Contest Handbook

A Resource for Contest Organizers and WUSPBA Representatives.

Western United States Pipe Band Association

www.wuspba.org

2013
Introduction

The Western United States Pipe Band Association (WUSPBA) Executive Committee felt the need to update and revise the WUSPBA Rep manual, which had been in existence for quite some time but had never been fully reviewed or completed.

After the Annual General Meeting in October 2012 it was decided to appoint a publications committee to review the existing manual and then do a complete revision of that manual. This then is the result of that revision completed in March of 2013. Our gratitude and thanks go to Erin McMaster Gunn who chaired the project along with Larry Erdman, WUSPBA Rep for the Great Basin Branch whose example as an exemplary WUSPBA Rep. was key in understanding the workings of the office, Sue Altmeyer, Past WUSPBA Rep. for the Northern Branch and Elaine Hoffman, WUSPBA Rep. for the Intermountain Branch. Many thanks go to Janice Richey, Annette Huddle and Patrick for their help in editing this manual.

There is not enough gratitude that can be expressed for the tremendous amount of time and effort put into this project. We know there were some sleepless nights, sacrificed family time, and missing out on events while volunteering on this project. These are all duly noted and appreciated.

This is a complete guide to helping contest organizers and WUSPBA Reps who are organizing Piping, Drumming and Drum Majoring Contest within the WUSPBA.

Sincerely,

WUSPBA Executive Committee - 3/2013
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Contest Organizer
Selecting Contest Events

WUSPBA has established a list of recommended events for all grades of solo piping, solo snare drumming, solo tenor drumming, solo bass drumming, drum major contests, and band contests. Please see sanctioning form B for the recommended list of events. Recommended events are tracked; solo competitors, drum majors, and bands accumulate points toward the WUSPBA championship. Contest Organizers are encouraged to select events from the established recommended list prior to offering other events. Contest Organizers wishing to offer events not on the recommended list may do so, provided that the event is denoted as a "local option" on the entry form.

Contest Organizers are not required to hold any band event; however, bands may only compete in events for their assigned grade with two exceptions:

1. In cases where a Grade 5 Quick March Medley is not offered, Grade 5 bands may compete in the Grade 4 Quick March Medley.
2. The Contest Organizer offers a challenge up option, where a lower grade band may compete in the next grade up, provided they meet all the requirements laid out in the WUSPBA Competition Rules.

Entry Form
Composing an Entry Form

The following information should be listed on the indicated entry form:

<table>
<thead>
<tr>
<th>Entry Form Item</th>
<th>Solo Piping and Drumming</th>
<th>Drum Major</th>
<th>Band</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and location of contest</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Address where entries should be mailed</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Postmark or Due date of entry form</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Statement that the contest will be run according to WUSPBA Contest Rules.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Events offered</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Entry fees</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Request for a self-addressed stamped envelope to return important contest information</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approved local rules</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>A place for competitor’s name, address, phone #, email address, and WUSPBA # (except bands)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Prizes offered: medals, trophies, and/or money</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Travel money (and participation requirements to receive)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Policies related to bands challenging up a grade, if a challenge up option is offered</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Request for biography, tartan, and/or tune selection to be printed in the program and/or read by the announcer</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Table 1. Entry Form Requirements

**Entry Form Distribution**

WUSPBA will do all that is possible to help Contest Organizers make information about their events available to band and solo competitors.

- Band emails can be found on the WUSPBA website
- Addresses for bands and solo competitors can be obtained from the WUSPBA band and solo registrars respectively.
- On the events page of the WUSPBA website the date, location, and contact information will be listed for each contest. A link to the contest website and entry forms can also be put on the events page.
- Organizers are invited to attend the Annual General Meeting of the WUSPBA, hand out information, and give a brief description of the contest.

**Judges**

**Selecting Judges**

The number of judges needed depends on the number of bands, number of solo events offered, and the number of competitors in those events. Each band competition circle requires the following judges:

- One piping judge; however, the use of two piping judges is encouraged
- One drumming judge
- One ensemble judge (this may be either a piping or drumming judge who has qualified to judge ensemble, as indicated on the judges’ list on the WUSPBA website.)
The same judges who are hired to adjudicate the band events may be used to adjudicate solo events. Large solo contests may require hiring additional judges to facilitate all solo competitors in the time allotted. Additional judges employed for half a day to help with solo events may be local judges, or if a judge is a member of a band attending the contest, s/he may also be used to judge solo events. Where possible, it is a good practice to avoid having judges adjudicate their family members, students, and fellow band members. All judges used at WUSPBA sanctioned contests must be approved through WUSPBA. Please see the WUSPBA website for an up-to-date list of WUSPBA judges. Judges from other associations may be used with approval from the WUSPBA Sanctioning Secretary.

