

Contest Manual

*A Resource for Contest Organizers
And Contest Stewards*



Introduction

This Contest Manual provides chronological guidance of tasks required, to provide your organization, your customers, and all the participants with a stress-free and enjoyable Games experience.

The Western United States Pipe Band Association's **Office of Strategic Planning for Games Organizers (OSPGO)** publishes and updates this Manual in furtherance of its mission to assist Games Organizers with all aspects of Solo and Pipe Band competitions. OSPGO is composed of key officers of WUSPBA, WUSPBA Contest Stewards, and experienced Piping and Drumming Contest Organizers.

The principal precept of WUSPBA is to create a level playing field for competitors through a standard set of rules and competition format from Games to Games throughout the Association.

This document is updated periodically to reflect the current WUSPBA rules and standard practices within WUSPBA. Standard practices and recommendations from the Alliance of North American Pipe Band Associations and the Royal Scottish Pipe Band Association are also taken into account as they evolve. Please be sure you are referencing the most recent version by checking the WUSPBA website at WUSPBA.org. A list of contacts for specific questions or general correspondence is provided within.

On behalf of OSPGO, we would like to thank those that have participated in the initial creation of this valuable document and the previous updates, as well as the current Executive Committee. Thank you for your support.

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HOW TO USE THIS GUIDE

This handbook is divided into sections allowing you to easily find what you are looking for. The first section is getting started; the four steps are listed in chronological order. The next sections give you guidance on what to do before the contest and on the day of the contest. The final section is for the Contest Steward.

For instructions on how to use the R2 online registration system see the R2 Manual and for instruction on how to hold an online competition see the Virtual Contest Manual.

TERMS TO KNOW

Adjudicator – See *Judge*.

Band Competition Circle – The location of the band competition. See field set up and layout for more information.

Contest Organizer – Anyone who is involved with planning and organizing a solo and/or band piping and drumming competition. This term includes the piping and drumming chairperson and anyone on their committee.

Contest Steward – An individual who has been assigned to your contest by your local WUSPBA branch president. The Contest Steward is there to help, answer questions, time band competitions, and to verify that the contest is being run according to WUSPBA rules. They should be involved in any judge's meetings, steward meetings, and pipe major meetings.

Events – Specific competitions are referred to as events EX: grade 3 piping 2/4 March.

Grade – Solo pipers, solo drummers, and bands compete against others of their same abilities; they are grouped together in competitive groups called grades. Open, sometimes referred to as professional, is the most experienced grade. Amateur grades are Grade 1, the most experienced amateur grade, through Grade 5, the least experienced. WUSPBA assigns each soloist and band a grade.

- Solo light music piping is divided into six (6) grades: Open—Grade 5.

- Solo piobaireachd piping is divided into five (5) grades: Open—Grade 4.
→ An individual piper may have a different grade designation for light music and piobaireachd events. Ex: They may be in Grade 3 for light music and Grade 4 for piobaireachd.
- Solo side drumming (snare) is divided into six (6) grades: Open—Grade 5.
- Solo tenor drumming is divided into three (3) grades: Open, Intermediate, and Novice.
- Bands are divided into five (5) grades: Grade 1—Grade 5.

Judge – An individual who has been tested and qualified by a pipe band association, such as WUSPBA and others around the world, to judge a pipe band competition. Pipe band judges are qualified by these different associations in three areas: piping, drumming, and ensemble. A judge may hold one or more qualifications. Pipe band associations also qualify drum major judges to adjudicate drum major competitions.

Leet – When a solo event has 20 or more competitors it should be divided into two or more smaller sections, each section is referred to as a leet. EX: Grade 3A and Grade 3B. See the section on order of play for more information.

Light Music – This style of music includes marches, Strathspeys, reels, jigs, and hornpipes.

Piobaireachd – Also known as big music, or classical bagpipe music.

R2 – An online registration system available to all WUSPBA Contest Organizers. When applying for sanctioning please indicate that you are going to be accepting applications through the R2 system.

Solo Platform – Each solo judge is assigned a space that should include a table and chairs; the table is often placed under a pop-up tent or a shade umbrella. These spaces are referred to as platforms; no actual platform needs to be constructed.

WUSPBA – The Western United States Pipe Band Association (WUSPBA) sanctions and regulates competitions in Arizona, California, Colorado, Idaho, Nevada, New Mexico, Utah, and Wyoming.

SECTION I: GETTING STARTED

Step 1 – Selecting Contest Events: The first step in organizing a piping and drumming competition is to select the events you plan to hold at your contest. This enables you to determine how many judges you might need. WUSPBA has established a list of sanctioned events for all grades of solo piping, solo snare drumming, solo tenor drumming, solo bass drumming, drum major contests, and band contests from which you may choose to use at your contest. A list of recommended events and requirements for these events are listed in the WUSPBA Contest Rules. The time that you have available to run your events will greatly determine which events you choose to use, not all are required. Sanctioned events are tracked; solo competitors, drum majors, and bands accumulate points toward the WUSPBA championship. Contest Organizers are encouraged to select events from the sanctioned list prior to offering other events. Contest Organizers wishing to offer events not on the sanctioned list may do so, provided that the event is denoted as a “local option” on the entry form, and prior approval has been obtained from the WUSPBA Executive Committee.

