



# **Northern California Band Association**

## *Host Instructions for Parade Committees*

Welcome to the Northern California Band Association. This Association was founded in 1991 with the purpose of standardizing band adjudication in Northern California. The Rules and regulations of this organization were voted on by band directors, instructors and contest hosts and are the best and most complete set of rules available at this time. Your contest has been approved by the membership of the NCBA for this type of competition. It is important that your committee read and familiarize themselves with these guidelines because each band attending your event will expect the very best in band contest organization and anything less will have a negative effect on your contest and NCBA.

All show hosts must be current members of NCBA. The membership year begins July 1st and ends June 30th.

If you have any questions, problems, concerns no matter how small they may seem. It is much more important to all parties involved to resolve these issues prior to your competition date. Please feel free to contact the NCBA Contest Coordinator VP or the Parade & Field VP with any needs.

### **Table of Contents**

1. Committee Checklist	2
2. Score Sheets	2
3. Rules & Regulations	2
4. Tie Breaking	2
5. Competition Divisions	3
6. Schedules	4
7. Performance Area	4
8. Credentials	5
9. Announcer Script	5
10. Trophy Guide	6
11. Judges	7
12. Head Judge	7
13. Tabulation	7
14. Adjudicators Fee Schedule	8-9
15. Weather Procedures	9-10
16. Performance Evaluation	10

## **1. Committee Checklist**

Please make sure that you have received all of the following documents for your parade competition. If you have not received any of these documents please contact the Parade and Field VP or Contest Coordinator VP of NCBA.

1. Instructions for Parade Committee
2. Parade Rules and Regulations
3. Judges Tally Sheet Master
4. Awards Guidelines Ceremony Sheet

## **2. Score Sheets**

NCBA has moved to an electronic format for scoring. The Head tabulator will set up the electronic system for your event. There is no need to print out score sheets. You will need to print out recap sheets for each judge for each event with the schools listed in performance order.

NCBA will provide a tablet for each judge to submit scores with in addition to the audio recording.

At the end of the event the tabuator will print out completed recap sheets for the participating groups. In addition they will print out an announcer sheet for awards. Individual score sheets will be emailed to each school with the recordings embedded in the sheet.

## **3. Rules and Regulations**

Enclosed in your packet is the latest revision of the Parade Rules and Regulations. Please include a copy of these rules with your information that is sent to the band directors prior to your event date. NCBA does not have nor endorse any tie breaking system. Also include the awards ceremony guidelines in your information to all participants.

## **4. Tie Breaking**

NCBA does not have nor endorse any tie breaking system. Ties are part of the competition and fortunately do not happen often. Adjudicators are not allowed to change their scores after they have been submitted to the tabulation for the purpose of breaking a tie between two or more units. In the event of a tie the NCBA suggest that a flip of a coin at the awards ceremony be held with the winning unit taking the award home and the loser being supplied with a duplicate award at a later time. It is further suggested that each contest host budget extra money for the additional award.

## 4. Band Classification

Classifications are determined by the number of performers on the street. This includes everyone - Wind musicians, percussion, color guard, drum major, back flags, escorts, auxiliary units, etc.

Middle School/Junior High	Number of performers
JB	1-50
JA	51+

High School	Number of Performers
1A	1-35
2A	36-50
3A	51-70
4A	71-90
5A	91-110
OPEN	111+

### Rules

- Bands must update numbers with show hosts before September 15th of the given year
- Bands can move to the Open division at any point in the season.
- Bands may compete in a higher division than their numbers, but not a lower division. You may not change after your first competition, or the second weekend in October.
- Bands may not move down in class after their first competition of the season.
- Schools may combine from the same school district. Combined schools must compete in the open division regardless of band size.