Grade 5 soloists-Grade 2 soloists can be judged by an A or B level judge
Grade 1-Professional soloists must be judged by an A level judge
Grade 5-Grade 3 bands can be judged by an A or B level judge
Grade 2-Grade 1 bands must be judged by an A level judge
Piobaireachd competitors must be adjudicated by a qualified judge
Drum Major competitors must be adjudicated by a qualified judge

Contracting with Judges

It is recommended that Contest Organizers contact judges as early as possible, as many of them have calendars that fill quickly. It is further recommended that Contest Organizers send a written contract for the judges to sign and return. This will help ensure a clear understanding of the Contest’s responsibilities, and those of the judge. See appendix for a sample contract.

Judges should be compensated for flights, ground transportation, lodging, and food, in addition to receiving a judging fee. In WUSPBA the standard full day judging fee is $250.00; part time judging fees are determined by the Contest Organizer.

Communication with Judges

Please consider the following, and make sure all information is communicated to the judges.

- Flight-Who is making the arrangements, the judge, or a member of the competition committee?
- Ground transportation- Airport Shuttle, car service, or rental car; how are the judges getting from the airport to the hotel? How are they getting from the hotel to the competition field? Who is arranging this?
- Lodging-Are the judges smokers or non-smokers? Will the judges be expected to share a room? (Most judges prefer the privacy of their own hotel rooms.)
- Weather-What is the weather forecast for the day of the event?
- Competitions: let the judges know what events they are assigned to judge, both solo and band. If possible, provide the judges with a list prior to contest day that includes the starting time for each contest they will be judging. Also inform the judge if s/he will be used as a piping, drumming, or ensemble judge during the band competitions. Make
sure judges are made aware of all local rules, as approved by the Sanctioning Secretary, which will be used.

Sanctioning

Sanctioning with WUSPBA is recognition that the contest will offer a consistent and fair forum, and follow the WUSPBA Contest Rules. To obtain sanctioning, the forms listed in the table below must be filled out and submitted to the WUSPBA Sanctioning Secretary. All sanctioning forms can be found on the WUSPBA website under the Contest Sponsor Sanctioning Info tab. For information on how to properly fill out and submit each sanctioning form, see the Sanctioning Instructions sheet located on the same web page. Also on this web page is a link to a list of approved judges, a link to the WUSPBA Contest Rules and Bylaws, and the Sanctioning Secretary’s contact information.

<table>
<thead>
<tr>
<th>Step</th>
<th>Due Dates</th>
<th>Submission Description</th>
<th>Send To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Before distributing entry forms and other contest information to prospective competitors. No less than six (6) weeks before event.</td>
<td>SR-Form A: Contest and Contact Information SR-Form B: Schedule of Events Draft of Contest Entry Forms.</td>
<td>Sanctioning Secretary</td>
</tr>
<tr>
<td>Step 2</td>
<td>Six (6) weeks if using non-WUSPBA judges. Four (4) weeks if using all WUSPBA judges.</td>
<td>SR-Form C: Adjudicator Assignments SR-Form D: Contest Fee Worksheet</td>
<td>Sanctioning Secretary</td>
</tr>
<tr>
<td>Step 3</td>
<td>Two (2) weeks after the event.</td>
<td>Contest Permit Fees are due. See SR-Form D. Make checks payable to: WUSPBA</td>
<td>Treasurer Mailing address listed on WUSPBA administration page</td>
</tr>
</tbody>
</table>

Table 2. Sanctioning Requirements and Due Dates

Scheduling Competitions

Kilt Numbers

Every year WUSPBA provides each currently registered solo pipers, solo drummers, and drum majors with a kilt number that is to be kept and worn at contests throughout the season. Competitors’ kilt numbers are the numeric portion of their WUSPBA numbers. Contest Organizers may issue their own kilt numbers, for their event only. Please use a number sequence that begins at one thousand one (1001) up to eliminate confusion between the contest issued kilt number and the competitor’s WUSPBA number. However, the
competitor’s association member number (WUSPBA or other) must be listed on the judging form.

Order of Play

Contest Organizers may determine the order of play used for solo piping and drumming events. Generally, the first competitor to enter an event is the last to play. The Contest Organizer may adjust any pre-assigned times in order to eliminate large gaps. Any changes should be posted in a central location.

Solo events that will have more than twenty (20) competitors should be divided into two or more smaller sections, or leets. Contest Organizers may determine the competitors in each section either randomly or by age. If a playoff will be held between the top three competitors in each section, competitors must be notified of the playoff time no later than thirty (30) minutes before the start of the playoff. If possible, the adjudicator of the playoff should not have judged any of the qualifying leets.

There are two (2) methods of scheduling soloists that Contest Organizers have found to be the most helpful. The best method depends on the contest needs, and the desire of the organizers. See the appendix for sample contest schedules for each method. Recommended time allotments per competitor/band are also shown in the appendices.