Step 2 – Selecting Judges: Now that you know the events you would like to hold at your contest you are ready to select the judging panel. The number of judges needed depends on the number of bands, and solo events offered, and the number of competitors in those events. Each Band competition circle requires the following judges:

- One piping judge minimum, however two piping judges is recommended
- One drumming judge
- One ensemble judge (*this may be either a piping judge, or a drumming judge who has qualified to judge ensemble*)

The same judges who are hired to adjudicate the band events should also 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, they 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 a current list of WUSPBA judges. Judges from other associations may be used with approval from the WUSPBA Band Sanctioning Secretary.

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 their flight, baggage fees, airport parking, ground transportation, lodging, and food (or food per diem) in addition to receiving a judging fee. Please consider the following when hiring judges, and make sure all information is communicated to the judges and included in their contracts.

- Flight: Who is making the arrangements, the judge, or a member of the contest committee? Any other family members accompanying the adjudicator? (Conditions regarding family or other accompanying parties should be spelled out in the contract). If an adjudicator plans to drive to your event rather than fly, please substitute compensations for their gas and mileage in place of the flight compensation.
- Ground transportation: How are judges getting to their local airport? 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?

Tip: Most judges prefer the privacy of their own hotel room. Please take this into consideration when reserving rooms for your judges.

- Food: Compensating judges for food may be done by giving them a per diem for food, food vouchers for vendors at the contest, ordering boxed lunches to be delivered to the contest, a catered lunch, taking them out for every meal, or any combination of the previously listed methods. If a per diem is given, the WUSPBA standard per diem for judges is \$50.00 per day.

Tip: You may be able to arrange for boxed lunches or a catered lunch with your Contest Organizing Committee.

- Competitions: When contracting with judges indicate what their expected duties might be. Ex; judging solo events from 9- noon on Saturday and Sunday and band events from 1:30-4:30 on Saturday and Sunday.

Tip: When hiring a judge for an online contest let them know if it is a stewarded contest or a video submission contest (see the Virtual Contest Manual for more information). Also, let potential judges know when they will receive videos, and when and how the results need to be returned to you.

- Judging fees: The WUSPBA standard full day judging fee is \$300.00; part time judging fees are determined by the Contest Organizer. Judging fees and other compensation for judges working a half day or less is at the discretion of the Contest Organizer. WUSPBA would recommend that a contract still be created for part time judges. The contest organizer is responsible to pay all fees and expenses (per their contract) to the adjudicators. Not fulfilling financial obligations with judges could lead to the WUSPBA Executive committee not sanctioning the event.

Sample Letter. The following is suggested wording to be used when initially contacting an adjudicator to invite them to judge at your contest:

Dear Pipe Band Judge,

*I would like to invite you to adjudicate at this year's **{insert name of event}**. The festival will be held Saturday and Sunday **{insert specific dates}** at the **{insert venue location}**. I anticipate your schedule will be as follows:*

- *Fly you in Friday **{insert specific date}***
- *Solo piping events Saturday morning from approx. 8am-12pm*
- *Grade 2, 3, 4, and 5 bands Saturday afternoon approx. 1:30pm-5:00pm*
- *Solo piping events Sunday morning from approx. 8am-12pm*
- *Grade 2, 3, 4, and 5 bands Sunday afternoon approx. 1:30pm-5:00pm*
- *Fly out either Sunday evening or Monday morning (your preference)*

Our budget allows us to offer the following compensation:

- *\$600.00 (to cover your 2-day judging fee and expenses (including baggage fees and airport parking))*
- *\$50.00 cash per diem, and 4 meal vouchers (for food vendors at the festival)*
- *Flight*
- *3 nights hotel*
- *Transportation from and to the Airport*
- *Transportation to and from the competition site both days*

I look forward to hearing from you; please let me know if you have any questions.

Thank you,

Contest Organizer

Step 3 – Composing an Entry Form:

Note: If you plan to use the R2 online registration system you may skip to Step 4; you do not need to create an entry form before applying for sanctioning. However, much of the information recommended to include on the entry form should be available to include in the R2 set up.

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

Entry Form Item	Solo Piping and Drumming	Drum Major	Band
Date and location of contest	X	X	X
Address where entries should be mailed	X	X	X
Post Mark or Due date of entry form	X	X	X
Statement that the contest will be run according to WUSPBA Contest Rules.	X	X	X
Events offered	X	X	X
Entry fees, how they can be paid, and refund policy	X	X	X
Request for a self-addressed stamped envelope to return important contest information	X	X	
Approved local rules	X		
A place for competitors name, address, phone #, email address, WUSPBA #, age, and date-of birth	X	X	
A place for band's name, grade, address, contact person, contact information, and key people (Pipe Major, Drum Sergeant, Drum Major)			X
Prizes offered: medals, trophies, and/or money	X	X	X
Travel money (and participation requirements to receive)			X
Policies related to bands challenging up a grade if a challenge up option is offered			X
Request for biography, tartan, and/or tune selection to be printed in the program and/or read by the announcer			X
Hold harmless agreement, photo release, any site or safety rules, special procedures, and signature	X	X	X
Online contest submission window and instructions	X		

Table 1. Entry Form Requirements

Entry Form Distribution. Entry forms should only be distributed—or online entry made live—after sanctioning has been approved (see below). WUSPBA will do all that is possible to help Contest Organizers make information about their event available to band and solo competitors.

- Band emails can be found on the WUSPBA website.
- 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 their contest.

Step 4 – Sanctioning: Now that you have decided which events you want to offer, secured your judging panel, and created an entry form (unnecessary if you are using R2), you are ready to apply for sanctioning with WUSPBA. 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 Competition Tab and then 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. Additionally, under the Competition tab you will find links to a list of approved judges, the WUSPBA Contest Rules, Bylaws, Sanctioning information, and other useful resources.

