vice President will assign those members present to panels and will designate one member to chair the panel.

   1) Each panel will consist of no less than five (5) members including the chair.

e) A monitor will play each recording so that the audition is anonymous. (The monitor will not act as judge nor offer any opinion to the panel.)

f) Each judge will evaluate the student audition.

   1) Each excerpt will be an equal portion of 100 points.
   2) The judges' scores will then determine the rankings of the audition in accordance with TPSMEA guidelines.

g) Using the results of the audition, the TPSMEA Executive Board and Jazz Division Chair will determine membership in the TPSMEA All-State Jazz Band and will inform the directors with students auditioning of the results.

4. Adjudication Guidelines (07/2024)

a) The judging panel will listen to the audition portion of each recording in its entirety.

b) The judges will refrain from writing or using comments section of Opus.

c) Scoring is based on 100 points per etude. Each judge must break his/her ties, if any, before submitting the tabulation sheet.

d) Each qualified audition must be given a score of between 1 and 400.

e) If the recording is shorter than the required cut, the judges should deduct points from that etude's score. Example: 1-2 measures omitted = 10-20 points; 3-5 measures omitted = 20-40 points; more than 5 measures = 90 points.
(A score of zero should only be given in the event the student omits an entire etude or if he/she plays the incorrect etude.)

f) Any other problems that arise during the adjudication should be immediately brought to the attention of the Jazz Division Vice-President.

g) The tabulated results will be final 72 hours after the results have been posted/distributed.

5. Chair Placement (07/2012)

Chair placement will be determined by the results of the recorded all-state audition adjudication.

All-State Orchestra Adjudication Procedures

1. Audition Music (07/2016)

The official list of recording audition excerpts for the TPSMEA All-State Orchestra will be made available by August 1st and posted on the TPSMEA website by August 15th. It consists of two excerpts chosen from the TMEA All-State Orchestra etudes. These two excerpts contain contrasting material and may indicate bowings, fingerings, and metronome markings, which are to be strictly adhered to. Directors are to provide these two excerpts to their students.

2. Instrumentation (06/2023)

The minimum instrumentation for the All-State Orchestra (66 students) is:

18 - Violin I
18 - Violin II
12 – Violas
12 – Cellos
6 – Basses ***

*** Note that the first alternate for bass will be included in the All-State Band.

3. Adjudication Procedures for Entries (06/2023)

a) Students may audition on only one instrument per year.

b) Adjudication of entries will be held at two sites (Dallas and Houston regions) with the Orchestra Division Vice President attending each site.

c) All recordings will be adjudicated by a panel of TPSMEA members or authorized representatives as determined by the Orchestra Division Vice President. All TPSMEA members who send entries to All-State must be present for the adjudication process, send a qualified proxy who has been approved by the Orchestra Vice President, or pay the current proxy fee.

d) The Orchestra Division Vice President will assign those members present to panels and will designate one member to chair the panel. Each panel will consist of no less than five (5) members including the chair. The audition is anonymous. Each recording will be assigned an audition number generated by the computer. A monitor, who will not act as judge nor offer any opinion to the panel, will play each recording.

e) Using TPSMEA Adjudication Form One, each judge will evaluate the student audition. Each excerpt will be an equal portion of 400 points. The judge's scores shall then be entered into a computer which will then compute the rankings of the audition in accordance with TPSMEA guidelines. To participate in the All-State Orchestra, a student

must have an adjusted raw score greater than 100. If able to do so, judges may break their own ties if able to do so with accurate and effective discernment and consistency.

f) After the final rankings, all adjudication forms and recordings will be turned in to the Orchestra Division Vice President. Using the results of the audition, the TPSMEA Executive Board and Orchestra Division Vice President will determine membership in the TPSMEA All-State Orchestra. The Orchestra Vice President will send the results to all directors who sent entries. No results will be posted until the conclusion of all adjudications. **Each student selected will be assessed a $15.00 music fee.**

4. Adjudication Procedures for Chair Placement (08/2014)

The recorded audition will yield a ranked list of 34 violins, 12 violas, 12 cellos, and 6 basses. This list will signify acceptance into the orchestra. All students will be auditioned upon arrival at All-State to determine chair placement. This live audition will be on excerpts from the repertoire to be performed. Prior to All-State, the first 18 violinists will be sent 1st violin parts, and the violinists ranked 19 – 34 will be sent 2nd violin parts. Violinists will not change sections as a result of the chair-placement audition, unless the conductor, in consultation with the adjudicators, decides to move several first violinists to the front of the second violin section.

5. Fees (07/2021)

Each All-State Orchestra student selected will be assessed a $15.00 music fee in addition to the $20.00 participation fee.

All-State Choir Adjudication Procedures

1. Audition Process (06/2023)

a) The All-State choir audition process will consist of two auditions. The first being an adjudication of the recorded audition at a region level and the second being an adjudication of recordings selected from the first audition. In the case of soloists or ensembles needed, the All-State Clinician will have the final selection.

b) For All-State judging, the state is divided into three regions – Region I, II & III. The schools in each region are assigned by the Vocal Division Vice President and any disagreements may be appealed to the TPSMEA Executive Board for a final decision.

c) Each region will follow the audition guidelines set forth in the TPSMEA Handbook of Policies and Procedures. Questions concerning rules or procedures should be addressed to the Vocal Division Vice President. Site hosts should stay in contact with the Vocal Division Vice President to ensure that all regional/state contests are consistent in rule, interpretations, and procedural matters.

d) For definition purposes only, the first-round region audition determines participation in the All-Region Choir and participation in the All-State audition. Students who are selected in the first-round audition and meet the requirements of participation receive a TPSMEA All-Region Choir patch. The second-round audition determines participation in the All-State Choir.

e) No alternates will be designated, and no student will be called up to the All-State Choir after 10 days prior to the start of the All-State Clinic and Concert.

f) Only students 14 years old on December 31st of the audition year and in grades 9, 10, 11 or 12 may audition for the All-Region and All-State Choir.

2. Audition Music (07/2016)

The audition music for the TPSMEA All-State Choir will consist of excerpts from two pieces chosen from the music to be performed by the All-State Choir. The audition will be a SATB divisi audition (SSAATTBB). Students may audition for only one voice part per year.

3. Voices (07/2018)

The recommended voice setting for the 200 voice All-State Choir (200 students) is:

25 – Soprano I
25 – Soprano II
25 – Alto I
25 – Alto II
25 – Tenor I
25 – Tenor II

25 – Bass I
25 – Bass II

4. Adjudication Procedures for Entries (07/2024)

a) Adjudication of entries will be held at three regional audition sites with the Vocal Division Vice President or an Executive Board member attending or being available via phone. In some regions/situations remote judging may be used.

b) All recordings will be adjudicated by a panel of TPSMEA members or authorized representatives as determined by the Vocal Division Vice President. All TPSMEA members who submit entries to All-State must be present for the adjudication process or send a qualified proxy. With Vocal Division Vice President's approval, a director may pay a proxy judge fee set by the State Board in lieu of sending a proxy judge.

c) The site host, with the Vocal Division Vice President's approval, will assign those members present to panels and will designate one member to chair the panel. If possible, each panel will consist of five (5) members but must consist of no less than three (3) members including the chair.

d) A chair judge will play the recording for the other judges. The five-member panel will use the Olympic scoring method. A three-judge panel may be used provided a judge is not judging students from his/her school or students with whom they have an acquaintance. Olympic scoring would not be used on a three-judge panel.

e) Each judge will evaluate the student audition. Each excerpt will be an equal portion of a set number of points. The judge's scores shall then be entered into the official TPSMEA scoring program, which will then compute the rankings of the audition in accordance with TPSMEA guidelines.

f) For a student to qualify for the TPSMEA All-State Choir the student's audition recording must be fully complete, having performed the entire official audition cut. All judges will score what they hear and make note of any incomplete recordings. Any recording marked as incomplete by any judge must be reviewed and confirmed as incomplete by the Vocal Division Vice President. Only the Vocal Division Vice President can disqualify a recording.

g) To be certified to advance to the next round of auditions or participate in a performing ensemble, an entrant must have an adjusted raw score of greater than 150.

h) Using the results of the audition/s, the TPSMEA Executive Board and Vocal Division Vice President will certify those recordings proceeding to the next audition, membership in any regional ensembles and will send the results to all directors who submitted entries.

i) Audition results will be announced at the conclusion of the audition process but are subject to the 72-hour appeal process. The highest-ranking 16 students of each section (SI, SII, AI, AII, TI, TII, BI, BII) (104 total) will be offered membership in a Region Level Mixed Choir and have their recordings sent forward to the All-State Choir audition.

j) The audition for the All-State Choir will consist of recordings of those students certified to proceed from the first-round auditions. Audition procedures will follow the exact procedures of the first round. Four sections will be judged in the North Region and four sections in the South Region.

k) Using the results of the audition, the Executive Board and Vocal Division Vice President will certify membership in the TPSMEA All-State Choir and send the results to all directors who submitted entries.

5. Music Packets (08/2014)

a) The All-State Choir repertoire list will be selected by the guest clinician in consultation with the Vocal Division Vice President. The repertoire list will be published by the end of the preceding school year. Once the All-State Choir repertoire is chosen, area vendors will be notified to ensure enough sheet music is on hand for purchase by TPSMEA members.

b) Additionally, an Official TPSMEA Accompaniment Recording, which may include each voice part recorded separately with accompaniment for rehearsal purposes only, will be available from a third-party vendor for purchase by TPSMEA members. All students submitting recordings for the All-State Choir must sing with the Official TPSMEA Accompaniment Recording.