Scheduling Drum Major Competitions

Drum major events are divided into two (2) classes, based on age. Adult/Open class competitors are eighteen (18) and older; Juvenile class competitors are under the age of eighteen (18). Contest Organizers are not required to offer a Drum Major event. However, if a Contest Organizer does offer an Open class event juvenile competitors may compete in the open class; their scores will not count toward the champion of champion’s award. Drum Major events are judged in two sections:

1. Dress Inspection—This must be scheduled no less than forty-five (45) minutes prior to the performance section of the event. This may be scheduled to take place on the field, or at another assigned location. Ten (10) minutes should be scheduled for each competition class.

2. Performance—A duty band needs to be assigned to play for this portion of the event. They must be able to play a 6/8 march several times over as directed by the Drum Major adjudicator. Competitors will compete in groups of two (2)-five (5) at a time. Ten (10) minutes should be scheduled for each group. At the end of each competition class an additional five (5) minutes should be scheduled for tabulation.

Scheduling Band Competitions

When determining the start time for band events, take into account performances the pipe bands will be expected to participate in, such as playing for the drum major event, or playing in an opening massed bands. Competing bands must have a minimum of one (1) hour to prepare for their event. After the start time is established bands should be scheduled in ten (10) minute increments. At the end of each event between five (5) to ten (10) minutes should
be scheduled to allow the judges to tabulate their scores and summarize the results depending on how tight the schedule is. Giving judges an additional fifteen (15)-twenty (20) minutes for a personal break every two (2) hours or so is greatly appreciated.

Contest Organizers may allow a band to play for critique, if it is a competing band in good standing with either WUSPBA or another piping association. Bands playing for critique should be scheduled to play at the beginning of the grade in which they want a critique. Judges should be notified which bands are playing for critique, so they are not considered for placement. However, judges should still give them a rating on the blue summary sheet.

Pre-competition communication with bands and soloists

After all entries have been received and processed, the following information packets should either be mailed or emailed to solo and band competitors:

Solo Packet:
- Competition times and platform number
- Entrance ticket or wristband(s)
- Other information they may need to know
  - Local rules that will be used during the competition
  - Parking instructions
  - Map of the competition grounds, noting the location of the solo platforms and the Drum Major competition field.
  - Request for any non WUSPBA competitor to show their proof of membership in another piping association. They must do this prior to any competition on the day of the event.

Band Packet:
- Entrance tickets or wristbands for band members
- Parking passes
- Competition times if pre-drawn was conducted
- Other information they may need to know:
  - Parking instructions
  - Map of the competition grounds, noting where the band tents should be set up.
  - Information as to when a vehicle may and may not enter the competition grounds to drop off and pick up equipment
  - Time of on filed draw and/or pipe majors meeting
  - Any advanced information about massed bands

If at all possible, band representatives should receive these materials at least one week prior to the contest to ensure time to distribute tickets to all band members.
Judging Forms
For each solo competition:

- Summary sheet
- One (1) judging sheet for each competitor plus extras

For each drum major competition:

- Summary sheet
- One (1) judging sheet for every five (5) competitors in a competition

For each band competition:

- Blue sheet for each judge
- A judging sheet for each band, from each judge
- Enough tabulation forms to list each band in a given competition

Ordering Forms
The assistant to the Sanctioning Secretary is responsible for mailing out all the judging forms Contest Organizers will need. See the WUSPBA administration page for his/her current contact information. Knowing what forms, and how many are needed, will be helpful to have in mind before contacting the assistant to the Sanctioning Secretary.

Preparing Judging Forms before Contest Day
Having the forms filled out with the following information prior to contest day will help keep everything organized.

Solo Summary Sheet:

- Contest Site
- Date
- Event (i.e., Piping, 2/4 March)
- Grade

Solo Judging Sheet:

- Instrument
- Games
- Date
- Event
- Competitor
- WUSPBA number
• Grade

Drum Major Competition:

• Contest
• Date
• Heat No.
• Name (of Competitor)

Band Blue Sheet:

• Venue
• Grade
• Event
• Date
• Category judged (P=pipes, E=ensemble, D=drums)
• Bands entered into the competition, listed in order of play

Band judging sheets (each judge needs one per band, per competition):

• Contest site
• Date
• Band
• Grade
• Event

Band Contest Summary Sheet:

• Contest Site
• Date
• Event
• Grade
• Bands entered into the competition, listed in order of play

Stewards

Role

Each solo judging platform should have a steward. They help keep the contest running smoothly. Platform stewards should be visible to the competitors, and be posted just outside the judging area. Platform stewards should be given a list of the competitors for each competition with which they will be assisting. This list should include either the start time for the competition, or the assigned play times for each individual, depending on the scheduling method used. The steward will inform the next player when they are “up next”. It is not the
responsibility of the stewards to go and find the competitors; solo competitors have the
responsibility to arrive on time and check in with the steward. Platform stewards are to stay
near the platform and keep the competition moving. An ideal candidate would be an individual
who is responsible, familiar with solo piping and drumming competitions, and is willing to
enforce WUSPBA Contest Rules, as well as any local contest rules that may apply. In addition,
the platform stewards are there to keep spectators from walking through the competition area.
Stewards assisting with the band competition may help move bands into the final tuning
area, and then onto the competition field. However, they carry no responsibility for a band’s
timely attendance, as this is the band’s responsibility.