SECTION II: BEFORE THE CONTEST

Now that you have completed the first steps to setting up your contest and have received sanctioning from WUSPBA there are plenty of things to do before contest day. During this time, you can coordinate with your Contest Committee, plan, and prepare for contest day. In this section we detail areas of coordination and preparation.

Judging Forms

Ordering Forms. Now that your contest has been sanctioned you may order the judging forms needed. Please order your forms at least two weeks in advance of your contest. The Chief Steward is responsible for mailing out all the judging forms Contest Organizers will need. See the WUSPBA administration page for their current contact information. Knowing what forms, and how many are needed will be helpful to have before contacting the Chief Steward. However, if you have any questions, they are more than happy to help you determine what forms, and how many of each you will need. The following is a list of forms you may need:

- For **each** solo event – One Solo Summary Competition Record and one Solo Competition Evaluation sheet for each competitor.
- For **each** drum major event – One Drum Major Competition sheet for every five competitors.
- For **each** band event – One Adjudicator’s Band Summary (*blue sheet*) for each judge. A Band Piping, Drumming, or Ensemble sheet for each band, for each appropriate judge. Example – a drumming sheet for the drumming judge, a piping sheet for the piping judge, and an ensemble sheet for the ensemble judge. If you have two piping judges you would need a piping sheet for each one. Enough Band Contest Summary Sheets (*three-part form*) to list each band in each competition.

Note: Each band is required to get a copy of all the Band Contest Summary Sheets. The easiest way is to fill out these forms once and then give each band a photocopy. However, if you do not have a photocopier at the contest you will need to copy them by hand for each band. Please take that into consideration when requesting forms.

Preparing Forms Before Contest Day. Having the forms filled out with the following information prior to contest day will help keep everything organized. The judges write so much during the day, having as much filled out as possible will allow them to focus on writing helpful comments for your competitors.

Tip: If you have divided a solo grade into two or more leets, please clearly note the leet group on the grade line EX: grade 3 “A” or grade 3 “B”.

Tip: If a band is playing for critique only, please note on the judging forms and the blue sheets that they are only playing for critique, no place awarded. Writing “critique” in red marker on the forms is one way to easily note that.

	Contest Site Venue/Game s	Date	Event	Grade	Competitor or Band	WUSPBA Number	Instrumen t	Heat No.
Solo Evaluation	X	X	X	X	X	X	X	
Solo Summary	X	X	X	X				
Adjudicator’s Band Summary (Blue)	X	X	X	X	<i>Bands listed in order of play</i>			
<i>*List the category judged on each blue band summary.</i>								
Pipe Band Contest Summary	X	X	X	X	<i>Bands listed in order of play</i>			
Band Adjudication (pipe, drum, ensemble)	X	X	X	X	X			
Drum Major Competition	X	X			X			X

Table 2. Preparing Judging Forms

Scheduling Competitions

You may begin creating your master schedule once you begin receiving entries; however, it is recommended that you wait until entries close to assigning specific times. Here are a few things we would suggest you know before writing the final schedule:

- What time do the gates open? This is important to know how early you can begin scheduling soloists.
- The opening and closing massed band time. How late in the day can you schedule soloists before the opening massed bands? Knowing what time the closing massed bands takes place will help you know when your last band should be scheduled. Make sure that you schedule enough time after the band contest for the bands to assemble for the closing massed band performance.
- Will the space you are using for the solo and/or band competition be used for anything else during your contest day?
- If you plan to hold a steward meeting, judges meeting, and band meeting when would you schedule them?

Timing your events is important to the success of your contest. Be aware that there may be times when the area or platform that you are using overlaps with another scheduled event. You will need to work with your games committee to determine the start and end times for each event so that there are no conflicts with other events such as Massed bands or band competition.

Tip: Contest Organizers have found Excel to be a helpful program when developing their master schedule. Contest Organizers can create a master schedule for each day and then copy and paste individual event schedules onto other tabs creating a schedule for each judge and platform.

Scheduling Solo Competitions. A few things to note as you begin to schedule solo competitors:

- Competitors may not compete outside of their assigned grade.
- All competition requirements are outlined in the WUSPBA Contest Rules. It is the competitor's responsibility to know the requirements and to be prepared with the correct number of tunes.
- Drumming accompaniment: Drumming competitors are required to play to either live or recorded accompaniment. It is the competitor's responsibility to arrange for their accompaniment. If using a recording the competitor is responsible to bring the music, the audio device, and to have someone available to work the device. Platform stewards are not responsible to work the playback device.
- Practice chanter piping events are limited to those on practice chanter and are not open to anyone who competes on bagpipes in either solo or band contests. Practice pad snare drumming events are limited to those on drum pad and are not open to anyone who competes on snare drum in either solo or band contests. These are unsanctioned events and do not require a full WUSPBA membership. If using the R2 system practice pad/practice chanter participants will need a practice pad/practice chanter membership.
- Order of Play: Generally, the first competitor to enter an event is the last to play. While the Contest Organizer is permitted to adjust any pre-assigned times to eliminate large gaps, it is recommended that the schedule should be changed only if it can be done prior to the day of the contest, and only if those changes can be (and are) immediately communicated to the competitors in the affected event(s), i.e. via email. The final schedule should also be posted in a central location on the day of the contest – typically the piping and drumming command tent. On the day of the contest, if scratches lead to large gaps the next competitor should be given the option to play

earlier if they are ready, but should not be required to play earlier if they were given a pre-assigned time.