6. Performance from Memory (08/2014)

Region mini-clinics led by participating directors or Region Level Concerts may be held at central locations within each region to help the students learn their music prior to the TPSMEA All-State weekend. Unless specified by the guest clinician, there is no expectation of students performing music from memory.

7. Rehearsal Assistants (07/2012)

Directors should attend as many rehearsals as possible. Directors who have students in the All-State Choir will be asked to attend specific segments of rehearsals as assistants to the clinician.

High School Region Mixed Choir

1. Voices (07/2018)

Prior to September 30th, each region will set their Region Choir membership number but only the highest-ranking 16 students in each section (SI, SII, AI, AII, TI, TII, BI, BII) will

advance to the All-State audition. As soon as possible, the region coordinator will notify the Vocal VP and Executive Director of the number.

2. Participation fee (07/2021)

a) All High School Region Mixed Choir participants will pay a $20.00 participation fee prior to the clinic/concert performance.

b) A single check or PayPal transaction from the school or member is required. See All-State General Audition Guidelines 1b

High School Region Treble Choir

1. Voices (07/2018)

a) Regional Treble Choirs are open to soprano and alto voices from each region. Prior to September 30th, each region will set their Region Treble Choir membership number. As soon as possible, the region coordinator will notify the Vocal VP and Executive Director of the number.

b) Qualifying students may only perform in the regional choir in which they are selected.

2. Minimum Score Rule (07/2016)

The "minimum score rule" will apply to singers considered for the Region Treble choir. For a student to qualify for inclusion in the Region Treble Choir, their adjusted raw score must be greater than 150. The adjusted raw score is the combination of the middle three judge's raw scores using Olympic scoring.

3. Participation fee (07/2022)

a) All High School Region Treble Choir participants will pay a $20.00 participation fee prior to the clinic/concert performance.

b) A single check or PayPal transaction from the school or member is required. See All-State General Audition Guidelines 1b

Region Level Honor Ensembles

General Information

1. School Regional Assignments (07/2021)

Students should be registered by their director in the region their school is assigned. Directors should refer to the regional map located on the TPSMEA website. http://www.tpsmea.org/library/state-map/ Questions about school regional assignments should be referred to the Divisional Vice President. Only with written approval by the Divisional Vice President, will a student be allowed to participate in an audition/ensemble outside of their assigned region.

2. Attendance (07/2012)

A participant in a region level honor ensemble must attend all rehearsals with the clinician to perform in the concert and receive a region level ensemble patch.

3. Recordings (07/2022)

a) Each director may submit the best unedited recording possible. (Editing means any post manipulation of the file including, but not limited to, adding reverb or other sonic enhancements, splicing of multiple recordings, etc. but a director may delete/cut blank space from the beginning or end of the audition.) Edited auditions may be disqualified.

b) Directors/Members should be present when recordings are created and should be the only person uploading those recordings after reviewing them.

4. Fees (07/2022)

a) The audition fee for all Middle School Honor Ensembles is $25.00. There is also a $20.00 participation fee and a $10 music fee for instrumental students selected and a $20 participation fee for vocal students selected.

b) A single check or electronic payment transaction from the school or member is required and payable prior to the audition. See All-State General Audition Guidelines 1b. *(Note: Participation fees have currently been waived for Middle School ensembles but not the music fee for instrumental students.)*

Middle School Honor Band

Middle School Honor Band Site Host will: (07/2024)

- reserve a rehearsal and performance site
- provide refreshments and amenities for clinician
- reserve a rehearsal and performance site
- provide refreshments and amenities for clinician

Middle School Honor Band Coordinator (07/2024)

- coordinate audition music and the adjudication
- select clinician and work with clinician to select music (see TPSMEA Pay Scale)
- obtain clinic music and prepare folders

1. Audition Music (07/2012)

The audition music for the TPSMEA Region level honor groups will be set by that region and posted on the TPSMEA website. This is the official listing of the excerpts, which are to be strictly adhered to.

2. Instrumentation (07/2021)

The instrumentation/size will be set by the members of each region prior to the opening of the event on OpusEvent.

3. Adjudication Procedures for Entries (07/2024)

a) Audition procedures for Middle School Region Level Honor Groups should follow those used by the high school All-State level groups.

b) The Region Coordinator will be responsible for assigning judging panels, cuing the recordings, selecting a clinician, purchasing music and other duties as needed to provide a successful experience for the students.

4. Chair Placement (07/2012)

Chair placement will be determined by the results of the recorded audition.

5. Additional Procedures (07/2012)

Procedures that are relevant to each region will be discussed and voted upon by participating directors, submitted to the State Board for approval and insertion into the Handbook prior to the entry deadline. These would include, but not be limited to: instrumentation (voicing), age (grade) of participant, audition music, choosing of the clinician and purchasing of music.

6. Fees (07/2021)

The audition fee for MSHB is $25.00 and the music fee is $10.00

Region Level Jazz Band

All-Region Level Groups Site Host will: (07/2012)

- reserve a rehearsal and performance site
- coordinate audition music and the adjudication
- select clinician (see TPSMEA Pay Scale)
- provide refreshments and amenities for clinician

1. Audition Music (07/2012)

The audition music for the Region Level Honor Jazz Band will be the ATSSB All-State Jazz Music. The music used for the TPSMEA recorded audition will be from the beginning down to the region cut.

2. Instrumentation (07/2012)

Standard big-band instrumentation should be used for the region level band with variances agreed upon by the participating regional members.

3. Adjudication Procedures for Entries (07/2012)

a) Audition procedures for Region Level Jazz Bands should follow those used by the high school All-State level groups. Only one site is needed for the region level adjudication.

b) The Region Coordinator will be responsible for assigning judging panels, cuing the recordings, selecting a clinician, purchasing music and other duties as needed to provide a successful experience for the students.

4. Chair Placement (07/2012)

Chair placement will be determined by the results of the recorded audition.

5. Fees (07/2021)

a) The audition fee per student is $25.00 payable to TPSMEA when recordings are submitted. In addition, there is a $20 per student participation fee and a $10.00 music fee for each student chosen for membership in an All-Region Jazz Band.

b) A single check or electronic payment transaction from the school or member is required and payable prior to the audition. See All-State General Audition Guidelines 1b.

TPSMEA Middle School Honor Orchestra & High School Region Orchestra

All-Region Honor Ensemble Site Host and/or Coordinator will: (07/2016)

- reserve rehearsal sites and a performance site
- coordinate audition music and the adjudication
- select clinicians (See TPSMEA Pay Scale)
- provide refreshments and amenities for clinicians
- for additional responsibilities refer to the MSHO/HSRO site host/coordinator task list

1. Audition Music (07/2012)

The audition music for the TPSMEA Region level honor ensembles will be set by that region and posted on the TPSMEA website. This is the official listing of the excerpts, which are to be strictly adhered to.

2. Instrumentation (07/2012)

The instrumentation will be set by the members of the region prior to the start of the adjudication.

3. Adjudication Procedures for Entries (07/2012)

a) Audition procedures for Middle School Honor Orchestra and High School Region Orchestra should follow those used by the high school All-State level groups.

b) Only one site is needed for each region's adjudication.

c) The Regional Coordinator will be responsible for assigning judging panels, coordinating the adjudication recordings, selecting a clinician, purchasing music and other duties as needed to provide a successful experience for the students.

4. Chair Placement (07/2012)

Chair placement will be determined by the results of the recorded audition.

5. Additional Procedures (07/2012)

Procedures that are relevant to each region will be discussed and voted on by participating directors and given to all Orchestra Division directors prior to the entry deadline. These would include, but not be limited to: instrumentation (voicing), age (grade) of participant, audition music, choosing of the clinician and purchasing of music.

6. Fees (07/2021)

There is a $20.00 participation fee and a $10.00 music fee for High School Region Orchestra students. There is a $10 music fee only for Middle School Region Orchestra students.

TPSMEA Middle School Region Level Honor Choirs

If not using remote judging, All-Region Level Honor Ensemble Site Hosts will: (06/2017)

- reserve a rehearsal and performance site
- coordinate audition music and the adjudication
- coordinate refreshments and amenities for clinician

1. Eligible Students (07/2016)

The TPSMEA Middle School Honor Choir is for students who are in 7th and 8th grades with the following exceptions.

1) A 6th grade student who has a changing voice and cannot sing the soprano or alto voice part for the TPSMEA Children's Honor Choir may submit an audition to the TPSMEA MSHC.

2) A 9th grade boy can choose to audition for the TPSMEA MSHC or the TPSMEA All-State Choir but cannot submit an audition for both choirs.

2. Adjudication Procedures (07/2016)

a) The TPSMEA MSHC region audition process will consist of one audition. The audition will be a recorded audition submitted by electronic means. (currently OpusEvent.com)

b) For judging, the regions are divided into two groups, Regions 1 and 2 (Northern Region Choir), and Regions 3 & 4 (Southern Region Choir). The schools in each region are assigned by the Vocal Division Vice President and any disagreements maybe appealed to the TPSMEA Executive Board for a final decision.

c) Each region will follow the audition sidelines set forth in the TPSMEA Handbook of Policies and Procedures. Questions concerning rules or procedures should be addressed to the Elementary Division Vice President. Site hosts and/or Coordinators should stay in contact with the Elementary Division Vice President to ensure that all regional contests are consistent in rule, interpretations, and procedural matters.

3. Audition Music (07/2016)

a) The audition music for the TPSMEA MSHC will be set by the Elementary Division Vice President and posted on the TPSMEA website. This is the official listing of the excerpts, which are to be strictly adhered to.

b) The audition music for the TPSMEA MSHC will consist of excerpts from two pieces chosen from the music to be performed by the Region MSHC. Students may audition in only one voice part per year.