Training
A steward training session would ideally take place a week or so prior to the games.
However, most training sessions with volunteer platform stewards will take place usually no
more than thirty (30) minutes prior to the first contest start time. Regardless of when the
training takes place, the following items should be covered:

- What their role is, and the Contest Organizer’s expectations of them
  - After a competition is completed all judging sheets must be returned to the
    piping and drumming command tent, showing the forms to no one.
  - Do not repeat any comments about any competitor or band that you may
    chance to hear.
- A review of any WUSPBA Contest Rules, or local rules that apply

Supplies needed for contest day
Command Tent:

- Competition lists-One copy for posting and a second copy for the platform stewards.
- Pens
- Scratch paper
- Marking pens
- Stapler
- Paper clips
- Scotch tape
- Duct tape
- Paper weights
- Calculator
- Posting sheets
- Envelopes
- A folder for each solo event and band event
- Clock
Judges:

- Pens
- Clipboards
- Solo and band judging sheets, and summary sheets
- Water and snacks

Field Set up and Layout

Solo Platforms
Each solo platform should be allotted approximately twenty (20) square feet. They should be equipped with a shade umbrella, or a pop up tent, a table, and two chairs (one (1) for the judge under the tent, and one (1) for the steward outside the platform area). It is advisable to rope off the area in which the competitors will stand. Each platform should be identified with a platform number or letter. A minimum of fifty (50) feet should be maintained between solo platforms.

Band Circle
The band contest area should be approximately seventy five (75) feet in diameter. This area should be roped off, or otherwise clearly marked, so the audience does not come too close to the judges and the competing band.
From a clearly marked starting line to the center of the competition circle should be forty five (45) feet. The competitors’ circle should have a diameter of twenty four (24) feet; the second (judges) circle should have a diameter of forty four (44) feet. The on deck area or final tuning must be at least one hundred fifty (150) feet away from the competition area.

Drum Major Field
The field should measure at least one hundred twenty (120) ft. long by at least twenty five (25) ft. wide, and there should be no trees overhanging the course.

Drawing for Band Order of Play
The order of play for bands is established in one of two ways:

1. The Competition Organizer may hold a pre-draw, and pre-assign the order of play. A member of the WUSPBA Executive Committee, including the branch president, and/or an appointed WUSPBA Rep. must be present at the time of the draw. The same order of play may be used for the second day, or the second competition, as the case may be. However, the Contest Organizer may perform a second pre-draw for the second competition order of play. Competing bands should be notified of their assigned time(s). The order of play and assigned times should be posted at the piping and drumming tent.
2. A draw may take place on the field no less than two (2) hours before the contest is scheduled to begin. Once the order of play is established the assigned times must be posted at the piping and drumming command tent.

After the competing bands have been notified of the order of play it may not be changed unless all parties agree to the change and are notified of the altered order of play no less than one (1) hour prior to the time of the affected contest.

**Massed Bands**

If offering a drum major competition, the drum major judge can function as the senior drum major for the massed bands. Otherwise, it is helpful to assign an experienced drum major to be the senior drum major. He/she will be responsible for lining up the bands, calling out the tunes, and giving marching and other commands. The senior drum major should have a script of the ceremonies so he/she knows what the massed bands cues are, and when to give the commands and call out the appropriate tunes.

Scheduling a band meeting for all the pipe majors and drum majors to meet with the senior drum major is extremely helpful. The senior drum major can go over the script with the pipe majors so they know what to expect, and they can discuss which tunes all the bands know and assign a lead drum line. The senior drum major can inform the pipe majors where and when to have their band assembled. This meeting can take place at the same time as the on field order of play draw.

Bands should assemble to line up for massed bands no less than fifteen (15) minutes prior to march-on. Large numbers of bands may require more time, or staggered staging to get all the bands lined up and marching on.

It is recommended that the massed bands are kept on the field no more than fifteen (15) minutes.

Contest Organizers may request the Association’s assistance in organizing and operating the Massed Bands Display. All requests for this should be made in writing to the WUSPBA Executive Secretary no later than sixty (60) days prior to the contest. A fee of $100.00 will be charged for these services.