- Solo events that will have more than twenty (20) competitors should be divided into two or more smaller sections, referred to as leets.
 - In all events Open—Grade 3 the contest organizer will determine the players in each leet randomly. Ex: If you have 30 pipers registered for the Grade 3 events the last person to enter should be scheduled to play first in leet “A”; then have the second to the last person registered assigned to play first in leet “B”. Continue this pattern until the first and second individuals to register are playing last in each leet.
 - In Grade 4 and lower events only, contest organizers may elect to determine the sections by age. If determining the sections by age, the contest will be divided into juvenile (under 18) and adult. Any section still exceeding twenty entries will be divided randomly.
 - Each leet within a particular grade should contain the same players for all events.
 - No playoff is required for split events. Prizes and WUSPBA aggregate points will be awarded for each leet. However, if there is an overall trophy for the grade, or age division, see “Determining Overall Grade Winners” in Section 3 below for guidance and suggested methods for determining the overall aggregate winner.

- There are two methods of scheduling soloists that Contest Organizers have found to be the most helpful. The best method depends on the contest needs, and the organizers. See the appendix for sample contest schedules for each method.

Please refer to the following chart as suggested times when scheduling your solo piping and drumming events. *All times listed are in minutes.*

Solo Piping Events		
Practice Chanter	Practice chanter	5-6
Grade 5	2/4 March	5-6
	Slow March	5-7

Grade 4	2/4 March	5-7
	Strathspey & Reel	5-6
	6/8 March	5-7
	Piobaireachd	8
Grade 3	2/4 March	5-7
	Strathspey & Reel	6-7
	Jig	5-7
	6/8 March	5-7
	Hornpipe	5-7
	Piobaireachd	14-15
Grade 2	MSR	9-10
	Hornpipe & Jig	8-10
	6/8 March	7
	2/4 March	7
	Strathspey & Reel	7
	Jig	6-7
	Piobaireachd	15-16
Grade 1	MSR	10-11
	Hornpipe & Jig	8-10
	6/8 March	7
	2/4 March	7
	Strathspey & Reel	7
	Jig	7-8
	Piobaireachd	16-18
Open	MSR	10-11
	Hornpipe & Jig	8-10
	6/8 March	7
	2/4 March	7
	Strathspey & Reel	7
	Jig	7-8
	Piobaireachd	20-21
Solo Snare Events		
Practice Pad	Practice pad	5
Grade 5	March	5-6
Grade 4	2/4 March	5-7
	6/8 March	5-7
Grade 3	2/4 March	5-7
	Strathspey & Reel	7
	6/8 March	5-7
Grade 2	MSR	8-10
	Hornpipe & Jig	6-8
Grade 1	MSR	9-10
	Hornpipe & Jig	6-8
	Drum Solo	5

Open	MSR	10-11
	Hornpipe & Jig	6-8
	Drum Solo	5
Solo Tenor Events		
Novice	2/4 March	5-7
	6/8 March	5-7
Intermediate	MSR	9-10
	Hornpipe & Jig	6-8
Open	MSR	10-11
	Hornpipe & Jig	6-8
Solo Bass Events		
Novice	March	5-7
Intermediate	MSR	9-10
	Hornpipe & Jig	6-8
Open	MSR	10-11
	Hornpipe & Jig	6-8

Table 3. Duration of Tunes and Sets

Scheduling Band Competitions. When determining the start time for band events, consider performances the pipe bands will be expected to participate in, such as playing for the drum major event, or playing in an opening massed band. Competing bands must have a minimum of one hour to prepare for their event. Bands may be excused from participating in an opening massed band by the piping and drumming chairman if they will not have the full hour to prepare for their competition. Bands that are excused should not be penalized by losing travel funds. After the start time is established, bands should be scheduled in ten-minute increments. At the end of each event five to ten minutes should be scheduled to allow the judges to tabulate their scores and summarize the results. Giving judges an additional fifteen - twenty minutes for a personal break every two hours or so is greatly appreciated.

Contest Organizers may allow bands to play for critique, if they are a competing band in good standing with 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. Organizers may also allow bands to challenge up a grade to have a larger competition in upper grades. The following requirements must be met:

- The availability of a challenge-up must be listed on the entry form; any restrictions or limitations must be disclosed.
- Any contest policies regarding prize money must be disclosed on the entry form. For example: would a band that plays up to the next grade, and places in that event and in their assigned grade events, be eligible to receive prize money from both contests?
- Any band wishing to participate in a challenge up must enter all the events offered in their own grade.
- Bands must meet all requirements of the grade they are challenging up to.
- For Time Limit Medley Competitions Contest Organizers may choose to have bands form up and compete in a concert formation facing the audience. The entry form must advertise that the time limit medley event will be judged in this way.
- If a competition holds events at more than one venue (i.e.: two band competition circles) bands from the same organization need to be scheduled no less than 20 minutes apart. The draw may be altered to achieve this scheduling allowance, but should be altered as little as possible to do so.

Scheduling Drum Major Competitions. Drum major events are divided into three classes, based on age and experience. Adult Open competitors are over the age of 18 with more than three years of experience; Adult Intermediate competitors are over 18 with less than three years of experience; Juvenile competitors are under the age of 18. Contest Organizers are not required to offer a Drum Major event. However, if a Contest Organizer only offers an Adult 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:

- Dress Inspection: This must be scheduled no less than forty-five 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 minutes should be scheduled for each competition class.
- 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-five at a time. Ten minutes should be scheduled for each group. At the end of each competition class an additional five minutes should be scheduled for tabulation.