4. Voices (07/2016)

The recommended voice setting for the Northern and Southern Region MSHC is:
25- Sopranos
25- Altos
25- Tenors
25- Baritone/Basses
*The MSHC should have a minimum of 60 members and a maximum of 100 members.

5. Adjudication Procedures for Entries (07/2016)

a) If not using remote judging, adjudication of entries will be held during the second round of the TPSMEA All-State judging in two audition sites with the Elementary Division Vice President or an Executive Board member attending each site.

b) All recordings will be adjudicated by a panel of TPSMEA members or authorized representatives as determined by the Elementary Division Vice President. All TPSMEA members who submit entries to the Regional MSHC must be present or available for remote judging for the adjudication process or send a qualified proxy. With the Elementary Division VP approval, a director may pay a proxy judge fee set by the State Board in lieu of sending a proxy judge.

c) The site host or coordinator, with the Elementary Division VP's approval, will assign those members present to panels and will designate one member to chair the panel. If possible, each panel will consist of five (5) members but must consist of no less than three (3) members including the chair.

d) Each recording is assigned an audition number. If not using remote judging, a monitor will play each recording so that the audition is anonymous. The monitor will not act as judge nor offer any opinion to the panel. The five-member panel should use the Olympic scoring method. A three-judge panel may be used provided a judge is not judging students from his/her school or students with whom they have an acquaintance. Olympic scoring would not be used on a three-judge panel.

e) Using the official TPSMEA Adjudication form, each judge will evaluate the student's audition. Each excerpt will be an equal portion of a set number of points. The judge's scores shall then be entered into a computer, which will then compute the rankings of the audition in accordance with TPSMEA guidelines.

f) For a student to qualify for the TPSMEA Region MSHC the student's audition recording must be fully complete, having performed the entire official audition cut. All judges will score what they hear and make note of any incomplete recordings. Any recording marked as incomplete by any judge must be reviewed and confirmed as incomplete by

the Elementary Division VP. Only the Elementary Vice President, Vocal Division VP, or Executive Board Member can disqualify a recording.

g) To be selected to the Region MSHC and perform in the ensemble, an entrant must have an adjusted raw score of greater than 150.

h) All adjudication forms will be turned in to the Elementary Vocal Division Vice President and results will be sent to all directors. All audition results are subject to a 72-hour appeal process.

6. Repertoire (07/2016)

a) The Region MSHC repertoire list will be selected by the clinicians in consultation with the Elementary Division Vice President. The repertoire list will be published by the end of the preceding school year. Once the MSHC repertoire is chosen, area vendors will be notified to ensure sufficient quantities of the selected music is on hand for purchase by TPSMEA members.

b) Additionally, an Official TPSMEA accompaniment recording, which may include each voice part recorded separately with accompaniment for rehearsal purposes only, will be available from a third-party vendor for purchase by TPSMEA members. All students submitting recordings for the Region MSHC must sing with the Official TPSMEA Accompaniment Recording.

7. Performance from Memory (07/2016)

Students selected for the Region MSHC must come to the clinic/concert weekend prepared by knowing all notes and rhythms. A brief sectional rehearsal will be held at the beginning of the honor choir weekend to check all notes and rhythms before the choir begins rehearsals with the guest clinician. Unless specified by the guest clinician, there is no expectation of students performing music from memory.

8. Rehearsal Assistants (07/2016)

Directors or chaperones should be present in all rehearsals. Directors who have students in the Region MSHC will be asked to help with various responsibilities during the Honor Choir weekend.

TPSMEA Children's Honor Choir

1. Eligible Students (07/2022)

a) Children's Honor Choir is for 5th and 6th grade students. Students must be no older than 12 years old on the date of the event (date of the event is published on www.tpsmea.org).

b) 6th grade students with changed voices should audition for the Middle School Honor Choir and not be selected for Children's Honor Choir.

2. Selection of Students (07/2016)

a) Directors select, according to their own criteria, which students may participate. The number of students each school may send is based on the total enrollment of 5th and 6th grader students at the school. A director may select a minimum of 4 students and up to 15% of the total enrollment of the 5th and 6th grades in their school.

b) Children's Honor Choir is divided equally between soprano and alto voicing. Directors are encouraged to enroll equal numbers of each (soprano & alto) based on the school's eligibility whenever possible.

3. Student Entry Cost (07/2016)

a) The participation fee for Children's Honor Choir is $30.00 per student. If paying by check, directors should send ONE school check directly to the TPSMEA Executive Director when registration is complete on www.tpsmea.org. Entry fees may also be paid using electronic means. See All-State General Audition Guidelines 1b

b) All fees must be paid by the entry deadline date. A student's entry for Children's Honor Choir will not be allowed to proceed unless all fees are paid.

4. Registration Process (07/2016)

a) Directors will register students for Children's Honor Choir at www.tpsmea.org - Members Only Page.

b) Participation Fees for the event should be mailed directly to the TPSMEA Executive Director prior to the event and not given to the site host unless instructed.

c) Individual checks or electronic payments from parents may be rejected.

5. Repertoire (07/2016)

a) Repertoire is chosen in collaboration with the Elementary Division Vice President and the clinician. The repertoire list will be posted to the TPSMEA website by the end of the following school year. Publisher information is given with the titles. Directors are responsible for obtaining the music for their registered students directly from any of the

various suppliers around the state. The music must be thoroughly learned before the event date.

b) Additionally, an Official TPSMEA accompaniment recording, which may include each voice part recorded separately with accompaniment for rehearsal purposes only, will be available from a third-party vendor for purchase by TPSMEA members.

6. Directors' Responsibilities (07/2016)

Directors MUST attend the event with their students or send a representative/proxy during the concert weekend. Every director will have a specific job assignment from the site host and/or coordinator to help make the event run smoothly. Directors should plan to assist with sectional rehearsals on Friday (directing, accompanying, crowd control, check roll, etc.).

General Information for Competitions and Festivals

General Information (06/2023)

a) Any band, orchestra, or choir from a school where the director/teacher is in good standing may be entered in regional and state competitions.

b) All entries shall be prepared on official entry forms in compliance with the TPSMEA Handbook of Policy and Procedures.

c) TPSMEA uses www.solo-ensemble.com for entry and adjudication of Solo & Ensemble participants and www.tpsmea.org, Member's Only page for Concert & Sight-Reading entries.

d) Schools will participate in their respective geographical Concert & Sight-Reading location.

e) Entries shall be completed by midnight of the designated entry date found on the entry website. A school and/or school personnel whose entries do not meet the prescribed deadline maybe be penalized in accordance with the TPSMEA Handbook. The Divisional Vice President may refuse to accept the entry if it results in disruption of the planning and organization for the contest.

f) Each organization entering a regional or state event will pay an entry fee as established by the TPSMEA State Board.

g) Entries After the Deadline - Entries inadvertently omitted may be submitted after the deadline with the following provisions:
    1) An entry shall be on file by the deadline.
    2) Additional entries can be submitted up to the day of the contest.
    3) The TPSMEA site host may refuse entry if it disrupts the contest schedule.
    4) A late fee as determined by the TPSMEA State Board shall be assessed.

h) The director of a band, orchestra or choir may not perform with the competing ensemble.
    1) The accompanist of an orchestra shall be a member of a competing ensemble.
    2) The accompanist of a choir may not sing with the competing ensemble unless the accompanist is an eligible student.

i) The following guidelines will govern the repetition of a composition for contest purposes.
    1) An organization in a one or two-year school may repeat a selection in the second year after the initial performance.

2) An organization in a three-year school may repeat a selection in the third year after the initial performance.
3) An organization in a four-year school may repeat a selection in the fourth year after the initial performance.
4) Multiple Performance of String Orchestra Selection Prohibited. A full orchestra and string orchestra from the same school shall not perform the same string orchestra selection on both contest programs.

Judges (07/2016)

a) At least one judge with orchestral teaching experience shall be employed when a concert and sight-reading event has one or more orchestra entries.

b) A judge should be currently teaching, conducting, or performing in or retired from the field in which he or she is employed to judge.

c) A judge shall have a college or conservatory degree in music or music education.

d) A person may not serve as a judge if that person has served as a clinician/conductor for any school organization participating in the event during the current school year. The rule does not apply to clinicians for All-Region and All-State organizations.

e) In marching competition, the following limitations will apply:
- A judge may not be invited for a return engagement to adjudicate a Marching event in the same region/state unless two years have elapsed since he or she last judged that specific event.

f) A region may not employ a judge, nor a judge accept an adjudication assignment if there is a known conflict of interest.

g) If a judge gives a rating other than Division I, the judge is expected to explain on the comment sheet what the student or ensemble should do to improve the performance. Taped comments and a written summary may be used for marching band contests.

h) The judge shall call to the attention of the site host any irregularities of performance or procedure on the part of the participant prior to auditioning the contestant.

i) The ratings and comment sheets of a contestant who fails to follow the established procedures will be held in the contest office until the Divisional Vice President rules on the infringement.

j) Judges shall report any act of discourtesy by a participant or music director to the site host, who shall forward the report to the appropriate Divisional Vice President for action.

k) Judges shall be instructed not to confer before ratings are placed on comment sheets and those sheets are collected for tabulation.

l) The performance of the soloist, ensemble, or organization at the time of the contest is the only factor which can be considered in determining ratings. A rating designating the excellence of the performance shall be as follows:

1) Division I (Superior). A superior performance for the event and the class of participants being judged; worthy of the distinction of being recognized as a first-place winner.
2) Division II (Excellent). An unusual performance in many respects but not worthy of the highest rating due to minor defects in performance or ineffective interpretation. A performance of distinctive quality.
3) Division III (Average). An average performance, but not outstanding, showing accomplishment and marked promise, but lacking in one or more essential qualities.
4) Division IV (Below Average). A below average performance not worthy of higher rating because of basic weaknesses in most of the fundamental factors.
5) Division V (Poor). Much room for improvement. The director should check his or her methods, instrumentation, etc. with those of more mature organizations.