**Competition Results**

**Posting Solo Competition Results**

Once a competition has concluded the individual competitors judging sheets and the competition summary sheet should be returned to the piping and drumming tent. The summary sheet should be reviewed for the following information:

- Correct number of competitors listed
- Top six (6) competitors listed in prize order, with WUSPBA numbers
- Judges signature at the bottom of the sheet

The individual competitor sheets should be reviewed for the following information prior to being separated:
• Placement of the top six (6) competitors
• Competitors Playing Level (CPL) marked for each competitor
• Judge’s signature at the bottom of each sheet

Information from the summary sheet should be used to create a posting sheet for competitors to look at. After reviewing both the summary sheet and the individual competitors judging sheets, the summary sheet and the yellow copy of the individual judging sheets should be given to the WUSPBA Rep. for review. The white copy of the individual judging sheets should be filed and given to the competitors.

Tabulating Band Scores
After each band contest the individual band judging sheets, and the blue summary sheets should be collected from each judge. Once the judging sheets are back at the piping and drumming tent review each judges blue sheet for the following:

• Correct number of bands
• Each band entered into the competition listed and given a grade (A, B, or C)
• Judge’s signature at the bottom of the sheet

Review the individual band judging sheets from each judge for the following:

• Judge’s signature
• Band score, verifying the same numerical score has not been given to more than one band, by a single judge. Placing each judge’s sheets in descending order according to score will help verify no judge has inadvertently given two bands the same score.

Once the blue summary sheet and the individual band judging sheets from each judge have been reviewed, the scores can be entered onto the band contest summary sheet. Detailed instructions are listed on the back of the summary sheet. Two individuals should complete the process together to verify all information transferred is correct.

There is only space for seven (7) bands to be listed on each summary sheet. If more than seven (7) bands are competing, a second (and third if needed) page of the summary sheet should be used. After completing the band summary sheet(s), separate the yellow copy of each band’s individual judging sheets, and create the following packets:

1. Piping judge 1-blue summary sheet and the yellow copies of their judging sheets for that contest. Repeat this with the piping 2 judge, if applicable, the ensemble judge and the drumming judge. This packet should be topped with the yellow copy of the band summary sheet. This packet is given to the WUSPBA Rep.

2. Individual packets for each band that contain the following:
• Copy of the band summary sheet
• Their judging sheet from piping judge 1
• Their Judging sheet from piping judge 2, if applicable
• Their Judging sheet from the ensemble judge
• Their Judging sheet from the drumming judge

It is recommended that instead of hand copying the band summary sheet for each band one summary sheet be created and then photocopied. This will cut down on human error that may occur during transcription.

WUSPBA Rep.
Office Overview

The WUSPBA Reps. are critical to the efficient and timely communication between the Contest Organizer and the association regarding issues related to organizing either solo and/or band contests that are sanctioned by the Western United States Pipe Band Association. The WUSPBA Rep., along with the Contest Organizer, shall have the power to deal with all complaints, disputes, and protests relating to the contests, and shall ensure full compliance with all the rules of the Association.

Appointment

The WUSPBA Reps. are appointed by each of the branches. A successful appointee should be well versed in the current WUSPBA Bylaws and Contest rules, and have experience with piping and drumming contests. Individuals appointed to the position should not have competition commitments at the contest for which they would be serving.

Jurisdiction

Each WUSPBA Rep. will be responsible for contests within their respective Branches as assigned by the branch president.

Dress and Decorum

As the WUSPBA Rep. represents and reflects upon both the branch and the WUSPBA, it is mandatory that the assigned individual conduct him/herself in a professional and objective manner consistent with the Association’s Code of Conduct available on the WUSPBA website. Highland attire is not mandatory; however, maintaining the appearance of professionalism and objectivity in dress is encouraged.

Expense Reimbursement

Each WUSPBA Rep. will receive a $60.00 per diem for each contest day. Upon advanced approval by the Branch president, lodging expenses will also be reimbursed at no more than host hotel rates. Reimbursement forms can be obtained from the WUSPBA website, on the administration page near the bottom.
Communication with Contest Organizers

Prior to the Contest

Prior to the contest, the WUSPBA Rep. should contact the Contest Organizer to get a list of all solo piping, solo drumming, and drum major competitors. The WUSPBA Rep. should verify that all competitors are currently registered with WUSPBA or another piping and drumming association. Solo competitors must be registered with WUSPBA, or another piping association, before being allowed to compete. The WUSPBA Rep. should also obtain a list of the bands that will be participating so they may request copies of their rosters from the Band Registrar. If a non-WUSPBA band will be attending the contest the WUSPBA Rep. will forward the following documents:

- WUSPBA Bylaws
- WUSPBA Contest Rules
- Statement of Understanding to be signed and returned along with evidence of registration with their home association, a current roster will fulfill this requirement. A copy of the returned documents should be forwarded to the Executive Secretary.