Field Set Up and Layout

Request the following items from your facilities department:

- For each solo platform: 1 pop up tent, 1 table, 2 chairs, flagging to rope off solo platforms.
- For the band competition area: 1 pop up tent, 1 table, 4 chairs, flagging to rope off final tuning areas.
- Large tent with 4 - 5 tables for the Contest Organizer, Contest Steward, one table specifically for the judges to use, leave their things, and eat lunch.

Solo Platforms. Each solo platform should be allotted approximately two hundred square feet. They should be equipped with a shade umbrella, or a pop-up tent, a table, and two chairs one for the judge under the tent, and one 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 feet should be maintained between solo platforms. Many piping events have a marching requirement as part of the competition. Please make sure that there is available space for competitors to march in front of the judge and that it is free from hazards such as extension cords running through the competition space.

Band Circle. The band contest area should be approximately seventy-five 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-six (26) feet; the second (judges) circle should have a diameter of forty-six (46) feet. The on-deck area or final tuning must be at least one hundred fifty (150) feet away from the competition area. A table and chairs (preferably under a pop-up tent or other shade) should be placed within the competition area for the judges to return to and complete their judging forms. It is recommended that this table be near the starting line to allow the drumming judge to quickly get to the back of the next band and for the ensemble judge to greet the band into the competition arena. When laying out the field make sure that there is space for bands to set up tents where they can keep equipment etc.

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.

Competitor Numbers / Kilt Numbers

Every year WUSPBA provides, through the current membership system (R2), registered solo pipers, solo drummers, and drum majors with a kilt number that is to be kept and worn at contests throughout the season. Competitor's kilt numbers are the numeric portion of their WUSPBA numbers.

The competitor's association member number (WUSPBA or other) must be listed on the judging forms where indicated.

Recruiting Platform Stewards and Runners

Each solo judging platform should be assigned a platform steward. They help keep the contest running smoothly. Platform stewards should be visible to the competitors and be posted just outside the solo platform. Platform stewards

should be given a list of the competitors for each event they will be assisting with. 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 platform stewards to go and find the competitors, solo competitors have the responsibility to arrive on time, and check in with their platform 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, and any local contest rules that may apply. Additionally, 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, that is the band’s responsibility.

Runners can be used to take judging forms and other items to and from the solo platforms, the band circle, and the piping and drumming command tent.

Communication between the piping and drumming command tent, the platform stewards, and runners is extremely important.

Tip: Radios are ideal to keep everyone in contact. Have the piping and drumming command tent, platform stewards, and runners on a separate radio channel from other areas of your festival. EX: if the festival is using channel 1 have the piping and drumming personnel on channel 3.

Awards

Typical awards for solo piping and drumming events would be medals awarding 1st, 2nd, and 3rd. Cash prizes can be awarded for open piping, open snare drumming, open tenor drumming, open bass drumming, adult drum major events, and band

events. The amount offered as prizes is determined by the Contest Organizer and the Contest Committee.

Tip: If possible, get checks from your organization's treasurer prior to the beginning of the contest and fill them out as you know the winners. It is also recommended that you prepare a "signature of receipt form" for cash prize winners to sign to create a paper trail.

Drawing for Band Order of Play

The order of play for bands events is established in one of two ways:

- Pre-Draw (recommended): 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 Contest Steward must be present at the time of the draw. The same order of play may be used for the second day, or the second event. However, the Contest Organizer may perform a second pre-draw for the second event 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.
- On-Field Draw: 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 event. It is recommended that if a change occurs each band is given a hard copy of the new schedule.

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. They 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, and know who the Master of Ceremonies are, so they know what the massed bands cues are, 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 to organize and operate 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.

Pre-Competition Communication with Bands, Soloists, and Judges

After all the entries have been received and processed the following information packets should be either mailed, or emailed to bands, soloists, and judges:

Band Packet.

- Entrance tickets or wristbands for band members.
- Parking passes.
- Competition times if pre-draw was conducted, or time of the on-field draw.
- Time and place of pipe majors meeting.
- *Other helpful information:*
 - 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.
 - Any advanced information about massed bands.
 - Limitations on what competitors can bring into the games such as pets or alcohol.
 - Performance requirements to get travel money such as performing in all massed bands and minimum number requirements for the performances.
 - Hotel and shuttle information.

Solo Packet.

- Competition times and platform number. It is also helpful to list the adjudicator of the event.
- Entrance ticket or wristband(s).
- *Other helpful information:*
 - Local rules that will be used during the competition.
 - Parking instructions, and/or a parking pass if required.
 - 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.

- Limitations on what competitors can bring into the games such as pets or alcohol.
- Hotel and shuttle information.

Judges Information. Make sure that judges have all the following information before games day:

- Travel plans including flight information and ground transportation arrangements. If the judges are going to be picked up from the airport, please make sure to provide the name and phone number of that individual. If the judge is going to be driving to the contest venue make sure they are given a parking pass and entry ticket.
- Lodging arrangements with the name, address, and phone number of the hotel.
- Weather forecast for the day of the event.
- Competition Schedule to 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 they will be used as a piping, drumming, or ensemble judge during the band competitions. Make sure judges are made aware of any/all local rules that have been approved by the Sanctioning Secretary, which will be used.
- Quick reference guides.
- Link to the WUSPBA website to view competition forms before the competition.

Supplies Needed for Contest Day

Piping and Drumming 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

Judges:

- Pens
- Clipboards (*recommend having the box type so that the forms not being used may be safely stored inside*)
- Solo and band judging sheets, and summary sheets
- Water and snacks

Misc. Areas of Coordination and Planning

The following is a list of possible other areas of coordination between the piping and drumming committee and the festival committee:

- Announcements: If your festival has a PA system which they will use to make general announcements throughout the day, you may want to have the

announcer notify patrons of special events (Ex: drum salute event or drum major events), or when the band events will begin.

