



NCBA Parade Policies & Procedures

Table of Contents

1. History	2
2. Mission Statement	2
3. Membership Benefits	2
4. Board of Directors	3
5. Registration Process	4
6. Divisions & Classifications	4-5
7. Event Procedures	5
8. Announcer Script	5
9. Day of Event Guide	6
10. Adjudication	6
11. Performance Season	6
12. Contest Awards	6
13. Contest Scoring	8-10
14. Competition March	10
15. Inspection Standards	11-12
16. Declarations	12
17. Competition Area	12-13
18. Optional Competing Units	14-15
19. Colorguard Considerations	16

1. History

The NCBA was established in 1991 by music directors to provide an organization that could judge diverse marching band competitions that were previously run by independent organizations. NCBA is dedicated to the advancement of school music and band programs. The core purpose of NCBA is to promote the development of balanced music and band programs; develop and maintain uniform methods, standards, rules, and procedures for evaluating and judging of bands and band member performances; enhance quality band programs through the promotion of well-organized concert and jazz festivals, solo/ensemble festivals, honor bands, and band and band oriented competitions.

The Northern California Band Association (NCBA) provides a slate of judges, that are routinely trained to improve and sustain their skills, for band competitions in Northern/Central California and Northern Nevada with the goal to provide consistency in adjudication at each competition. These competitions include field competitions, band reviews, concert band, jazz band, winter guard, percussion, and solo drum major competitions.

2. Mission Statement

The mission of NCBA is to provide quality adjudication that supports education.

3. Membership Benefits

Membership costs \$55 per year. The membership year begins July 1st and ends June 30th.

With your membership you have the following:

- 1) Voting rights at the annual meeting
- 2) Discounted entry fees for some events
- 3) Discounted or free educational events
- 4) Priority registration for events
- 5) All Northern Honor Band Registration
- 6) Winter Activities Registration

The NCBA Annual Member Meeting will be held each year on the first Saturday of June, and will include, but not be limited to, Board of Director Officers elections, Rule Proposal voting, annual awards presentation and acknowledgement of the passing of members.

4. Board of Directors

NCBA Board of Directors is comprised of 9 elected officers & 6 appointed officers :

Elected Officers - Elected officers are elected in an every other year cycle.

- President
- Past President*
- Vice President - Contest Coordinator
- Vice President - Parade and Field
- Vice President - All Northern Honor Band
- Vice President - Clinics, Festival and Awards
- Vice President - Winter Activities
- Secretary
- Treasurer

Appointed Officers- Appointed officers are appointed at the discretion of the president.

- Color Guard Caption Head
- Percussion Caption Head
- Drum Major Caption Head
- Digital Tools
- Jr. High Honor Band Caption Head
- Membership Chair
- CBDA Representative

Cycle one is:

- President
- VP of Honor Band
- VP of Clinics
- Festivals & Awards & Secretary

Cycle two is:

- VP Contest Coordinator
- VP of Parade and Field
- VP of Winter Activities
- Treasurer

* When a new president is elected the previous president will serve until a new president is elected.

5. Registration Procedures

- 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.
- NCBA Membership is optional.
- Some NCBA events have associated “Member” and “Non-Member” registration price points.
- Membership status must be declared at the time of registration for proper invoicing to occur.
- Classification changes will not be allowed after September 15th.
- Priority registration Opens on May 1st with priority registration to paid members
- Registration Opens to everyone on May 14th
- Closing of registration is determined by each show host.
- Once an event is full they will no longer accept registrations.

6. 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.

7. Event Procedures

Under normal conditions these procedures will be followed for events, however exceptions may apply; always follow the posted event details.

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.

8. Announcer Script

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

*Please welcome 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 down the street by drum major **Sir Spinalot**. Color guard captain(s) are **Joey Dropsalot and Serena Twinkletoes**. Percussion captain is **Sally Snare**.*

*They are playing **Ancient and Honorable Artillery** by **John Phillip Sousa**.*

*Please welcome the **Roadrunner Marching Band!***

9. Day of Guide

Below is a sample schedule of your day at an NCBA event. Working backwards while setting up your full day schedule is always recommended.