The WUSPBA Rep. should be made aware of the time of any pipe major meetings, judges meetings, and steward trainings. The WUSPBA Rep. should be provided with an entrance ticket or wristbands, and parking pass.

If the Contest Organizer has any questions regarding the sanctioning process, obtaining judges, or writing an entry form the WUSPBA Rep. should be available to offer help and advice.

During the Contest

The role of the WUSPBA Rep. on contest day is to assist in the smooth running of all competitions, and to advise the Contest Organizer of any possible infractions of applicable WUSPBA Contest Rules. The WUSPBA Rep. must verify proof of membership in another piping association for any non-WUSPBA solo competitor. Together with the Contest Organizer, the WUSPBA Rep. may make emergency decisions in keeping with the WUSPBA Contest Rules. The WUSPBA Rep. should make sure that a judges’ meeting is held prior to the competitions. At the judges’ meeting the WUSPBA Rep. should stress the importance of marking the CPL, and they should be notified of any local rules that will be used.

Post Contest

Approximately two (2) weeks after the contest. The WUSPBA Rep. should contact the Contest Organizer to discuss any problems that may have occurred during the contest. This gives the Contest Organizer and the WUSPBA Rep. an opportunity to discuss how to avoid these same problems in the future.
Drawing for Order of Play

If the competition is holding a pre-draw it is advisable for the WUSPBA Rep. to be present. However, if unable to attend the pre-draw, it is the WUSPBA Reps. responsibility to verify the draw was done in accordance with WUSPBA Contest Rules, in the presence of a WUSPBA Executive Committee member. If holding an on-field draw, the WUSPBA Rep. should be present to oversee the proceedings, verifying that all bands are represented (or draw as a proxy for bands not in attendance at the draw), and record the times and order of play.

Grade I and II Random Draw

The WUSPBA Rep. will be responsible for conducting the random draw to select which MSR grade 1 and 2 bands will play. The random draw will take place at the line prior to each band’s performance.

Timing of Band Contests

The WUSPBA Rep. will be responsible for timing the band contests. All band contests will be timed off the official clock supplied by the WUSPBA. The Band Contest Time Sheet will be used to record the arrival and exit of the bands, as well as the duration of the contest performance. Arrival at the line is defined as when the front row of the band reaches the line. Bands must be at the line no later than five (5) minutes after their appointed time, or five (5) minutes after the exit of the preceding band in the same contest, whichever is later. Exit is defined as when the last row of the band crosses the line. All time issues should be reported to the WUSPBA Executive Committee as soon as possible.

Review Score Sheets

The WUSPBA Rep. should review both solo and band score sheets for the following:

Solo:
- Summary sheet filled out completely and appropriately, including the correct number of competitors
- Judge’s signature on the summary sheet
- Judging sheets filled out completely and appropriately, including each competitor’s WUSPBA number
- All CPL’s marked
- Judge’s signature on the judging sheet

Band:
- Blue summary sheets filled out completely and appropriately
- Each band graded on all blue summary sheets
- Judge’s signature on the blue summary sheets
- Individual band judging forms filled out completely and appropriately
- Each band given a score, no ties allowed from one judge
- Judges signature on the judging sheet
After reviewing, the WUSPBA Rep. must initial the bottom of the contest summary sheets. This lets the registrar know the forms have been reviewed.

**Reporting Solo Contest Results to WUSPBA**

After all the solo competitions are concluded, and the WUSPBA Rep. has reviewed the summary sheets and judging forms, the results need to be sent to the WUSPBA Solo Registrar. Contact soloreg@WUSPB.org for their mailing address. It is the WUSPBA Rep.’s responsibility to mail the competition judging forms to the solo registrar.

**Reporting Band Contest Results to WUSPBA**

After the WUSPBA Rep. has reviewed both the blue summary sheets and the individual band judging sheets, the results need to be sent to the WUSPBA band registrar. Contact bandreg@WUSPB.org for their mailing address. It is the WUSPBA Rep.’s responsibility to mail the competition judging forms to the band registrar.

**Information, Infractions and Protests**

The WUSPBA Rep. should advise both the Contest Organizer and involved competitors of any Bylaw or Contest Rule infractions. Formally lodged protests (written and signed by the protestor accompanied by a $5.00 fee) will be accepted by the WUSPBA Rep., prior to the awarding of prizes, and forwarded to the WUSPBA Executive Secretary. If the protest is filed by one band against a second band on the grounds of substituted personnel, or other registration irregularities the WUSPBA Rep., along with the Contest Organizer, may make a decision binding on all parties. If the aggrieved band disagrees with the decision, the band may file an appeal that will be forwarded to the WUSPBA Executive Secretary.