- Volunteer shirts: If your festival gives volunteers shirts each year make sure you coordinate the number and sizes of shirts your committee and stewards will need.
- Program: If your festival prints a program, will you be asked to provide pictures and copy for a piping and drumming page?

SECTION III: CONTEST DAY

On contest day solo competitors will begin arriving at least one hour before the first events begin. We recommend that the Piping and Drumming Chairman and other Contest Organizers begin the day by verifying that all solo platforms are set up, flagged, and have the required tables and chairs. Set up the piping and drumming command tent and get everything ready for the solo events to begin.

Tip: Prepare the judges boxes in the morning with all the solo events they will be judging. Put their last event in first and so on. Put the sheets in the order of play with the summary sheet on the bottom so the judge knows when the last competitor for that event is playing. Tape their morning schedule to the inside lid of the box clipboard. This allows the judge to have access to their schedule and keeps it out of the way of all the other paperwork they are responsible for. This schedule should be the same one the platform steward is given.

Before the contests begin hold the following meetings:

Platform Steward 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 and runners will take place usually no more than thirty minutes prior to the first event 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:
 - Keep spectators from interfering with the judge or competitors. Do not allow anyone too close behind the judge.
 - Pipers have up to five minutes to tune on the platform; warn them if they have 1 minute and then when time is up.
 - 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.

Judges Meeting

It is a good idea to have a meeting with the judges before the contest starts, whether early in the morning or the day before, to remind them of the following:

- Please stay on schedule.
- Stewards have order of play; they will let you when the last competitor in the group.
- Steward will let you know if someone has scratched, or if there are no shows.
- Mark all CPL's.
- Make sure to sign all judging forms.
- Have your steward contact the piping and drumming tent if you need something from hospitality or games organizer or contest steward.
- Send back judging forms and summary sheet at the end of each event.

Posting Solo Contest Results

Once an event has concluded the judge will place the top six competitors with no ties. The judging sheets and the competition summary sheet will be returned to the piping and drumming tent. Have a runner available to pick up the sheets from the

platform and bring them directly to the piping and drumming command tent. The summary sheet should be reviewed for the following information:

- Correct number of competitors listed. The number of competitors listed should be the actual number judged, this may be different from the number who entered. Individuals who scratched or were no shows are not counted in the total number of competitors. However, any competitor who breaks down during their performance or is otherwise disqualified is still counted in the total number of competitors. Individuals who break down or are disqualified do not receive a placing or earn aggregate points for that particular event.
- Competitors listed in prize order, with WUSPBA number.
- Judge's 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 competitors.
- CPL marked for each competitor, not just the top six.
- Judge's printed name and 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 Contest Steward for review. The white copy of the individual judging sheets should be filed and given to the competitors.

Determining Overall Grade Winners (Optional)

If there is an overall trophy or award for a solo grade, or age division, one of the following two methods may be used to determine the overall aggregate winner for the grade/division. However, a Contest Organizer is still free to use a different method, as long as it is objective and merit-based.

It should be noted that overall aggregate winners and trophies are not tracked by WUSPBA, and no WUSPBA points will be awarded for playoffs.

- **Aggregate Points:** This method may be used whether there are multiple leets for the grade, or just a single leet. The aggregate winner for a grade, or age division, should be determined over all events (minimum of two events). The following table details the points to be awarded for each placing. The aggregate winner for a grade, or age division, is the soloist with the highest point total.

Event Placing	Aggregate Points
1 st	88
2 nd	56
3 rd	38
4 th	25
5 th	16
6 th	10

In the event two or more competitors have the same aggregate point total the soloist's placings in individual events shall be used to break the tie. The following table details the order events should be used to break a tie.

	Piob.	MSR	Hornpipe /Jig	2/4 March	6/8 March	Slow March	Strathspey /Reel	Jig	Hornpipe	Drum Solo
Open Piping	1 st	2 nd	3 rd	7 th	4 th		5 th	6 th		
Grade 1 Piping	1 st	2 nd	3 rd	7 th	4 th		5 th	6 th		
Grade 2 Piping	1 st	2 nd	3 rd	7 th	4 th		5 th	6 th		
Grade 3 Piping	1 st			3 rd	4 th		2 nd	5 th	6 th	
Grade 4 Piping	1 st			2 nd	3 rd	4 th				
Open Snare		1 st	2 nd							3 rd

Grade 1 Snare		1 st	2 nd							3 rd
Grade 2 Snare		1 st	2 nd							
Grade 3 Snare				2 nd	3 rd		1 st			
Grade 4 Snare				1 st	2 nd					
Open Tenor		1 st	2 nd							
Novice Tenor				1 st	2 nd					
Open Bass		1 st	2 nd							

If a tie cannot be broken the Contest Organizer has the option of: 1. awarding the aggregate trophy to more than one soloist, or 2. holding a playoff between the soloists that qualify for the aggregate.

- Playoff: The playoff method may be used to determine the overall winner of an event that has been split into multiple leets. The top two or three players from each leet will play against each other to determine the overall winner of the event. Where possible, the playoff adjudicator should not have judged any of the original leets for the event. All playoff competitors must be notified of the playoff time and location no later than thirty minutes before the start of the contest playoff.

Tabulating Band Scores

After each band event 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 judge's blue sheet for the following:

- Correct number of bands.
- Each band entered into the competition listed and given a CPL (1-5).
- Judges signature at the bottom of the sheet.

