

UIL Music Region 11

Solo & Ensemble Guidelines

2026

Directors will organize their respective Solo & Ensemble Contests (SEC) on their individual campuses. Alternatively, directors may collaborate with other directors to host the contest at a single location; for example, Pleasanton, Jourdanton, and Poteet may combine efforts to conduct an SEC together. A minimum of ten students is required to hold an independent SEC. If fewer than ten students are participating, please coordinate with a nearby district to combine your SECs. If this is a problem, please contact me at 210-274-6651.

Please refer to the guidelines below to conduct your SEC.

If you have any questions, feel free to contact me via phone or email. Thank you in advance for your hard work and dedication to the student musicians of UIL Region 11.

All SEC Information can also be found [HERE](#).

Entry Deadline Window: Dec 1, 2025 – Feb 24, 2026

SEC Performance Window: Dec 1, 2025 – Feb 28, 2026

1. Your responsibilities:

- a. Register your students in TMF (Texas Music Forms).
- b. Mail your entry check to:

UIL Music Region 11
9185 North Point Dr
San Antonio, Tx 78266
- c. Hire your own judge(s) – Feel free to contact me if you need assistance with hiring judges.
- d. Judges must be a member of TMEA and/or TMAA.
- e. Medium ensemble judges must be a current member of TMAA.
- f. Judges are paid \$31.25 per active hour of judging, excluding travel time, schedule your students accordingly. Judges are paid \$0.67 per mile, roundtrip.
- g. Judges must submit the [2026 Judges Pay Form](#) to receive payment for their services. Share this link with the judges.
- h. Instrumental judges should hear approximately 8 students per hour.
- i. Choral judges should hear approximately 10 students per hour.
- j. Please give each judge the UIL Music Region 11 [SEC Judging guidelines](#).
- k. All solos must be accompanied unless otherwise noted on the PML.
- l. Do not upload individual student comment sheets, I only need the results.

2. **Print Invoice from TMF**

- a. Click My Entries
- b. Select Event – Click Show Entries
- c. Click- Print Invoice

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3. **Print the Individual comment sheets From TMF. DO NOT SEND THESE FORMS TO ME**
 - a. Click - MY Entries
 - b. Select Event – Click Show Entries
 - c. Click – Print All S&E entries
 - d. Once each student completes their performance, collect the judge's comment sheet and record the rating on the excel sheet(see #4 Print and record ratings) . After verifying and recording the rating, you may return the sheet to the student. *Ensure every sheet has a judge's signature and that the rating is both **written** and **circled**. Remember If a student qualifies for TSSEC the rating must be recorded as **1C***

4. **Print and record ratings.**
 - a. Click MY Entries
 - b. Select Event – Click Show entries
 - c. Click - Export to Excel
 - d. In Excel, right-click Column H and insert a new column and label it "Ratings."
 - e. Record all ratings in this column.
 - f. **Remember If a student qualifies for TSSEC the rating must be recorded as **1C**.**

5. **Upload completed Form 1, SEC Results/Ratings and invoice [Here](#).**

6. **Follow all UIL SEC rules in the *Constitution & Contest Rules (C&CR)*.**
<https://www.uiltexas.org/policy/constitution/music/solo-ensemble>.

7. Should a judge have a question about a student's performance, please call me immediately.

8. **Mr. Badrak's duties:**
 - a. Verify all entries.
 - b. Communicate with each director about their contest date(s) and judges.
 - c. Email judges' instructions to each director to distribute to the judges.
 - d. Pay judges by mail.
 - e. Input all results in Texas Music Forms.
 - f. Mail or deliver medals earned to each campus.

CONGRATULATIONS in advance to you and your students



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