Rating Chart for Concert and Sight Reading (07/2022)

(In situations where the three judges scores don't agree the following chart will be used.)

Charts for Computing Ratings- Three Judges-Five Ratings

Rating I	Rating II	Rating III	Rating IV	Rating V
1-1-1	1-2-2	1-3-3	1-4-4	1-5-5
1-1-2	1-2-3	1-3-4	1-4-5	2-5-5
1-1-3	1-2-4	1-3-5	2-4-4	3-5-5
1-1-4	1-2-5	2-3-3	2-4-5	4-5-5
1-1-5	2-2-2	2-3-4	3-4-4	5-5-5
	2-2-3	2-3-5	3-4-5	
	2-2-4	3-3-3	4-4-4	
	2-2-5	3-3-4	4-4-5	
		3-3-5		

Judges shall not add plus (+) or minus (-) to division ratings.

School Classification (07/2024)

The following is a guideline to help you determine your school's classification. (Use grades 9 - 12)

AAAAAA	2275+
AAAAA	1315 - 2274
AAAA	545 - 1314
AAA	254 - 544
AA	105 - 253
A	104 and below

Middle School (7th & 8th grade)

CCC	650+
CC	250-649
C	0-249

Marching Band Contest

TPSMEA State Marching Contest

TPSMEA sponsors one statewide marching contest held at the end of October.
(The entry fee charged to spectators will be $10. 00 for adults and $5. 00 for students; the gross entry fee amount is split 50/50 between TPSMEA and the site host school)

1. The Band Division Vice President will: (03/2022)

- reserve a performance site
- select 5 judges (See TPSMEA Pay Scale) to be presented at the preceding year's band division business meeting at the All-State Clinic and Convention
    - Judges will be given the prior year's video examples of top 3 ensembles and the numeric scale for divisional ratings prior to contest.
- Work with the site host to set up judges: tables, chairs, pencils, forms, judge's recording devices, etc.
- Work with the site host to arrange for student help: guides, runners, storage, and hall monitors
- Work with the site host to produce a schedule of events, maps to and of the site, and a program
- Work with the site host to produce a video recording of each ensemble

2. Contest Divisions (06/2025)

a) TPSMEA uses two divisions for separating smaller from larger ensembles:
Groups at or below the median ensemble size will be considered Class I, while groups larger than the median ensemble size will be considered Class II. Ensemble size is determined by the total number of student performers, Including winds, percussion, drum major(s), and guard.

b) Only student members of each band are allowed to perform either audibly or visually during the contest; however, directors or other adults may conduct non-audibly from the sideline. Adults or student volunteers may also assist in the movement of visual aids and equipment before, during, and after the performance.

c) The operation of non-performing electronics and sound equipment can be done by any staff, student, or volunteer and does not count toward your total number of performers (i.e., soundboard operation).

d) Battery and/or percussion front ensembles may enter the drumline division of the State Marching Contest. This is a stand-alone contest adjudicated by one judge and does not count towards the TPSMEA State Marching Championship.

e) Color Guard/Dance ensembles may enter the Color Guard Division of the State Marching Contest. This is a stand-alone contest adjudicated by one judge and does not count towards the TPSMEA State Marching Championship.

3. Music Selection (07/2012)

Music selection is at the discretion of the director.

4. Performance (07/2024)

a) Each band will be given 15 minutes on the field to warm-up, perform, and exit. Going overtime or entering the field before allotted time will result in point deductions.
   Violation = 5-point deduction per 5 minutes of violation.

b) Performance time must be at least 6 minutes long and no longer than 9 minutes. Any band performing for less than six minutes or more than 9 minutes will be penalized.
   Violation = 10-point deduction

5. Adjudication and Contest Format (06/2025)

a) Marching and Music are weighed equally. There are 6 categories in total. The Band VP and/or Site Host is responsible for hiring judges.

- Music Performance Individual
- Music Performance Ensemble / Music General Effect
- Music Percussion (Individual and Ensemble)
- Visual Performance Individual
- Visual Performance Ensemble
- Visual General Effect

1) NOTE: Color guard is not judged. There is no color guard caption.

2) A scale of 0 – 100 is used for each category and the band's final score will be between 0 – 100.

b) How to get a final score between 0 – 100:
   1) On the judge's sheet, each judge is allowed to score up to 100 points.

   2) Add the scores of each judge together.

   3) Then divide by the number of judges.

   4) This will equal an amount that is within the 0 – 100 scale.

c) Divisional ratings (I "Superior", II "Excellent", III "Good", IV "Fair") will be determined based on the numerical scores of each judge in addition to the overall score.

SCORE	RATING
85 and above	I Superior
70 – 84	II Excellent
55 - 69	III Good
54 and below	IV Fair

d) IMPORTANT: To earn a Superior Rating a band must receive a 70 and above in ALL 6 CATEGORIES in addition to an OVERALL SCORE OF 85 AND ABOVE.

(For example: if a band receives an overall score of 93, but is given a 69 in one of the 6 categories, that band receives an Excellent Rating (II)).

e) Outstanding Awards:
These ratings are selected based on judges' favorites and do nothing to increase or hinder the overall score.

- Outstanding Drum Major
- Outstanding Visual Effect
- Outstanding Musical Effect
- Outstanding Winds
- Outstanding Percussion
- Outstanding Color guard

f) Breaking a Tie:

1) In the event of a tie in the final scores between two or more bands, add together the following judges scores: Music Performance Ensemble / Music GE and General Effect Visual.

2) The band with the highest added score will be given precedence.

3) In the event there is still a tie after adding the above scores, the tie will not be resolved. The recap will indicate multiple bands sharing the same position, such as having two bands in 1st place and none in 2nd place.

g) Judges Responsibility and Caption Explanation: *(The judge's main duties comprise:)*

1) Offering commentary and constructive criticism.

2) Providing feedback for improvement, pinpointing weaknesses constructively, and suggesting strategies for maximizing strengths.

3) Delivering comments to each group through audio recordings rather than written on paper.

4) Only the final scores are notated on the adjudication sheet, while comments are provided through audio recordings.

h) Music Performance Individual

The music performance individual field judge has the freedom to move on and off the field during the performance. Via audio recorder this judge provides commentary. Only scoring is notated on paper. This caption is overseen by a single judge.

i) Music Performance Ensemble / Music General Effect

The music performance ensemble / music general effect judge is stationary, either in the press box or in the stands. They remain in a fixed location for the entire duration of the contest. Via audio recorder this judge provides commentary. Only scoring is notated on paper. This caption is overseen by a single judge.

j) Music Percussion (Individual and Ensemble)

The music percussion judge is stationary, either in the press box or in the stands. They remain in a fixed location for the entire duration of the contest. This judge assesses both individual and ensemble percussion music throughout the entirety of the show. Via audio recorder this judge provides commentary. Only scoring is notated on paper. This caption is overseen by a single judge.

k) Visual Performance Individual

The visual performance individual field judge has the freedom to move on and off the field during the performance. They judge all individual visual aspects of the show except color guard, which is not a caption that receives a score. Color guard is NOT judged. Via audio recorder this judge provides commentary. Only scoring is notated on paper. This caption is overseen by a single judge.

l) Visual Performance Ensemble

The visual performance ensemble judge is stationary, either in the press box or in the stands. They remain in a fixed location for the entire duration of the contest. They judge all ensemble visual aspects of the show except color guard, which is not a caption that receives a score. Color guard is NOT judged. Via audio recorder this judge provides commentary. Only scoring is notated on paper. This caption is overseen by a single judge.

m) General Effect Visual

The general effect judge is stationary, either in the press box or in the stands. They remain in a fixed location for the entire duration of the contest. They judge all G.E. visual aspects except color guard, which is not a caption that receives a score. Color guard is NOT judged. Via audio recorder this judge provides commentary. Only scoring is notated on paper. This caption is overseen by a single judge

6. Awards (09/2024)

a) Groups receiving a final rating of “Superior” will be awarded a first division trophy.

b) A trophy or plaque will also be awarded for

- Outstanding Drum Major
- Outstanding Musical Effect
- Outstanding Visual Effect
- Outstanding Percussion
- Outstanding Winds
- Outstanding Color Guard
- Overall State Champion
- 1st and 2nd runner-up in each class.

7. Fees (06/2025)

The fee for Marching Band Contest is $300.00 per ensemble entered.
The fee for Drum Line Contest is $150 per ensemble entered.
The fee for Color Guard Contest is $150 per ensemble entered.

