



# **Northern California Band Association**

## *Host Instructions for Field 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.

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## **1. Committee Checklist**

Please make sure that you have received all of the following documents for your field 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 Field Committee
2. Field 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 Field 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.

## 5. Competition Divisions

### Divisions and 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+

### Rules

- Bands must update numbers with show hosts before September 5th 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.

## 6. Scheduling

### General Guidelines:

- 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.
- Schedules approved by Parade and Field VP before being published to participants.
- Bands need to be given the schedule as soon as possible.
- You must set your contest up with no less than 15 minute intervals between bands.
- This will allow the judges to give a fair adjudication to all units.
- More than 15 minutes may be used, although it is not recommended.
- In order to keep your contest running smoothly each band will be brought to the holding area in back of the end line (goal posts) prior to their performance.
- Their 15-minute time slot will start when the first person steps over that end line to begin setting up for their show.
- It is OK for their timing start while the band before them is still in the stadium (but not off the field)
- You will need to have a starting monitor on the field that is in communication with the Head Judge in the press box.
- It is also recommended that a second monitor work with the starter to help the pit crews of each band.
- 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.

## 7. Performance Area

- Show hosts must provide power to the front sideline of the field
- In the stands:
  - 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. Credentials

These are the recommended guidelines for your event.

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.

## 9. 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!*

9/6/2023

## 10. Trophy & Award Ceremony 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
- 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\_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

Add information about host students presentation

## 11. 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.

## 12. 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.

## 13. 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

## 14. Adjudicator Fee Schedule

### Full Panel of Judges includes:

*Events with 12 or more units must use the full slate of judges*

- 2 Music
- 2 General Effect
- 2 Visual
- 2 Auxiliary - One on Individual Analysis on the field and one on Ensemble Analysis in the press box.
- 1 Field Conductor
- 2 Percussion judges - One on Ensemble in the press box and one on Musical Execution on the field.
- Head Judge and Tabulator

### Partial Panel 7-11 Competing Units:

*Events that have 7 to 11 units may use the following panel*

- 2 Music
- 1 General Effect
- 1 Visual
- 1 Auxiliary on Ensemble Analysis in the press box
- Events may add the additional individual auxiliary judges if the event wishes to include them in the competition
- Head Judge and Tabulator

### Partial Panel up to 6 Competing Units:

*Events that have 6 units or less may use a panel of*

- 1 Music
- 1 General Effect
- 1 Visual
- 1 Auxiliary on Ensemble Analysis in the press box
- Events may add the additional individual auxiliary judges if the event wishes to include them in the competition
- 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>● \$350 for the first four hours including breaks</li> <li>● \$15 for each additional participating unit</li> </ul>
All other judges	<ul style="list-style-type: none"> <li>● \$300 for the first four hours including breaks</li> <li>● \$15 for each additional 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

## **15. 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.

## **15. Participants Evaluation Form**

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