- Arrive 2-3 hours before performance time
- This depends on several factors, but not limited to: event parking time, equipment unload time, warm up time need, and walk time from warm up to the parade route
- Warm Up 1 -1.5 hours before performance
- Show hosts will provide detailed schedules of where and when to arrive. Be prepared to move your group to each zone at least 5 minutes before the scheduled time.
- Performance Time Time on Schedule
- Awards Drum Majors report to the awards area 30 minutes before awards.

10. Adjudication

NCBA uses Google Suite for all commentary and scoring. Sheets will be emailed to you on the day of the event. The commentary will be linked in the sheet for each caption. Recaps will be handed out on paper by the head judge at each event. They will also be posted on the website.

11. NCBA Performance Season

Historically, NCBA has started the season on the last weekend in September and has ended the weekend before the Thanksgiving Holiday. Please refer to the online calendar for the latest updates to the full season schedule.

12. 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 parade:

Division Awards

- 1st through 3rd 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 Showmanship 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:

- 1st through 3rd 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 1st through 5th if a small event, usually under 15 units.

Drum Majors:

The captions for Drum Major are:

- Mace
 - Military
 - Open
- Recommended to award 1st through 4th or higher in the Mace Caption.
 - This caption usually has more DM's than the other captions
 - Recommended to award 1st through 3rd in the Military Caption.
 - It is usually recommended to award 50% of this Caption
 - Recommended to award 1st through 3rd 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 1st through 3rd in each division if a larger event
- The host may award 1st through 5th 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.

13. Competition Scoring

Scoring in competition will be as follows:

Band Competition

There will be a panel of 2 judges for the following categories; music, showmanship and marching. There will be a head judge to assess that all rules are being followed and assessing penalties if they are not. In the case of smaller competitions there may be a smaller panel of one judge per category. See adjudication sheets for more details of how points are awarded.

Band Competition	
Category	Points
Music (only musicians)	500
Showmanship (all personnel on the street)	300
Marching (all personnel on the street)	200
Total	1000
Divided by 10	100

Scores will be divided by 10 to achieve a score based on a maximum of 100 possible points. Any penalties will then be subtracted from the score to give the final point totals that determine placing.

13. Competition Scoring, continued

Drum Major

The Drum Major will be evaluated by one judge in the following categories. They will be evaluated as a solo performer demonstrating leadership of the band. See adjudication sheets for more details of how points are awarded.

Drum Major	
Category	Points
Content	350
Execution	400
Presentation	250
Total	1000
Divided by 10	100

Color Guard

There will be two adjudicators evaluating the colorguard performance. One on Individual and a second on Ensemble analysis. In the case of smaller competitions there may be a smaller panel of one judge. See adjudication sheets for more details of how points are awarded.

Colorguard			
Individual		Ensemble	
Category	Points	Category	Points
Vocabulary	500	Repertoire Effect & Composition	500
Excellence	500	Performance Effect & Excellence	500
Total	1000	Total	1000
Averaged total		100	

The two scores are added together and then averaged.

13. Competition Scoring, continued

Percussion

The Percussion Unit will be evaluated by one judge in the following categories. They will be evaluated as a separate unit than the band block proper in a different competition zone. See adjudication sheets for more details of how points are awarded.

Percussion	
Category	Points
Music Composition	400
Music Performance Quality	400
Marching General Effect	200
Total	1000
Divided by 10	100

14. Competition March

Each band director is allowed to select the march or music that his or her band will play during competition. There is no required march or list of marches but directors are encouraged to pick music that will provide the judges with the best basis for adjudication and comparison with other units. Traditional march forms are highly encouraged.

Repeated March Rule: A High School band cannot play the same parade music within a four year period. A band may repeat that music in the fifth year. A Middle School band cannot play the same parade music within a three year period. A band may repeat that music in the fourth year.

15. Inspection Standards

Standing inspection is no longer used at any NCBA events. However the standard for grooming bands should be at the level as if there was an inspection. Parade is more intimate than the field show and the judges can see more from the judges stand than the field. How your band visually presents itself will be reflected in the showmanship score.