## 5. Scheduling

### General Guidelines:

- Registration date & time will determine performance order.
- Ensembles with the earliest registration date will perform last in their class.
- Ensembles with the same registration date will be sorted by time to determine performance order within their class.
- Bands need to be given the schedule as soon as possible.
- You must set your contest up with no less than 5 minute intervals between bands.
- This will allow the judges to give a fair adjudication to all units.
- More than 5 minutes may be used, although it is not recommended.
- In order to keep your contest running smoothly each band will be brought to the begin competition line prior to their performance.
- Their 5-minute time slot will start when the first person steps over that line to begin their performance.
- You will need to have a starting monitor on the begin competition line that is in communication with the Head Judge on the judges stand.
- It is also recommended that a second monitor work with the head judge at the end competition zone to communicate when bands exit the competition area.
- Walkie-Talkies are preferred for this communication.
- The Head Judge will be able to keep your event on time with the help of these monitors.

### Schedules and Packets:

- Publication of preliminary schedules and packets must be emailed & posted two weeks before the event, if they are available earlier they will be.
- Updates that occur after an event packet is released will be emailed to participants and judges.
- Communication methods utilized will include but not be limited to emails, phone calls, and text messages.

## 6. Percussion Competition

If your event is going to have a percussion competition as part of the parade festival it must follow NCBA guidelines regardless of whether or not that competition occurs along the actual parade route. Each local tournament may have an additional percussion competition. NCBA rules will apply.

## 7. Performance Area

- Performance area is at least 450 feet straight.
  - There must be area before the competition area to stage a large band and an area after the competition for the band to exit.
  - A salute line will be placed at the 250 foot mark and the judges stand should be centered on this line.
- By the judges stand:
  - Provide a viewing area for the band staff to use only while their band is performing
  - Provide a video area to be used for the performing band during their time slot only

## 8. Announcer Script

All Bands will use the following script: (Highlighted portions to be filled in by each competing unit)

Now entering the field is the **Roadrunner Marching Band** from **Kalamazoo High School** in **Kalamazoo, California**. They are under the direction of **Wonder Woman** along with staff members **Rocky Balboa, color guard, Tina Tapenstien, percussion. (Add more as needed)**

They are led on the field by field conductors **Sir Flappyarms & Wendy Wavesalot**. Color guard captain(s) are **Joey Dropsalot and Serena Twinkletoes**. Percussion captain is **Sally Snare**.

Please welcome the **Roadrunner Marching Band!**

For start of show:

Drum Major is your band ready? (cue for drum major to salute)

After salute - Presenting their 2022 their field show: is **Scooby Doo**. **Roadrunner Marching Band**, you may now take the field in competition!

## 9. Trophy Guidelines

NCBA competitions will include the following awards that may be in the form of trophies, plaques, acrylics, printed certificates, or music-oriented merchandise. It is recommended to have the following awards for field:

### Division Awards

- 1<sup>st</sup> through 3<sup>rd</sup> in each division
- If it is a large review it is recommended that the host provide additional places respective of the size of the division

### **Sweepstakes Awards:**

- Grand Sweepstakes for the highest scoring overall of Music, Showmanship and Marching.
  - It is recommended that this band be pulled out of that division and award the next high score in that division 1st place
- Music Sweepstakes for the highest score in the Music captions
  - High Brass & Woodwinds can be awarded
- Showmanship Sweepstakes for the highest score in the General Effect captions
- Marching Sweepstakes for the highest score in the Visual captions
- **Optional Sweepstakes:** *It is recommended that this unit be pulled out of that division and award the next high score in that division 1st place*
  - **Color Guard** Sweepstakes for the highest score in Colorguard
  - **Percussion** Sweepstakes for the highest score in Percussion
  - **Drum Major** Sweepstakes for the highest score in Drum Major

### **Colorguard:**

- 1<sup>st</sup> through 3<sup>rd</sup> in each division if a larger event
- If it is a large review it is recommended that the host provide additional places respective of the size of the division
- The host may award 1<sup>st</sup> through 5<sup>th</sup> if a small event, usually under 15 units.

