



# **Northern California Band Association**

## *Participants Field Show Policies & Procedures* **Table of Contents**

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## **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 & payment 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 5th.
- 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. Divisions & Classification:

Classification of field bands is based on the number of all student performers on the field including colorguard, pit, field conductor, winds & battery.

Names & numbers for classifications are as follows:

Division	Number of Performers
1A	1-50
2A	51-70
3A	71-90
4A	91-120
5A	121-150
Open	150+

- 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.
- 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. Credentials**

These are the recommended guidelines;

Each ensemble will receive the following credentials that will allow various levels of access into all NCBA sanctioned events:

- 1 Director
- 1 Staff per 10 student performers
- 1 Ensemble Media
- 1 Field per 10 student performers.

Suggested Guidelines and access areas:

- Director and Staff Credentials permit access to the field, stadium, and stands
- Ensemble Media Credentials permit access to the field, stadium, and stands for their ensemble's performance only and will allow access to the host-defined staff viewing areas.
- When the staff viewing areas are near the adjudicators or event staff, the credential-holder cannot impact them in any way.
- Ensemble Media is not allowed access to the inside or top of the press box unless the venue has access that allows a media location.
- Said access will be at the discretion of the Event Host.
- Field Credentials permit access to the field only for their ensemble's performance only. An event ticket will need to be purchased if people wish to access the stadium after or before their ensemble's performance.
- Adjudicator Credentials permit access to all locations including the press box.

## **8. 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.

## 9. Announcer Scripts

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 field show: **Scooby Doo!** Roadrunner Marching Band, you may now take the field in competition!

## 10. 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 gate time
- This depends on several factors, but not limited to: event parking time, equipment unload time, warm up time, and walk time from warm up to the gate
- Warm Up 1 -1.5 hours before gate
- Gate Time: arrive 15 minutes before your performance time
- Performance Time Time on Schedule
- Awards Drum Majors report to the ensemble entrance gate at the start of the last ensemble performance time.

## 11. 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.

## 12. NCBA Performance Season

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

## 13. Ticket Sales

Ticket sales for sponsored events are at the discretion of the event host. Pricing and other details will be released by Event Host in advance of the event and will be posted on site at the box office.

## 14. Contest Awards

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
- General Effect Sweepstakes for the highest score in the General Effect captions
- Visual 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:

- It is recommended to award 1<sup>st</sup> through 4<sup>th</sup>

### 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.

## 15. Competition Scoring

Scoring in competition will be as follows:

**Band Competition:** There will be a panel of 2 judges for the following categories; music, general effect and visual. There will be a head judge to assess that all rules are being followed and assess 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)	350
General Effect (all personnel on the field)	250
Visual (all personnel on the field)	200
Colorguard	100
Percussion	100
<b>Total</b>	<b>1000</b>
<b>Divided by 10</b>	<b>100</b>

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.

**Field Conductor:** The Field Conductor 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.

Field Conductor	
Category	Points
Tempo and Pattern	400
Excellence	400
Composition	200
<b>Total</b>	<b>1000</b>



<b>Divided by 10</b>	<b>100</b>
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**Colorguard:** There will be two adjudicators evaluating the colorguard performance. One on Individual, on the field, and a second on Ensemble analysis in the press box. In the case of smaller competitions there may be a smaller panel of one judge using the Ensemble sheet. See adjudication sheets for more details of how points are awarded.

<b>Colorguard</b>			
Individual		Ensemble	
Category	Points	Category	Points
Vocabulary	500	Vocabulary	500
Excellence	500	Excellence	500
<b>Total</b>	<b>1000</b>	<b>Total</b>	<b>1000</b>
<b>Averaged total</b>		<b>100</b>	

The two scores are added together and then averaged.

**Percussion:** There will be two adjudicators evaluating the percussion performance. One on Music Execution, on the field, and a second on Ensemble in the press box. 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.

<b>Percussion</b>			
Music Execution		Ensemble	
Category	Points	Category	Points
Composition	500	Repertoire	500
Achievement	500	Performers	500
<b>Total</b>	<b>1000</b>	<b>Total</b>	<b>1000</b>
<b>Averaged total</b>		<b>100</b>	

The two scores are added together and then averaged.

### **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.

### **Judging**

A certified contest may only use NCBA approved judges. NCBA has gone to great lengths to certify the best quality adjudicators available.

### **Event Evaluation**

All participants will be emailed an evaluation form after every event. In this you will be completely anonymous. You will evaluate the quality and usefulness of your commentary from each adjudicator. This is very important to NCBA so we can help the judges improve their commentary and be of more help to competitors.

Periodically participants in NCBA events may have a concern with the quality of the adjudication they received. Here is the correct procedure to follow:

1. All concerns must be in writing. They should include specifics about the performance, the judge, and what the violations of NCBA policies occurred. This should be emailed to the Judges' Coordinator.
2. A response should be sent quickly to the person who filed the concern and let them know the situation is being evaluated.
3. The complete concern is then referred to the correct Caption Manager for review and appropriate handling.
4. The Caption Manager reviews the written concern, as well as recaps, and judges recording. If they determine there is validity to the concern, all of that information is forwarded to the judge so they can respond.
5. The Caption Manager will determine the appropriate remedy. This may range from determining there was no problem with the judges actions, involve some additional training for the judge, and/or may involve a warning.
6. If the issue is egregious enough, it may include removing the judge from future assignments.
7. The final determination will be decided upon by the Judges' Committee.
8. The Board of Directors will be informed of the resolution of all concerns.

## 16. 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 field 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.