Solo & Ensemble Festivals

Regional Level Solo & Ensemble Festival Procedures (06/2025)

a) TPSMEA sponsors two levels of Solo and Ensemble Festivals. The first level is the Regional Solo & Ensemble Festivals and the second is the State Solo & Ensemble Festival.

b) Regional site hosts will administer Solo and Ensemble Festivals. Information regarding participation will be made available to all members.

c) During the pandemic, TPSMEA offered individual schools Ad Hoc Festivals at their school. As of the 2023-2024 school year, TPSMEA will not offer Ad Hoc Festivals at individual schools if there is a festival in the school's geographic area. Schools may petition the Division VP to attend a festival in another area.

d) Participating schools should submit their completed electronic entry forms with their entry fees by the appropriate deadline as stated on TPSMEA.org or the electronic entry website.

e) Participation is open to upper elementary (grades 5-6), middle school and high school students.
    1) Additionally, gifted students in grades 1-4 may participate with the permission of the Divisional Vice President.
    2) In a situation where a school has a director who is a member of TPSMEA, the students must be entered by the director of school they attend for all contests.

f) The site host will be responsible for hiring qualified judges. The fee for judges is set by the TPSMEA Executive Board. The Executive Director will purchase all medals, trophies, and awards.

g) Parents and non-TPSMEA members should not be allowed in the judge's room before, during or after a student's performance and, except for pleasantries, should not talk with or question a judge, the student's score or the judge's comments. TPSMEA Members, not parents, can bring issues to the site host or a TPSMEA officer only. Failure to adhere to this rule may result in the student being barred from participating in TPSMEA events.

h) Unless utilizing one of the exceptions to copyright as outlined in the TPSMEA Copyright Rules, all judges must be provided with original scores that include numbered measures. Failure to comply with this requirement may result in the disqualification of the student from receiving an award.

Solo and Ensemble Festival Site Host will: (07/2016)

- reserve performance site and rooms
- select judges (See TPSMEA Pay Scale)
- schedule performance times
- arrange for tuned pianos and electronic devices for accompaniment
- provide refreshments and amenities for judges

1. Music Selection (08/2014)

a) Directors should follow TPSMEA guidelines when choosing solo and ensemble selections. In some circumstances, an ensemble may wish to perform a selection not on the current University Interscholastic League Prescribed Music List (PML).

b) Directors wishing to perform a selection not on the PML should inform the Division Vice President, be prepared to furnish a copy of the selection and be ready to have the selection rated by a recognized authority (such as a music dealer or publisher) if requested by the Division Vice President.

c) Except for Medium Ensembles, a director must select music from the solo and ensemble section of the Prescribed Music List (PML) and not the concert contest section. Repertoire in band sections 201-571 of the PML are to be used for entries into the Solo & Ensemble Festivals. The PML is located at http://wwwdev.uiltexas.org/pml/ (FYI – It takes several seconds to load so you must be patient)

d) Repertoire in the "Band" list (100 in the PML), Orchestra list (921 & 926 in the PML) and Vocal list (931, 933 and 935 in the PML) is to be used for the Concert and Sight-Reading Festivals or by a Medium Ensemble.

e) Except for medium ensembles, students must perform a class one ensemble or solo from the Prescribed Music List (PML) and receive a superior rating at the regional level to advance to the State Solo and Ensemble Festival.

f) Directors should supply an original score for the judge. In such a case as an original score is unavailable (i.e., out of print), the director may make copies and enclose an explanatory letter. ***Each measure of the score must be numbered!***

g) On each entry form, the director will specify the grade level and PML Code number found on the PML website for each piece to be performed. Failure to specify the grade level and PML code on the entry form will cause the selection to be classified as a non-PML selection and superior performances will receive the award specified below for non-PML selections.

h) Instrumental soloists are expected to perform a cadenza if it is called for in the score. A copy of the cadenza to be performed must be presented to the judge.

3. Repetition

a) A soloist shall not repeat a selection (or movement) performed by him or her in previous Solo & Ensemble Festival.

b) An ensemble may not perform a selection which has been played as a contest selection by a similar ensemble from the same school in the previous year, unless at least half the members of the ensemble did not participate in the ensemble the previous year.

4. Accompaniment.

a) All solos and ensembles shall be accompanied except those works which are written expressly for unaccompanied instrument(s) or voice(s).

b) The piano will be used for all vocal accompaniments. Exception: A recorded accompaniment utilizing piano or other musically appropriate instrument(s) may be used for regional festivals.

(Directors are encouraged to limit the number of events one pianist may accompany.)

c) Students must furnish their own accompanist. Site hosts do not provide accompanists.

d) Recorded and Smart Music accompaniment is permitted at the Regional Instrumental Solo and Ensemble Festival.

5. Conducted Ensembles.

a) Small ensembles may not be conducted.

(Exception: Madrigals and instrumental ensembles of 11 or more as well as all percussion ensembles may be conducted.)

6. Performance (07/2012)

a) Each soloist or ensemble will be allowed to perform one selection per instrument.

b) Vocal music solos and ensembles must be memorized. No rating will be given for vocal performances in which music is used.

c) Instrumental solos and ensembles do not need to be memorized.

d) Vocal songs with titles listed in the PML in a foreign language must be sung in that language unless otherwise specified. Songs with titles listed in English may be sung in any other language.

e) Only ensembles and madrigals of more than 11 students may be conducted.

7. Adjudication (08/2014)

a) Only official adjudication electronic forms from Solo-Ensemble.com will be used.

b) Soloists and ensembles will be adjudicated by one judge and assigned a rating of I (Superior), II (Excellent), III (Good).

8. Awards (07/2016)

a) Each performer who has paid the entry fee and receives a rating of "Superior" on PML repertoire will be awarded a medal.

b) Performers who have paid the entry fee and receive a rating of "Superior" on repertoire not listed on the PML will be awarded a ribbon.

c) Only students who receive a "Superior" rating on a Prescribed Music List (PML) Class I solo or ensemble will be qualified to advance to the State Solo and Ensemble Festival.

9. Fees (07/2022)

a) The fee for Regional Level Solo & Ensemble Festival is $10.00 per ensemble member and $15.00 per soloist.

b) The entry fee is per event.

t) A single check or electronic payment transaction from the school or member is required. If paying by check, a single check from the school or director is to be sent to the TPSMEA Executive Director. TPSMEA Members should not submit checks from a student's parents nor have parents pay fees individually using electronic transactions. Checks or electronic transactions from parents may be returned and the student removed from the festival.

10. Medium Ensembles (07/2021)

a) Size of the Medium Ensemble

1) Except for experimental ensembles (which performs jazz, contemporary Christian, ethnic music, etc.), a medium ensemble will consist of not less than 13 students and no more than 30 students.

2) For jazz, experimental, or ethnic music, not covered by the PML, the minimum number of students is 4 and the maximum number is 30.

a) A student may perform in no more than two medium ensembles provided the student does not duplicate repertoire.

b) Medium ensembles may select music from any source.

c) Medium ensembles may be conducted.

d) A medium ensemble member may not perform repertoire from a current or prior year's medium ensemble or concert contest of which they were a performer.

e) Medium ensembles will receive a double time entry with vocal ensemble receiving no more than 10 minutes and instrumental ensembles receiving no more than 12 minutes to include setup, performance and exiting the room.

f) Each member of a medium ensemble which has paid the entry fee and receives a superior rating (I) will be presented with an award.

   1) Awards for superior ratings on selections taken from the PML Solo & Ensemble listing will be as follows:
      - Class One ensemble – Blue Ribbon with Gold Medal.
      - Class Two ensemble – Red Ribbon with Silver Medal.
      - Class Three ensemble – White Ribbon with Bronze Medal.

   2) Awards for superior ratings on selections taken from the PML Concert listing will be as follows:
      - Red, White & Blue Ribbon with a Gold Medal.

   3) Awards for music not listed on the PML will be as follows:
      - Red, White & Blue Ribbon with a bronze medal.

g) Medium Ensemble Entry fee is $10.00 per ensemble member capped at a maximum of $200.00.

h) Medium ensembles which receive a superior rating on a PML Class I ensemble, or PML grade appropriate concert selection may advance to the State Solo & Ensemble Festival. (Grade appropriate refers to the school's classification: A, AA, AAA, etc.)

i) Experimental ensemble is a "catch all" designation for ensembles which do not fit into another classification and are not eligible to go to the state contest. They usually consist of students performing music which is not listed on the PML and receive a multi-colored ribbon with a bronze medal for a superior rating at the regional festival.

State Level Solo and Ensemble Festival Procedures

1. Participation Requirements (08/2014)

a) Except for medium ensembles, only students who receive a "Superior" rating on a Prescribed Music List (PML) Class I solo or ensemble are qualified to advance to the State Solo and Ensemble Festival.

b) Only medium ensembles which receive a "Superior" rating on a PML Class I ensemble, or PML grade appropriate concert selection, are qualified to advance to the State Solo & Ensemble Festival. (Grade appropriate refers to the school's classification: A, AA, AAA, etc.)

2. Music Selection (07/2017)

a) Performance selections must be taken from the current Prescribed Music List (PML) for solos and ensembles and medium ensembles.
    a. There is an exception for medium ensembles (typically jazz ensembles) for which there is no music on the PML but is performing music at or above the state performance requirement.

b) The selection performed at the State Solo & Ensemble Festival must be the same selection performed at the Regional S&E Festival in which the student received the superior rating.

c) Directors should supply an original score for the judge. In such a case as an original score is unavailable (i.e., out of print), the director may make copies and enclose an explanatory letter. Each measure of the score must be numbered!

3. Performance (07/2013)

a) Students must perform the music selection with the accompaniment specified by the music.

b) Students must furnish their own accompanist. Site hosts do not provide accompanists.

c) For the State Solo & Ensemble Festival, recorded and Smart Music may only be used if the music selection is specifically written to be performed with recorded accompaniment.

d) Vocal music solos and ensembles must be memorized. No rating will be given for vocal performances in which music is used.

e) Vocal solos may be sung in any key, published or transposed.

f) Vocal songs with titles listed in the PML in a foreign language must be sung in that language unless otherwise specified. Songs with titles listed in English may be sung in any other language.

4. Adjudication (07/2012)

Soloists and ensembles will be adjudicated by one judge and assigned a rating of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement).