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

- Judge's signature.
- Band placing, verifying the same placing has not been given to more than one band, by a single judge. Placing each judge's adjudication sheets in ascending order, according to placing, will help verify no judge has inadvertently given two bands the same place.

Once the blue summary sheet and the individual band judging sheets have been reviewed from each judge, the placings 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 bands to be listed on each summary sheet. If more than seven bands are competing a second (and third if needed) page of the summary sheet should be used. After completing the band summary sheet separate the yellow copy of each bands individual judging sheets and create the following packets:

- Contest Steward Packet: 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 and given to the Contest Steward.
- Band Packets (for each band):
 - Copy of the band summary sheet
 - Their judging sheet from piping judge 1
 - Their Judging sheet from piping judge 2
 - 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 to have a copy, that one summary sheet is created and then photocopied. This will cut down on human error that may occur during transcription.

Presenting Awards

Solo Awards. After event results have been posted competitors should be able to pick up their judging sheets and awards. There should be a designated location where soloists may pick up their judging sheet and awards. Usually this is at a table at the piping and drumming command tent. Many contest organizers use an alphabetized accordion file to organize judging sheets to give back to the contestants.

Solo Awards. Band awards are announced during the closing massed bands each day. Trophies etc. can be presented during the massed bands as well. After the bands have left the massed bands field, have their judging sheets and cash prizes available for pick up at the piping and drumming tent or other specified location.

SECTION IV: CONTEST STEWARD

Office Overview

The Contest Stewards are vital 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 Contest Steward 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 Contest Stewards are appointed by the branch presidents. Presidents of large branches may find it useful to appoint more than one Contest Steward to work all the games in their branch. 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 Contest Steward will be responsible for contests within their respective Branches as assigned by the branch president.

Dress and Decorum

As the Contest Steward represents and reflects upon the branch, and the WUSPBA it is mandatory that the assigned individual conduct themselves in a professional and objective manner consistent with the Association's code of conduct. Highland attire is not mandatory, however maintaining the appearance of professionalism and objectivity in dress is encouraged.

Expense Reimbursement

Each Contest Steward 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 Organizer Prior to the Contest

Prior to the contest the Contest Steward should contact the Contest Organizer to get a list of all solo piping, solo drumming, and drum major competitors. The Contest Steward 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. This information can be obtained from the Solo Registrar of the competitors association. The Contest Steward should also obtain a list of the bands that will be participating so they may request a copy of their roster from the Band Registrar. If a non-WUSPBA band will be attending the contest the Contest Steward 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 Contest Steward should be made aware of the time for any pipe major meetings, judge's meetings, and steward trainings. The Contest Steward 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 Contest Steward should be available to offer help and advice.

During the Contest

The role of the Contest Steward 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. Together with the Contest Organizer the Contest Steward may make emergency decisions in keeping with the WUSPBA Contest Rules. The Contest Steward should make sure that a judges meeting is held prior to the competitions. At the judges' meeting the Contest Steward should stress the importance of signatures and marking the CPL. And they should be notified of any local rules that will be used.

Drawing for Band Order of Play

If the competition is holding a pre-draw it is advisable for the Contest Steward to be present. However, if they are unable to attend the pre-draw, it is the Contest Steward's 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 Contest Steward 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 1 and Grade 2 Bands Random Set Draw

The Contest Steward will be responsible for conducting the random draw, to select which MSR Grade 1 and Grade 2 bands will play. The random draw will take place ***at the line*** prior to each band's performance.

Timing Band Contests

The Contest Steward will be responsible for timing the band contests. All band contests will be timed off the official clock supplied by 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 at their designated time, or else when directed to move to the line by the band circle steward, 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.

Reviewing Score Sheets

The Contest Steward should review both solo and band score sheets for the following:

Solo Score Sheets.

- 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.
- CPLs marked on all individual judging sheets.
- Judge's signature on all individual judging sheets.

Band Score Sheets.

- Blue summary sheets filled out completely and appropriately.
- Each band ranked on all blue summary sheets.
- Judges' signatures on the blue summary sheets.
- Individual band judging sheets filled out completely and appropriately.
- CPLs marked on all individual band judging sheets.
- Judge's signature on all individual band judging sheets.

Once reviewed the Contest Steward should 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 Contest Steward has reviewed the summary sheets and judging forms, the results need to be sent to the

WUSPBA Solo Registrar. The event packets for each event, consisting of the summary sheet and all individual sheets, should be scanned and submitted digitally whenever possible, via email or a document-sharing service such as Google Drive. Send the results packets to solo-registrar@wuspba.org.

If you are unable to submit the results digitally, please contact the Solo Registrar to confirm the current proper mailing address before mailing any results.

It is the Contest Steward's responsibility to submit the completed results packets to the Solo Registrar.

Reporting Band Contest Results to WUSPBA

After the Contest Steward has reviewed the blue summary sheets, and the individual band judging sheets, the results need to be sent to the WUSPBA Band Registrar. The event packets for each event, consisting of all blue sheets and individual band sheets for each judge, as well as the band summary (tally) sheet, may be submitted digitally, via email or a document-sharing service such as Google Drive. Send the results packets to band-registrar@wuspba.org.

If you are unable to submit the results digitally, please contact the Band Registrar to confirm the current proper mailing address before mailing any results.

It is the Contest Steward's responsibility to submit the completed results packets to the Band Registrar.