The basis of inspection will be consistency, neatness & uniformity within a section or the band block.

Uniform should include:

- Headgear
- Jacket
- Pants
- Accessories
- Gloves
- Shoes

Personal Appearance

- Position
- Grooming
- Cosmetics
- Jewelry

Additional Inspection Clarifications:

- **Instrument & Equipment Position:** Like instruments, sticks, beaters, flags, I. D. shields, etc. must display uniform carriage and angle to each other as well as hand positions to instrument and body.
- **Condition:** Instruments and equipment must be cleaned and polished free from spots and stains. Percussion sticks and mallets must not be broken, split, or bent. Dents in instruments or drum heads will not be counted against the unit. Auxiliary equipment should adhere to a pattern of uniformity and not display any frayed or ragged material.
- **Footwear:** These may be of different manufacturers but must be uniform in color, reasonable style, and design. Socks must be a uniform color and not sagging at the ankles. Spats must not display any loose strings or laces and must be clean and uniform in color. Footwear regulations apply with equal force to auxiliary units.
- **Neck Straps:** Neck straps for instruments must be uniform in color but need not be the same manufacturer. Each section of instruments will be evaluated separately (i.e. bass clarinet, alto saxophone, tenor saxophone, etc.).
- **Headgear:** Headgear is required for Drum Majors and Musicians. Headgear is optional for auxiliary units. Headgear consists of busbys, shakos, berets, caps, feathers, or equipment used on the upper portions of the head. Headgear must be uniform in style, color, and worn in the same relative position and same angle. If a chin strap is used it must be worn in a uniform manner and position. Plumes should be clean, straight, and

uniform in color. Sousaphone players may use alternative headgear because of the complexity of the instrument without writing a declaration.

- **Grooming:** Band proper shall not use body jewelry. Cosmetics and jewelry worn by any members must be worn in a uniform manner. Pins, clips, ribbons, bows, etc. must be used in a uniform manner by all members of the group in color, style, location, and angle on the head.
- **Facial Hair:** Facial hair will be allowed but must be neat, clean, and trimmed. Head hair must be neat, trimmed, and uniform in length.
- **Colorguard:** Uniforms should be cohesive in style and color. Skits or pants can be used for any member. Thematic consideration should always be used to connect to the band proper, drum major and any other units with the performing group.

16. Declarations

Directors may make "declarations" for consideration of the judges. These declarations must be for:

- Physical
- Non-Apparent Medical
- Flowers or special additions to the uniform to signify leaders, seniors or a special event
- Special circumstances

All declarations must be in writing and hand carried by the band director or staff person and given directly to the head judge. These declarations must be in the hands of the judges before the actual performance starts on their unit.

17. Competition Area

The Competition Area will be located at the end of the first Silent Zone. The Competition Area will be 450 feet long with the center of the judging stand and salute point located at the 250 foot mark.

1. As the band moves into position for competition the drum major or Director shall stop the front rank of the band before the Halt Line and should not cross until beginning the competition. Auxiliary units and drum majors are permitted to halt past the Halt Line.
2. Each band will be told when to enter competition.
 - **Do not enter competition until told to do so.**

- The Drum Major will have 30 seconds to start the band after being given the signal to go (timing starts with the first twirl or first movement).
- Standing drum roll offs or fanfares may be used for a maximum of 8 counts only.
- After 8 counts the band must be moving in a forward direction and must begin their competition music before the last rank of the band passes the "Competition Begins" sign.

3. High School Band members are permitted 2 minutes and 30 seconds to perform in the competition zone. Junior High Schools, Middle Schools, and Intermediate Schools are permitted 3 minutes to perform in the competition zone. Timing starts with the first step across the "Competition Begins" line and ends at the "Competition Ends" line. Timing is done by any rank of band proper and does not include auxiliary units or back flags. Timing is done by the Head judge provided by the association.