### **Drum Majors:**

The captions for Drum Major are:

- Mace
  - Military
  - Open
- 
- Recommended to award 1<sup>st</sup> through 4<sup>th</sup> or higher in the Mace Caption.
    - This caption usually has more DM's than the other captions
  - Recommended to award 1<sup>st</sup> through 3<sup>rd</sup> in the Military Caption.
    - It is usually recommended to award 50% of this Caption
  - Recommended to award 1<sup>st</sup> through 3<sup>rd</sup> in the Open Caption.
    - It is recommended to only award 50% of this caption as there are usually only 1 to 3 Open DM's.

### **Percussion:**

- The host may award 1<sup>st</sup> through 3<sup>rd</sup> in each division if a larger event
- The host may award 1<sup>st</sup> through 5<sup>th</sup> if a small review, usually under 15 units.

The host has the option and discretion to amend their awards to fit their trophy budget\_their awards to fit their trophy budget.

## Awards Ceremonies

The exciting culmination of your event will be the awards ceremony.

- This ceremony should be held in a place that can accommodate all the participants with a clear view of the award presentation area.
- In order for your awards ceremony to have the dignity and respect that it deserves a minimum standard of behavior and dress is appropriate.
- Please include the insert supplied to you in each of your information packets that are sent out to the participation units.
- As an NCBA event you are expected to enforce all of the awards ceremony guidelines. Including:
  - Removing any participant who does not render a dignified salute
  - Removing any unit who tries to send out more than six representatives per unit

### Awards Presentation

- You may use as many students to present awards as you wish.
- All students involved with the awards ceremony must be in full uniform.
- Presenters should keep award salutes very simple. It's about the person you are presenting to and not about your school.

## 10. Judges

This is one of the most important areas of your contest. NCBA has gone to great lengths to certify the best quality adjudicators available.

- As a certified contest, you may only use NCBA approved judges.
- NCBA will schedule your judges for you & there is no charge for this service.
- Contact the NCBA judge's coordinator and tell them what optional areas (see rules and regulations for a list of optional categories) that your contest will be including.
- The judges coordinator will communicate which judges are available for that event for you to make your request from. The judges coordinator will make every effort to accommodate your request.

## 11. Head Judge

- NCBA will assign a Head Judge to your contest.
- This person will act as a Timing and Penalty Judge for the press box.
- The Head Judge will be required to be present at the awards ceremony to answer any question and solve any problems that may occur.
- The Head Judge will stay at the contest until the awards ceremony has begun.
- All contests will be notified in advance who their Head Judge will be.

The Head Judge will be acting on behalf of the entire NCBA organization if any problems should arise concerning rules, judging and tabulation. The Head Judge will make the final interpretation and their decisions are final. It is important for all local committees to remember that even

though your event is a local event you have elected to use the NCBA system and that system is controlled by the membership of NCBA. Please adhere to the decisions of the Head Judge.

## 12. Tabulation

- The association tabulator will need one helper, and provide a quiet room in which to work.
- Tabulation is done electronically
- The Head Judge and tabulator go over the recap sheet and confirm places in all divisions
- An award sheet needs to be given to the tabulator before the event to the electronic system can be set up so that they will know how many places are to be awarded in each category

## 13. Adjudicator Fee Schedule

### Full Panel of Judges includes:

*Events with 15 or more units must use the full slate of judges*

- 2 Music
- 2 Showmanship
- 2 Marching
- 2 Colorguard - One on Individual Analysis and one on Ensemble Analysis
- 1 Drum Major
- 1 Percussion judge
- Head Judge and Tabulator

### Partial Panel 9-14 Competing Units:

*Events that have 9-14 units may use the following panel*

- 2 Music
- 1 Showmanship
- 1 Marching
- 1 Auxiliary on Ensemble Analysis
- Percussion Judge
- Head Judge and Tabulator

### Partial Panel up to 8 Competing Units:

*Events that have 8 units or less may use a panel of*

- 1 Music
- 1 Showmanship
- 1 Marching
- 1 Auxiliary on Ensemble Analysis
- Head Judge and Tabulator



The pay for all panels will be the below pay scale:

Head Judge, Tabulation	<ul style="list-style-type: none"> <li>● \$300 for the first 20 participating units</li> <li>● \$325 for 21 to 25 participating units</li> <li>● \$350 for 26 to 30 participating units</li> <li>● \$375 for 31 to 35 participating units</li> <li>● \$400 for 36 to 40 participating units</li> <li>● \$425 for 41 to 45 participating units</li> <li>● \$450 for 46 to 50 participating units</li> <li>● After 50 units, the judge will earn \$5 per participating unit.</li> </ul>
All other judges	<ul style="list-style-type: none"> <li>● \$250 for the first 20 participating units</li> <li>● \$275 for 21 to 25 participating units</li> <li>● \$300 for 26 to 30 participating units</li> <li>● \$325 for 31 to 35 participating units</li> <li>● \$350 for 36 to 40 participating units</li> <li>● \$375 for 41 to 45 participating units</li> <li>● \$400 for 46 or more participating units</li> <li>● After 50 units, the judge will earn \$5 per participating unit.</li> </ul>
Head Judge, Tabulation	<ul style="list-style-type: none"> <li>● \$300 for the first 20 participating units</li> <li>● \$325 for 21 to 25 participating units</li> <li>● \$350 for 26 to 30 participating units</li> <li>● \$375 for 31 to 35 participating units</li> <li>● \$400 for 36 to 40 participating units</li> <li>● \$425 for 41 to 45 participating units</li> <li>● \$450 for 46 to 50 participating units</li> <li>● After 50 units, the judge will earn \$5 per participating unit.</li> </ul>

- Have the judges' checks ready early and give them to the Head Judge when they check in.
- The Head Judge is responsible to make sure that the judges are paid after they have finished and turned in their judges tablet.
- Please check the fee payment schedule for the proper payments to adjudicators.
- Be sure to include mileage if it applies to the judge.

### **Mileage**

The mileage rate for all NCBA events will be paid at the current government rate, one-way.

Show hosts will only be responsible for paying judges' mileage one-way up to 100 miles. Any miles over 100 miles per judge will be covered by NCBA. The exception to this rule is if a show host requests a judge from over 100 miles away.

### **Hotel Guidelines**

- Show hosts must provide a room for a judge *the night before an event* if the judge:
  - has to travel more than 120 miles from home to the school and has to report to the school by 8:00 am.
- Show hosts must provide a room for a judge *the night after an event* if the judge:
  - has to travel more than 120 from the school to home and has to judge past 9:00 pm.
- Show hosts must provide a room for a head judge or T&P judge *the night before and the night after an event* if the judge has to work 12 or more hours.
- The judge must request a hotel from the show host at least 14 days in advance.
- The host will provide up to \$100 towards the cost of hotel accommodations. The judge will be responsible for paying the difference if the hotel accommodation is over \$100

## **14. Weather Procedures For Events**

Inclement weather and other emergencies can affect the ability to carry out events as planned. The safety of the students, staff, and spectators is paramount in any emergency situation. No single policy can cover every potential emergency situation, these guidelines are intended to cover the most common issues.

Sites used for references, but not limited to:

- Spare The Air <https://www.sparetheair.org/>
- EPA <https://www.epa.gov/>
- Accuweather Event Protocol for Rain/Weather/Other Emergencies at all Events

Rain has started the day before or the day of the event, or a natural disaster has struck

- a. Host checks streets for flooding or other impending issues at the end of the day and/or first thing in the morning
- b. Host checks warm-up and parking zones for potential flooding or other issues that might be caused by natural disasters upon arrival to campus
- c. Host checks all other areas of importance based on venue specifics
- d. Host reports to NCBA Administration immediately
  - i. Regardless of conditions, Host will send communications to all participating ensembles 5 hours before the event starts.
  - ii. If conditions with standing water or falling rain have not improved by morning, in addition to the 5-hour mark update, Host will send updates every hour on the hour.
  - iii. All plans related to delays (indoor space for warm up or the event itself, cancelations, etc.) will be discussed with the head judge, host, and NCBA Administration, and then communicated to participating ensembles. Notifications will be communicated, but not limited to phone calls, emails & text messages.

## **15. Participants Evaluation Form**

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Participants in your event will be emailed an evaluation form after the event.