**Supplies see note pg. 14**

- Official clock
- Stop watch
- Items for random draw if needed
- Pens
- Paper clips
- Band Timing Sheets

**Appendix**

A. Sample Judges Contract
B. Sample Solo Schedule-Individually Assigned Times
C. Sample Solo Schedule-Starting Time and Order of Play
D. Sample Band Contest Schedule
E. WUSPBA Rep. Contest Information Worksheet
F. Statement of Understanding for Non-WUSPBA Registered Pipe Bands
G. Band Contest Time Worksheet
Sample Judge’s Contract

The Scottish Society is very pleased you accepted our invitation to adjudicate solo piping and band competitions at the World’s Best Scottish Festival held at Highlands Park in Big Sky City on July 8th and 9th, 2020.

Your Schedule will be as follows:

1. Fly out Friday evening from your home airport
2. Saturday morning solo competitions from 9am-11:30am
3. Saturday afternoon band competitions from 1:00pm-4:00pm (grade 3 medley, grade 4 QMM, grade 5 MS6/8)
4. Sunday morning solo competitions from 9am-11:30am
5. Sunday afternoon band competitions from 1:00pm-4:00pm (grade 3 MSR, grade 4 medley, grade 5 QMM)
6. Fly out Sunday night

In return for your services, we are able to offer you the following compensation:

1. Judging fee in the amount of $_____
2. Expenses reimbursement in the amount of $_____ 
3. Round-trip airfare. We will book the flight and send you the flight details
4. Two nights’ hotel accommodations (Friday and Saturday) at the host hotel. The Festival will pay for lodging, but other charges to your room bill will not be accepted.
5. A per diem food allowance of $____ for each day of the Festival.
6. Pick up and return between the airport and the hotel, and transportation between the hotel and competition site both days.

You are welcome to bring other members of your family, but costs associated with them are your responsibility. We will be happy to make travel and lodging reservations for them.

Please sign and return this contract to: Contest Organizer (name, address, and phone).

_________________________________  ___________________________
Signature                                      Date
<table>
<thead>
<tr>
<th>Judge #1</th>
<th>Judge #2</th>
<th>Judge #3</th>
<th>Judge #4</th>
<th>Judge #5</th>
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</thead>
<tbody>
<tr>
<td>Piping, gr. IV 2/4 March</td>
<td>Piping, gr. III Strathspey/Reel</td>
<td>Piping, gr. II Hornpipe/Jig</td>
<td>Piping, gr. I Piobaireachd</td>
<td>Side, gr. IV 6/8 March</td>
</tr>
<tr>
<td>9:00 Competitor A</td>
<td>9:00 Competitor AA</td>
<td>9:00 Competitor AAA</td>
<td>9:00 Competitor ZZ</td>
<td>9:00 Competitor ZZZ</td>
</tr>
<tr>
<td>9:35 Competitor F</td>
<td>9:35 Competitor FF</td>
<td>9:35 Piping, gr. V chanter</td>
<td>10:00 Competitor AA</td>
<td>9:35 SUMMARY</td>
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<td>9:56 Competitor I</td>
<td>9:43 Competitor X</td>
<td>10:21 Competitor DD</td>
<td>10:21 Competitor TT</td>
<td>9:54 Competitor SS</td>
</tr>
<tr>
<td>10:03 Competitor J</td>
<td>10:00 Competitor A</td>
<td>9:48 Competitor W</td>
<td>10:35 Competitor EE</td>
<td>10:01 SUMMARY</td>
</tr>
<tr>
<td>10:10 SUMMARY</td>
<td>10:07 Competitor B</td>
<td>10:42 Competitor FF</td>
<td>10:42 SUMMARY</td>
<td>10:06 BREAK</td>
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</table>