5. Awards (07/2016)

Each performer who has paid the entry fee and receives a rating of "Superior" will be awarded a medal.

6. Fees (07/2022)

a) **The fee for the State Solo and Ensemble Festival is $10.00 per ensemble participant and $20.00 for each soloist. Medium Ensemble entry fees are capped at $200.00.**

b) The fee is per event entered.

c) A single check or electronic payment transaction from the school or member is required. If paying by check, a single check from the school or director is to be submitted. TPSMEA Members should not submit checks from a student's parents nor have parents pay fees individually using electronic transactions. Checks or electronic transactions from parents may be returned and the student removed from the festival.

7. Audience (06/2025)

Parents and non-TPSMEA members should not be allowed in the judge's room before, during or after a student's performance and, except for pleasantries, should not talk with or question a judge, the student's score or the judge's comments. TPSMEA Members, not parents, can bring issues to the site host or a TPSMEA officer only. Failure to adhere to this rule may result in the student being barred from participating in TPSMEA events.

8. Judge's Choice Recital (7/2022)

a) The site host will be the person who decides if there is a Judge's Choice Recital.

b) There may be a Judge's Choice Recital for the top performers from the State Solo & Ensemble Festival. This recital will take place at the end of the final day of the State Solo & Ensemble performances.

c) There will be a maximum of 12 performers chosen for the Judge's Choice Recital.

d) Each judge may select a maximum of 8 of their top performers for a Judge's Choice Recital and rank them 1, 2, 3, etc.

e) Each judge's recommendations will be made after they have heard all students assigned to them.

f) The site host will determine participation in the recital based solely on the individual judge's ranking and who is available to perform.

g) If possible, all judges should have the same number of performers participating in the recital.

h) The site host is not responsible for furnishing accompanists for performers in the Judge's Choice Recital.

Concert and Sight-Reading Festival Procedures

General Information

TPSMEA Concert and Sight-Reading Festivals are open to Concert Bands, Symphony and Chamber Orchestras, Jazz Ensembles and Jazz Combos, Concert Choirs, Show Choirs and Jazz Choirs (Jazz Ensembles, Combos, Show Choirs and Jazz Choirs will not sight read) from all Texas private high schools and middle schools. The director of each group must be a TPSMEA member. All performers in each ensemble must be students at the school entering the ensemble.

Concert and Sight-Reading Contest Site Host (07/2024)

The Concert and Sight-Reading Site Host will provide the following:

- select judges: 3 – concert and SR (see TPSMEA Pay Scale)
- schedule and distribute the schedule to participating schools
- provide warm up and performance rooms
- equipment: enough chairs and stands or risers for performance area
- Pianos for warm up, concert and sight reading
- percussion equipment for both staging areas for instrumental ensembles
- provide email or mail directions for participants
- judge's needs: tables/chairs/pencils/forms
- student help to guide each ensemble/security/stage crew
- adult/student timer for the sight-reading room
- assist executive director with locating a recording engineer
- provide a backup laptop and power cords for judges

General Rules for Concert & Sight-Reading Festivals

1. Varsity and Non-Varsity Designations

a) Schools may designate a varsity group representing that school. Other similar ensembles from that school may be entered as non-varsity groups provided there is no duplication of personnel.

b) At the option of the music director, and with the approval of the TPSMEA Divisional Vice President, music organizations representing new music programs and music organizations committed to the process of establishing a viable music program may enter as non-varsity groups in the conference to which they are assigned until such time that the organization earns a division one rating in concert performance.

c) Performing organizations in 9th grade and/or 10th grade high schools may enter as non-varsity.

d) Non-Varsity music shall be selected according to instructions for second groups in the current Prescribed Music List (PML).

Concert Contest

1. Music Selection (06/2025)

a) In some circumstances, an ensemble may perform below its TPSMEA classification or may wish to perform a selection not on the current Texas Prescribed Music List (PML).
   1) Directors wishing to perform without adhering to TPSMEA Music Selection Guidelines should contact the Divisional Vice President at least one month before the contest date.
   2) Directors wishing to perform a selection not on the PML should furnish a copy of the score to the Divisional Vice President and be ready to have the selection rated by a recognized authority (such as a music dealer or publisher) if requested by the Divisional Vice President.

b) Directors should supply 3 scores (one for each judge) to the contest chairman upon arrival at the contest site.

c) Each score must be an original. In such a case as the original is unavailable or meets an exception as outlined in the TPSMEA Copyright Rules (i.e., out of print), the director may make copies and enclose an explanatory letter. The letter should contain a release from the publisher/composer.

d) Each measure of the score must be numbered!

2. Entry Fees (07/2024)

The cost for each ensemble entered in the contest is:

- **$350.00 for Instrumental Concert ONLY**
- **$400.00 for Instrumental Concert and Sight Reading**
- **$350.00 for Vocal Concert ONLY**
- **$400.00 for Vocal Concert and Sight Reading**

(Fees are used to pay for judges, trophies, rental costs, and administrative expenses)

3. Band Performance Requirements

a) Instrumental Concert Contest performances should last no more than 30 minutes, including entrance, performance, and clearing the stage.

b) A band may not play two selections by the same composer in any given evaluation whether or not the music is chosen from the Prescribed Music List (this includes a march).

c) Substitution of Unlisted Editions for Selections in the PML - Any unabridged edition by a current copyright holder of a selection appearing in the Prescribed Music List may be substituted. TPSMEA defines unabridged as containing the same musical content and degree of difficulty from the version appearing in the PML.

1) The director of the performing organization or event shall be responsible for the compliance of any substitute edition.

2) Directors are encouraged to seek approval from the TPSMEA Band Vice President for any unabridged substitution in advance of the performance.

3) Approval shall be determined by comparing the version on the PML with the substitution.

4) If a substitution is performed and is determined to be abridged the performing organization or event shall be subject to penalty.

PERFORMANCE REQUIREMENTS FOR HIGH SCHOOL VARSITY BANDS

Conference	1st Selection Source	2nd Selection Source	March
6A	Grade V list	Grade IV or V lists	Director's Choice
5A	Grade V or IV lists	Gr. III, IV or V lists	Director's Choice
4A	Gr. III, IV or V lists	Gr. II, III, IV or V lists	Director's Choice
3A	Gr. II, III, IV or V lists	Gr. I, II, III, IV or V lists	Director's Choice
1A/2A	Gr. I, II, III, IV or V lists	Gr. I, II, III, IV or V lists	Director's Choice

PERFORMANCE REQUIREMENTS FOR HIGH SCHOOL NON-VARSITY BANDS

Conference	1st Selection Source	2nd Selection Source	March
6A-NV	Gr. III, IV or V lists	Gr. II, III, IV or V lists	Director's Choice
5A-NV	Gr. II, III, IV or V lists	Gr. I, II, III, IV or V lists	Director's Choice
4A-NV	Gr. I, II, III, IV or V lists	Gr. I, II, III, IV or V lists	Director's Choice
3A-NV	Gr. I, II, III, IV or V lists	Gr. I, II, III, IV or V lists	Director's Choice
1A/2A-NV	Gr. I, II, III, IV or V lists	Gr. I, II, III, IV or V lists	Director's Choice

PERFORMANCE REQUIREMENTS FOR MIDDLE SCHOOL (C-CCC) AND JUNIOR HIGH (B-BBB) VARSITY BANDS

Conference	1st Selection Source	2nd Selection Source	March
3B	Gr. III, IV or V lists	Gr. II, III, IV or V lists	Director's Choice
2B & 3C	Gr. II, III, IV or V lists	Gr. II, III, IV or V lists	Director's Choice
1B & 2C	Gr. II, III, IV or V lists	Gr. I, II, III, IV or V lists	Director's Choice
1C	Gr. I, II, III, IV or V lists	Gr. I, II, III, IV or V lists	Director's Choice

PERFORMANCE REQUIREMENTS FOR MIDDLE SCHOOL (C-CCC AND JUNIOR HIGH (B-BBB) NON-VARSITY BANDS

Conference	1st Selection Source	2nd Selection Source	March
All Conferences	Gr. I, II, III, IV or V lists	Gr. I, II, III, IV or V lists	Director's Choice

d) The Use of Synthesizer

1) The use of synthesized sound, to reinforce or to substitute for acoustical instruments that are a traditional part of the band instrumentation, is prohibited.

2) A synthesized substitute may be used for other instruments specified in the score under the following provisions:
   a) The synthesized substitute shall be performed live as a part of the contest performance.
   b) The performer shall be a member of the competing ensemble.
   c) It shall be the responsibility of the performing group director to provide all equipment for the production of synthesized sound.

3) The use of synthesized sound may be considered by each judge in determining the overall rating for the performance.

4. Orchestral Performance Requirement

a) Orchestra Concert Contest performances should last no more than 30 minutes, including entrance, performance, and clearing the stage.

b) An orchestra may not play two selections by the same composer in any given evaluation whether or not the music is chosen from the Prescribed Music List.

c) A full orchestra and string orchestra from the same school shall not perform the same string orchestra selection on both evaluation programs.

d) Substitution of Unlisted Editions for Selections in the PML - Any unabridged edition by a current copyright holder of a selection appearing in the Prescribed Music List may be substituted.
   - TPSMEA defines unabridged as containing the same musical content and degree of difficulty from the version appearing in the PML.

   1) The director of the performing organization or event shall be responsible for the compliance of any substitute edition.

   2) Directors are encouraged to seek approval from the TPSMEA Divisional Vice President for any unabridged substitution in advance of the performance.

   3) Approval shall be determined by comparing the version on the PML with the substitution.

