

Instructions for Submitting Sanction Requests to WUSPBA-2012

Step 1.

Download the Sanction Request Forms from www.wuspba.org under the Contest Sponsor Sanctioning Information page.

Step 2.

Complete the forms. These forms are designed to be completed on your computer and then e-mailed to WUSPBA. To complete the forms electronically, open the document, use the "Tab" key or the mouse to navigate through the fields, then enter the data (for check boxes, use "x" key to mark and unmark or click with the mouse). Skip over any fields that are located in the "official use only" boxes.

SR Form A requests general contact information. We also use this form to record which documents we have received and approved.

SR Form B requests a list of events held at the contest. For your convenience, we have provided all of the WUSPBA tracked contests that are identified in the WUSPBA Contest Rules. Any contests that are not WUSPBA tracked, including the Grade 5 solo chanter and pad contests, should be noted in the "local option" fields. We also use this form to compare against the **draft entry form**.

SR Form C requests a list of all the adjudicators for the contest. Please select judges who are on the current WUSPBA Approved Adjudicators list available at www.wuspba.org under judging information or on the Contest Sponsor and Sanctioning page at the bottom under Approved Adjudicators. WUSPBA uses a two level panel system of judges, it is important that you provide the specific event (i.e., piping/ensemble/snare/tenor/drum major; band/solo; grade level) along with one adjudicator.

Appropriate:	G2 Bnd Piping	Jane Judge	WUSPBA
	G2 Bnd Ensemb	Arnie Adjud	PPBSO
Inappropriate:	All drumming	David Drum	WUSPBA
	All piping	Peter Piper	PPBSO

If you need assistance with this form, please don't hesitate to contact the WUSPBA Sanctioning Secretary at sanctioningwuspba@gmail.com or your assigned WUSPBA Chief Steward, your Branch President, or any one of the Executive Committee officers.

SR Form D is the fee worksheet. If you are offering only solo contests and no band contests, please indicate "0" bands and submit this form along with your sanction request packet.

Step 3.

Attach your draft entry registration form(s) and the completed SR forms to the WUSPBA Sanctioning Secretary at sanctioningwuspba@gmail.com. It is helpful if in your email if you state in the subject heading "Sanction Request forms A-D) with the contest city location and the form letter. For example, SR Form A for the United Scottish Society Highland Games would be saved as "CostaMesa-A.doc.