4. Bands shall continue to play while in the Competition Area.

- Bands are to take second endings only but may repeat the march from the beginning or take a D.S. at their discretion.
 - Once the entire march has been performed, repeating any section is up to the discretion of the director.
 - The band shall not stop playing until the last rank has passed the "Competition Ends" sign.
5. The Drum Major in control of the band must salute the Reviewing Officer. The Reviewing Officer will be located at the Reviewing Stand at precisely the 250 foot mark in the Competition Zone. The Salute shall be executed six (6) paces before the Reviewing Officer and shall be held for six (6) paces after the Reviewing Officer. Director Salute is optional.

6. No parents or chaperones will be allowed in the competition zone while the band is performing.

Statement Regarding Noncompetitive Personnel - There will be no penalty for the use of noncompetitive personnel such as parents who need to retrieve items dropped by performers. It is suggested that good judgment be used when utilizing noncompetitive personnel. It is important to not interfere with the performance. (Scores can be affected if the noncompetitive personnel are a hindrance to the performance.)

18. Optional Competing Units

The following units are offered in competition at the option of the local band review. If these areas are offered they must follow the guidelines and rules of the Northern California Band Association:

1. Drum Major

The leader of the band in competition is the drum major. They are judged in a separate category. One adjudicator will evaluate the Drum Major as a solo performer. The Drum Major will be included in marching and showmanship evaluation.

Separate categories that may be judged are:

- Mace (long equipment/baton)
- Military (short equipment/baton)
- Open (no equipment or baton)

Failure to salute the reviewing officer during competition will result in disqualification from any of the Drum Major competitions. The drum major will also be judged as part of the overall band marching and showmanship scores.

The Drum Major must start the Band within 30 seconds.

2. Parade Auxiliary

The parade auxiliary unit shall consist of any combination of the following:

Tall Flags, Rifles, Identification unit, Majorette, Majorette Team, Sabers and Drill Team. There is no limit to the number of performers in each unit.

There is no minimum number required to be eligible to compete as an auxiliary unit.

Static Back Flags or Standards that are used to frame the band are not part of the auxiliary unit. However, the marching and showmanship judges will adjudicate the “back flags or standards” as part of the entire marching ensemble. The parade auxiliary unit may be staged either in front, behind or alongside of the band. As the entire ensemble moves forward, the parade auxiliary may perform a re-present if they so wish.

The Auxiliary unit will also be judged as part of the overall band marching and showmanship scores.

Two adjudicators will judge the parade auxiliary unit and their scores will be averaged for placement in the event. The Colorguard will be included in marching and showmanship evaluation.

3. Percussion Competition Area

The percussion competition area is designed to give percussionists a chance to compete in a specialized drumline piece.

- The Percussion Zone will be a 250 foot zone.
- The Drum Major shall halt the first rank of the Band or Percussion before the start line.
- The percussion section may play from the band block or may position themselves in front of the band block for competition without penalty.
- A member of the percussion section may start the performance.

9. Optional Competing Units, continued

3. Percussion Competition Area, continued

- The percussion section may only use personnel who marched the entire parade route (including auxiliaries).
- Students who do not march on a percussion instrument during the course of the parade route may switch to a percussion instrument prior to the percussion competition zone.
- These instruments may either be carried by other personnel or provided by boosters along the parade route.
- All equipment must be carried. No grounded equipment will be allowed during the performance.
- At least one member of the percussion section must be moving forward at any given time during the performance.
- Directors, Instructors, and parents must remain out of the competition area during their drumline's performance. They may watch from the sidelines / sidewalk, however, they must remain off of the street.

One adjudicator will judge the Percussion Unit.

19. Color Guard Considerations

While there are no minimum numbers required to be evaluated, be thoughtful of how you present the unit. It may be more effective to have smaller units all on the same equipment rather than splitting them up. However there is no rule. This is just a suggestion.

When planning the routing and staging be mindful that this is a parade. The tradition of parades is a pass and review concept. The Color Guard should be in the line of sight with the band proper at all times. If you are standing at the 250 foot mark you should be able to see the band and the guard without moving your head. They then travel forward with the band. You can choose to have them travel to the back for a second represent however that is not required. When they travel to the back of the band they should continue to travel down the street with the band. Please avoid having the guard park in front of the judges stand either in the beginning or the end unless they are in the line of sight with the band proper.