   4) If a substitution is performed and is determined to be abridged the performing organization or event shall be subject to penalty.

e) Traditional orchestra instruments (such as harp) that are not utilized by the composer may be added at the discretion of the conductor, provided that the part is consistent with the musical integrity of the composition.

1) The quality of parts written for additional instruments may be considered by the judges and can affect the overall rating of the performance.

2) Any parts written for additional instruments should be given to each judge along with the published score.

f) Full Orchestra (*) - In lieu of performing a full orchestra work as stated under requirement (a) of each option, a director may substitute an overture or tone poem or one movement (except a menuetto) from a symphony by any composer listed with a 921-0-XXXXX unique number. (any standard, unabridged edition may be used):

- These composers include: Barber, Beethoven, Berlioz, Bizet, Borodin, Brahms, Copland, Debussy, Dvorak, Faure, Glazunov, Gluck, Hanson, Harris, Haydn, Ives, Mendelssohn, Mozart, Prokovieff, Rimsky-Korsakov, Rossini, Schubert, Saint-Saens, Salieri, Shubert, Schumann, Shostakovich, Sibelius, Tchaikovsky, Verdi, von Suppe, von Weber, and Wagner.

g) String Orchestra (**) - In lieu of performing a string orchestra work as stated under requirement (a), a director in Conference 6A, 5A, or 4A-3B-3C may substitute a minimum of two contrasting movements from an original, unabridged concerto or concerto grosso by any composer listed with a 926-0-XXXXX unique number.

- These composers include: Albinoni, Bach (C.P.E., J.C., J.S., or W.F.), Boyce, Corelli, Geminiani, Handel, Locatelli, Mendelssohn, Mozart, Telemann, Torelli, Vivaldi, and Vitali.

- NOTE: Unique numbers for these composers will appear at the beginning of the Prescribed Music List for String Orchestra.

Performance Requirement for Full Orchestra

Conference	1st Selection	2nd Selection	3rd selection
6A	One full orch work from the Grade V lists OR a substitution as listed above (*)	A second full orch work from the Grade IV or V lists.	A string orch selection from any source OR A full orch selection from any source
5A	One full orch work from the Grade IV or V lists OR a substitution as listed above (*)	A second full orch work from the Grade III, IV or V lists.	A string orch selection from any source OR A full orch selection from any source
4A, 3B, or 6A NV	One full orch work from the Grade III, IV	A second full orch work from the Grade II, III, IV	A string orch selection from any source OR

	or V lists OR a substitution as listed above (*)	or V lists.	A full orch selection from any source
2B or 3C	One full orch work from the Grade II, III, IV or V lists OR a substitution as listed above (*)	A second full orch work from the Grade II, III, IV or V list.	A string orch selection from any source OR A full orch selection from any source
3A, 1B, 2C or 5A NV	One full orch work from the Grade II, III, IV or V lists OR a substitution as listed above (*)	A second full orch work from the Grade I, II, III, IV or V list.	A string orch selection from any source OR A full orch selection from any source
1A/2A, 1C, 4A NV, 3A NV, 1A/ 2A NV, 3B NV, 2B NV, 1B NV, 3C NV, 2C NV, 1C NV	One full orch work from the Grade I, II, III, IV or V lists OR a substitution as listed above (*)	A second full orch work from the Grade I, II, III, IV or V list.	A string orch selection from any source OR A full orch selection from any source

Performance Requirement for String Orchestra

Conference	1st Selection	2nd Selection	3rd selection
6A	One work from the Grade V list OR a substitution as listed above (*)	One work from the Grade IV or V list	One selection from any source
5A	One work from the Grade IV or V list OR a substitution as listed above (*)	One work from the Grade III, IV or V list	One selection from any source
4A, 3B, or 6A NV	One work from the Grade III, IV, or V lists OR a substitution as Listed above (*)	One work from the Grade II, III, IV or V list	One selection from any source
2B or 3C	One work from the Grade II, III, IV or V lists OR a substitution as listed above (*)	One work from the Grade II, III, IV or V list	One selection from any source
3A, 1B, 2C or 5A NV	One work from the Grade II, III, IV or V lists OR a substitution as listed above (*)	One work from the Grade I, II, III, IV or V list.	One selection from any source
1A/2A, 1C, 4A	One work from the	One work from the	One selection from

NV, 3A NV, 1A/ 2A NV, 3B NV, 2B NV, 1B NV, 3C NV, 2C NV, 1C NV	Grade I, II, III, IV or V lists OR a substitution as listed above (*)	Grade I, II, III, IV or V list.	any source

h) The Use of Synthesizer
   1) The use of synthesized sound, to reinforce or to substitute for acoustical instruments that are a traditional part of the orchestra instrumentation, is prohibited.
   2) A synthesized substitute may be used for other instruments specified in the score under the following provisions:
      a) The synthesized substitute shall be performed live as a part of the contest performance.
      b) The performer shall be a member of the competing ensemble.
      c) It shall be the responsibility of the performing group director to provide all equipment to produce synthesized sound.
   3) The use of synthesized sound may be considered by each judge in determining the overall rating for the performance.

5. Vocal Performance Requirements

a) Vocal Concert Contest performances should last no more than 20 minutes including entrance, performance, and clearing the stage.

b) At least one composition must be performed without accompaniment, and all of the compositions may be performed a cappella if so indicated by the published score.

c) The text must be sung in the language of the title as listed in the PML unless otherwise notated in the published score.

d) Voicings shall be utilized as indicated in the published score and as dictated in the PML requirements.

e) Accompaniment
   1) The term "keyboard" encompasses organ, piano, or harpsichord.
   2) Instrumental accompaniment shall be utilized as indicated in the published score.
   3) Recorded accompaniment is permissible only when specified in the score.
   4) A synthesized accompaniment may be used under the following provisions:
      a) A synthesized accompaniment should be used only when the original instrumentation is not available.
      b) The quality of the synthesizer sound should be commensurate with the intent of the composer.
      c) The synthesized accompaniment must be performed "live" as a part of the performance.
      d) Synthesized sound may not support or replace vocal parts.

e) It shall be the responsibility of the choral group director to provide all equipment for the production of synthesized sound.

f) Vocal Performance Requirements:

Performance Requirements for High School Varsity

Conference	1st Selection	2nd Selection	3rd Selection
6A	Grade V list	Grade IV or V lists	Any Source
5A	Grade IV or V lists	Grade III, IV or V lists	Any Source
4A	Grade III, IV or V lists	Grade II, III, IV or V lists	Any Source
3A	Grade II, III, IV or V lists	Grade I, II, III, IV or V lists	Any Source
1A/2A	Grade I, II, III, IV or V lists	Grade I, II, III, IV or V lists	Any Source

Performance Requirements Junior High and Middle School Varsity

Conference	1st Selection	2nd Selection	3rd Selection
3B	Grade III, IV or V lists	Grade II, III, IV or V lists	Any Source
2B/3C	Grade II, III, IV or V lists	Grade II, III, IV or V lists	Any Source
1B/2C	Grade II, III, IV or V lists	Grade I, II, III, IV or V lists	Any Source
1C	Grade I, II, III, IV or V lists	Grade I, II, III, IV or V lists	Any Source

Performance Requirements for Non-Varsity Groups

Conference	1st Selection	2nd Selection	3rd Selection
All 6A NV	Grade III, IV or V lists	Grade II, III, IV or V lists	Any Source
All 5A and down	Grade I, II, III, IV or V lists	Grade I, II, III, IV or V lists	Any Source

a) Each group will be allowed a brief (one minute or less) warm-up on music obviously intended for warm up purposes, and not being performed for adjudication.

6. Adjudication (07/2016)

a) Ensembles will be adjudicated by three judges and assigned ratings of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement).

b) In situations where the judge's ratings do not agree the final rating is determined by the rating chart, see page 53.

7. Awards (07/2012)

a) Ensembles receiving a final rating of "Superior" will be awarded a first division trophy.

b) Ensembles receiving a final rating of "Superior" in both Concert and Sight Reading will receive one trophy signifying this accomplishment.

Sight Reading Contest

Ensembles participating in the TPSMEA Concert Contest will have the option of participating in the Sight-Reading portion of the contest, for a rating and critique or for critique only. Jazz Ensembles, Jazz Combos, Show Choirs and Jazz Choirs will not sight read.

1. Music Selection (07/2012)

a) Ensembles will sight read a piece two (2) levels down from the music that they are currently specified to perform.

b) A judge of the sight-reading contest is required to ask the director the following question: "Has this organization or any of its members heard, read, rehearsed or performed this selection previously?"
   - If the answer is no, then sight-reading procedures will commence; however,
   - if the answer is yes, it is up to the contest chairman to provide another piece of comparable difficulty for the group to read.

c) Sight-reading selections for choral ensembles will have the same voicing as the music performed in the concert contest.

2. Procedures for Orchestral Sight Reading (07/2012)

a) Only one director may instruct the group.

b) For Instrumental ensembles, the director will be given a ten (10) minute time limit in which to instruct the ensemble.

c) For instrumental ensembles, instructions may include singing phrases or counting rhythms, but no **performance of music** on an instrument is allowed.

d) Students are not allowed to tap rhythms or perform any part of the music in any fashion but may ask questions of the director.

e) Once the performance has started, the director may elect to stop only for the purpose of designating a starting point to unify the ensemble.

f) Any director making an obvious contribution to the performance by communicating verbally with the ensemble may be disqualified.