Sample Solo Schedule-Individually Assigned Times
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<thead>
<tr>
<th>Judge #1</th>
<th>Judge #2</th>
<th>Judge #3</th>
<th>Judge #4</th>
<th>Judge #5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piping, gr. IV 2/4 March</td>
<td>Piping, gr. III Strathspey/Reel</td>
<td>Piping, gr. II Hornpipe/Jig</td>
<td>Piping, gr. I Piobaireachd</td>
<td>Side, gr. IV 6/8 March</td>
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<tr>
<td>9:00</td>
<td>9:00</td>
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<td>9:00</td>
</tr>
<tr>
<td>Competitor A</td>
<td>Competitor AA</td>
<td>Competitor AAA</td>
<td>Competitor ZZ</td>
<td>Competitor ZZZ</td>
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<tr>
<td>Competitor B</td>
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<td>Competitor BBB</td>
<td>Competitor YY</td>
<td>Competitor YYY</td>
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<tr>
<td>Competitor C</td>
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<td>Competitor CCC</td>
<td>Piping, gr. III 2/4 March</td>
<td>Competitor XXX</td>
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<tr>
<td>Competitor D</td>
<td>Competitor DD</td>
<td>Competitor DDD</td>
<td>10:00</td>
<td>Competitor WWW</td>
</tr>
<tr>
<td>Competitor E</td>
<td>Competitor EE</td>
<td>Piping, gr. V chanter</td>
<td>Competitor BB</td>
<td>Competitor VVV</td>
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<tr>
<td>Competitor F</td>
<td>Competitor FF</td>
<td>9:30</td>
<td>Competitor CC</td>
<td>Competitor VVV</td>
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<td>Competitor G</td>
<td>Piping gr. IV 6/8 March</td>
<td>Competitor Z</td>
<td>Competitor DD</td>
<td>Competitor UU</td>
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<tr>
<td>Competitor H</td>
<td>10:00</td>
<td>Competitor X</td>
<td>Competitor EE</td>
<td>Competitor TT</td>
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<tr>
<td>Competitor I</td>
<td>Competitor B</td>
<td>Competitor W</td>
<td>Competitor FF</td>
<td>Competitor SS</td>
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<tr>
<td>Competitor J</td>
<td>Competitor C</td>
<td>Piping, gr. I MSR</td>
<td>Piping, gr. IV Piobaireachd</td>
<td>Bass, Amateur March</td>
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<tr>
<td>Piping, gr. II MSR</td>
<td>Competitor D</td>
<td>10:15</td>
<td>11:00</td>
<td>10:15</td>
</tr>
<tr>
<td>10:30</td>
<td>Competitor E</td>
<td>Competitor YY</td>
<td>Competitor B</td>
<td>Competitor RR</td>
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</tbody>
</table>

Sample Solo Schedule-Starting Time and Order of Play
Sample Band Contest Schedule

Day 1

Grade 5 MS6/8
1:30 Band A
1:40 Band B
1:50 Band C
Summarization and tabulation

Grade 4 QMM
2:05 Band D
2:15 Band E
2:25 Band F
2:35 Band G
2:45 Band H
2:55 Band I
Summarization and tabulation

Grade 3 Medley
3:10 Band J
3:20 Band K
3:30 Band L
Summarization and tabulation

Day 2

Grade 5 QMM
1:30 Band A
1:40 Band B
1:50 Band C
Summarization etc.

Grade 4 Medley
2:05 Band D
2:15 Band E
2:25 Band F
2:35 Band G
2:45 Band H
2:55 Band I
Summarization etc.

Grade 3 MSR
3:10 Band J
3:20 Band K
3:30 Band L
Summarization etc.
WUSPBA Rep Contest Information Worksheet

WUSPBA Rep: _____________________________ Branch: _____________________________

Contest Name: _____________________________
Sponsor Name: _____________________________
Dates of Contest: ____________________________ Location: ____________________________
Contact Name: _____________________________ Title: ________________________________
Address: __________________________________ Day Tel: ____________________________
E-mail: ________________________________ Fax: ________________________________

Initial Contact Date: ____________________________
Date Entry Form received by WUSPBA: ____________________________ Approved: ____________________________
Date judges list received by WUSPBA: ____________________________ Approved: ____________________________
(Mandatory: four (4) weeks before event for WUSPBA approved judges and six (6) weeks for non-WUSPBA judges)
Date WUSPBA sanctions granted by WUSPBA: ____________________________
Date sanctioning fees received by WUSPBA: ____________________________
List Non-WUSPBA bands competing at contest: ____________________________

Signed Stmt. of Understanding

Yes   No

Yes   No

Yes   No

List any special Programs Running On-Site: ____________________________
Indicate any special concerns: ____________________________
Statement of Understanding for Non-WUSPBA Registered Pipe Bands

WUSPBA Rep: ___________________________________________ Branch: ___________________________________________

Band Name: ___________________________ Grade: ___________________________

Hometown: ______________________________ Association: ___________________________

Band Representative: ______________________ Title: ___________________________

Address: ___________________________ Day Tel: ___________________________

____________________________________ Eve Tel: ___________________________

E-mail: ___________________________ Fax: ___________________________

Name of Contest Venue: ___________________________

Location of Contest: ___________________________ Dates: ___________________________

I, ___________________________, am the official representative of the ___________________________ (name of pipe band) ___________________________ and have received, read and understand the Bylaws and Contest Rules of the Western United States Pipe Band Association. I have distributed and/or explained the rules contained within these documents to the members of the Pipe Band. The Pipe Band understands and agrees to abide by all stated rules and guidelines contained therein at the above indicated contest venue.

Date: ___________________________ (signature of band representative)

____________________________________ (print name and title)
Band Contest Time Worksheet

WUSPBA Rep:  

Branch:  

Contest Venue:  

Date:  

Event:  

<table>
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<tr>
<th>Band Name</th>
<th>Designated Time</th>
<th>Arrival Time</th>
<th>Medley/QMM Duration</th>
<th>Exit Time</th>
<th>Comments</th>
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