3. Procedures for Vocal Sight Reading (7/2016)

a) Only one director may instruct the group.

b) The director will be given a six (6) minute time limit in which to instruct the group.

c) At the beginning of the discussion period the tonic chord may be given in broken chord style. The director may instruct the group by tapping out rhythms and talking about any passage of the music, but may not hum, sing any part, or allow it to be played on the piano.

d) Students may chant rhythms and/or text and tap or clap the rhythms, but they may not reproduce the music tonally!

e) Students may ask questions of the director.

f) At the completion of the instruction period the tonic chord will be given in broken chord style. At this time the students may reproduce their pitch of this chord. The director may sing the starting pitch with each section. No further warm-up or direction is allowed.

g) The selection will then be sung twice, first with piano accompaniment using the group's preferred method of sight singing, then a capella.

h) The director will have two minutes between readings for discussion. The piano will then intone the starting pitches, which the choir may sing before performing a capella.

i) Any director making an obvious contribution to the performance by communicating verbally with the ensemble may be disqualified.

j) Both performances will be judged.

4. Procedures for Band Sight-Reading (07/2025)

a) Prior to the Instruction Period:
   1) At the conclusion of completing the written evaluation for a performing ensemble and prior to the start of the next ensemble's instruction period the three judges may be introduced to the next performing ensemble by the compliance official, then will leave the sight-reading room and not return until the next ensemble's instruction period concludes.
   2) Either one of the judges or a person appointed by the contest chair shall monitor the time to ensure that the judges punctually return to the sight-reading room to adjudicate each performance.

b) Compliance Official:
   1) A compliance official shall remain in the sight-reading room during the instruction period to monitor time, ensure compliance with procedures, and read the official script to the ensemble.
   2) At the discretion of the director of the ensemble to be judged the compliance official may provide feedback to the director on the use of the instruction period.

c) Score Study Period:
   1) Prior to the instruction period the director will be given three (3) minutes to study the sightreading music full score during which time the director may take notes or utilize removable notes in the score but may not mark directly on the score.
   2) During the score study period music will be distributed to the students, but the students may not view or study the music until the instruction period begins.

d) Instruction Period:
    1) Only one director may instruct and direct the ensemble.
    2) There shall be one instruction period of ten (10) minutes.
    3) The director may not play an instrument – string, wind, keyboard or otherwise.
    4) The director may not utilize technology devices. Exception: the director may utilize an audible metronome that provides the downbeat pulse.
    5) The students may play the sight-reading evaluation music individually, in small groups, or with the full ensemble, at the discretion of the director.
    6) The students and/or the director may sing the music and/or count, clap, and tap rhythms during the instruction period.
    7) Neither the director nor the students may mark on the music unless instructed to do so by a judge.

e) After the Instruction Period and Prior to the Performance:
    1) The students will be instructed to turn the music face down at the end of the instruction period.
    2) The judges will enter the sight-reading room.
    3) Immediately following the instruction period, while the music is face down and prior to the performance, the ensemble may play a sustained note – unison or chord. No further warm-up or musical instruction of any kind is permitted by the director.

f) Performance:
    1) When the judges are ready, the ensemble shall turn the music face up and perform the piece.
    2) In the event the director chooses to stop the performance, it should be for the sole purpose of designating a starting point. No further instructions may be given.
    3) An ensemble whose director makes an obvious contribution to the performance either by singing with or speaking to the students while they are performing shall be disqualified. An obvious deliberate attempt by a director to be disqualified may result in the assignment of a rating by the adjudication panel. A judge's decision of what is obvious and deliberate is final.
    4) The ensemble's performance shall be evaluated by the adjudicators in accordance with the sight-reading adjudication rubric and the performance shall be the sole criteria for assigning a rating.

5. Adjudication (07/2016)

a) Groups will be adjudicated by three judges and assigned ratings of I (Superior), II (Excellent), III (Good), IV (Fair), V (Needs Improvement). In some situations, TPSMEA may use only one sight reading judge.

b) In situations where the judge's ratings do not agree the final rating is determined by the rating chart.

6. Awards (07/2012)

a) Groups receiving a final rating of "Superior" will be awarded a first division trophy.

b) Groups receiving a final rating of "Superior" in both Concert and Sight Reading will receive one trophy signifying this accomplishment.

TPSMEA Copyright Rules

Allowed Reproduction of Music

Reproduced copies of published copyrighted music scores will be accepted for TPSMEA music events provided the following conditions have been met:

a) The reproduction of scores is an emergency and not made to avoid the purchase of music.

b) The reproduction shows the notice of copyright.

c) Proof is provided that the purchase order for the procurement of copyrighted scores has been initiated; or a statement from the copyright holder granting permission to use photocopied scores is submitted to the Divisional Vice President and site host.

d) Written certification that the reproduced scores will be destroyed immediately following contest use.

e) Schools/members who perform copyrighted and/or music requiring royalty are responsible for conforming to all rules and regulations pertaining to the performance of the copyrighted music.

f) Video and audio vendors who are recording and selling performances to our members and students are required to adhere to federal copyright laws and secure the necessary copyright clearances. TPSMEA assumes no responsibility for obtaining copyright clearance for any vendor selling content to our members and students.

Prohibited Reproduction of Music

Reproducing more than 10% of individual parts (band, choir, orchestra) is not permitted under the TPSMEA Copyright Rule.

TPSMEA Pay Scale for Clinicians and Judges

TPSMEA Honorariums and Expenses (06/2025)

All-State Clinician

Honorarium - $2,100.00
Lodging provided by TPSMEA
Meals and incidentals - $68.00 per day
Transportation – Coach airfare (21 day in advance) or mileage (.60/mile)

All-State Accompanists

Honorarium - $1,200.00
Lodging provided by TPSMEA
Meals and incidentals - $68.00 per day
Transportation – Coach airfare (21 day in advance) or mileage (.60/mile)

Regional Level Clinicians

Honorarium - $650.00
Lodging provided by TPSMEA
Meals and incidentals - $68.00
Transportation – Coach airfare (21 day in advance) or mileage (.60/mile)

Regional Level Accompanists

Honorarium - $450.00
Meals and incidentals - $68.00
Transportation – Mileage (.60/mile) - only if out of town

All-State Proxy Judges

Honorarium $30.00 per hour (no per diem)

Solo & Ensemble/Concert & Sight-Reading/Marching Contest Judges

S&E Honorarium - $32.00 per hour, two-hour minimum
C&SR and Marching Honorarium - $40.00 per hour, two-hour minimum
State S&E Honorarium - $40.00 per hour, two-hour minimum
Meal – lunch provided by host
Transportation - Mileage (.60/mile) if from out of town

Note:

- Receipts are needed only for hotel expenses, rental cars, and airfare.
- Mileage is calculated by computer using home address per W9 to venue address.
- TPSMEA members serving as clinicians, judges, accompanists, etc. are not entitled to lodging, meals or transportation if their students are participating.

Clinician/Judge Meal and Incidental Expenses and Reimbursements

Meals and Hospitality Rooms

a) For judging events, TPSMEA provides lunches for judges and assistors at contests and reimburses the site host for hospitality room expenses for directors.

b) For concerts and like events, TPSMEA does not reimburse expenses for meals for clinicians, accompanists, directors, or students unless agreed to by the Executive Director prior to the event. (Clinicians and accompanist are given $68.00 a day to reimburse them for meals and incidentals)

c) For concerts and like events, TPSMEA does reimburse the site host for member hospitality room expenses.

d) Unless prior approval is given by the Executive Board, TPSMEA does not reimburse the personal expenses of any member to attend or host an event.

e) Hospitality room expenses and provided meals should be kept to a reasonable cost to keep expenses at a minimum while also providing a nice experience for the clinicians, judges, and members. Questions about expenses should be discussed with the Executive Director prior to the event.

f) Any exceptions to the reimbursement policy must be discussed with the Executive Director prior to the event.

Reimbursements and Receipts

a) All event expense reports, bills, invoices and requests for reimbursement must be accompanied by corresponding receipts and are to be submitted to the Executive Director within a month of the event or before the end of the fiscal year, whichever comes first.

b) All reimbursement transactions, requests for reimbursement and subsequent reimbursement checks, must be completed prior to the close of the fiscal year (June 30th) in which the event occurred.

c) Reimbursement requests submitted without accompanying corresponding receipts or those not submitted prior to the end of the fiscal year will not be honored.

d) Except for the clinician, accompanist and expenses discussed above in Meals and Hospitality Rooms will not be reimbursed unless prior approval from the Executive Director is obtained. This includes additional paid musicians, unusual transportation expenses, multiple nights at the hotel for the clinician, car rental, etc. (If you're not sure

if the expense qualifies for reimbursement or payment, email the Executive Director prior to ordering or agreeing to the service.)

TPSMEA Authorized Travel

TPSMEA State Board members, employees and general members authorized to travel and be reimbursed by TPSMEA must follow the following travel guidelines:

Travel Authorization

a) All reimbursed travel must be discussed and approved by vote of the Executive Board and/or the Executive Director.

b) Travel not discussed prior to the beginning of the trip may not be reimbursed.

c) Travel by TPSMEA members must be for TPSMEA business. Under no circumstances is travel for personal business reimbursed by TPSMEA.

Reimbursement Amounts

d) TPSMEA State Board members, employees and members who travel to attend approved meetings and conventions are reimbursed at the following rates.
   1) .50 per mile for personally owned vehicles
   2) $58.00 per day for meals and incidentals
   3) Lodging, if overnight stay is approved
   4) coach airfare, if approved in lieu of personal mileage
   5) Public transportation should be used in lieu of a rental vehicle

   Note: Receipts are needed for airfare, public transportation, and lodging. Under normal circumstances, mileage is calculated by computer using address to address method.

TPSMEA Travel Policy

TPSMEA members authorized to travel and be reimbursed by TPSMEA should also review the TPSMEA Travel Policy on www.tpsmea.org under the library tab.