Information, Infractions, and Protests

The Contest Steward should advise 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 Contest Steward 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 Contest Steward, along with the Contest Organizer, may decide binding on all parties. If the aggrieved

band disagrees with the decision, they may file an appeal that will be forwarded to the WUSPBA Executive Secretary.

Supplies

- Official clock
- Stopwatch
- Items for random draw if needed
- Pens
- Paper clips
- Band Timing Sheets
- Copy of competition schedule(s)
- Copy of the current WUSPBA Contest Rules
- Scanner (smartphone with scanning app is easiest)

Post Contest

Approximately two weeks after the contest. The Contest Steward should contact the Contest Organizer to discuss any problems that may have occurred during the contest. This gives the Contest Organizer and the Contest Steward an opportunity to discuss how to avoid these same problems in the future.

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. Contest Steward Information Worksheet
- F. Statement of Understanding for Non-WUSPBA Registered Pipe Bands
- G. Band Contest Time Worksheet

A. 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:

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

- Judging fee in the amount of \$_____
- Expenses reimbursement in the amount of \$_____
- Round-trip airfare. We will book the flight and send you the flight details
- 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.
- A per diem food allowance of \$_____ for each day of the Festival.
- 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

B. SAMPLE SOLO SCHEDULE-INDIVIDUALLY ASSIGNED TIMES

Judge #1	Judge #2	Judge #3	Judge #4	Judge #5
Piping, gr. IV 2/4 March	Piping, gr. III Strathspey/Reel	Piping, gr. II Hornpipe/ Jig	Piping, gr. I Piobaireachd	Side, gr. IV 6/8 March
9:00 Competitor A	9:00 Competitor AA	9:00 Competitor AAA	9:00 Competitor ZZ	9:00 Competitor ZZZ
9:07 Competitor B	9:07 Competitor BB	9:07 Competitor BBB	9:20 Competitor YY	9:07 Competitor YYY
9:14 Competitor C	9:14 Competitor CC	9:14 Competitor CCC	9:40 SUMMARY	9:14 Competitor XXX
9:21 Competitor D	9:21 Competitor DD	9:21 Competitor DDD	9:45 BREAK	9:21 Competitor WWW
9:28 Competitor E	9:28 Competitor EE	9:28 SUMMARY	Piping, gr. III 2/4 March	9:28 Competitor VVV
9:35 Competitor F	9:35 Competitor FF	Piping, gr. V chanter	10:00 Competitor AA	9:35 SUMMARY
9:42 Competitor G	9:42 SUMMARY	9:33 Competitor Z	10:07 Competitor BB	Tenor, gr. IV 2/4 March
9:49 Competitor H	9:47 BREAK	9:38 Competitor Y	10:14 Competitor CC	9:40 Competitor UU
9:56 Competitor I	Piping gr. IV 6/8 March	9:43 Competitor X	10:21 Competitor DD	9:47 Competitor TT
10:03 Competitor J	10:00 Competitor A	9:48 Competitor W	10:35 Competitor EE	9:54 Competitor SS
10:10 SUMMARY	10:07 Competitor B	9:53 SUMMARY	10:42 Competitor FF	10:01 SUMMARY
10:15 BREAK	10:14 Competitor C	9:58 BREAK	10:49 SUMMARY	10:06 BREAK

C. SAMPLE SOLO SCHEDULE-STARTING TIME AND ORDER OF PLAY

Judge #1	Judge #2	Judge #3	Judge #4	Judge #5
Piping, gr. IV 2/4 March	Piping, gr. III Strathspey/Reel	Piping, gr. II Hornpipe/ Jig	Piping, gr. I Piobaireachd	Side, gr. IV 6/8 March
9:00 Competitor A	9:00 Competitor AA	9:00 Competitor AAA	9:00 Competitor ZZ	9:00 Competitor ZZZ
Competitor B	Competitor BB	Competitor BBB	Competitor YY	Competitor YYY
Competitor C	Competitor CC	Competitor CCC	Piping, gr. III 2/4 March	Competitor XXX
Competitor D	Competitor DD	Competitor DDD	10:00 Competitor AA	Competitor WWW
Competitor E	Competitor EE	Piping, gr. V chanter	Competitor BB	Competitor VVV
Competitor F	Competitor FF	9:30 Competitor Z	Competitor CC	Tenor, gr. IV 2/4 March
Competitor G	Piping gr. IV 6/8 March	Competitor Y	Competitor DD	9:45 Competitor UU
Competitor H	10:00 Competitor A	Competitor X	Competitor EE	Competitor TT
Competitor I	Competitor B	Competitor W	Competitor FF	Competitor SS
Competitor J	Competitor C	Piping, gr. I MSR	Piping, gr. IV Piobaireachd	Bass, Amateur March
Piping, gr. II MSR	Competitor D	10:15 Competitor ZZ	11:00 Competitor B	10:15 Competitor RR
10:30 Competitor AAA	Competitor E	Competitor YY	Competitor E	Competitor QQ

D. 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.



Contest Steward Information Worksheet

Contest Steward _____ Branch _____

Contest Name _____ Sponsor Name _____

Date of Contest _____ Location _____

Contact Name _____ Title _____

Contact Email _____ Phone _____

Initial Contact Date _____ Date Sanctioned by WUSPBA _____

Pre-Draw? Yes (Date Conducted _____) No

List Non-WUSPBA Bands Competing at Contest

Signed Statement of Understanding

<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input type="radio"/> No

List any special programs running on site

List any special concerns



Statement of Understanding for Non-WUSPBA Registered Pipe Bands

Contest Steward _____ Branch _____

Band Name _____ Grade _____

Hometown _____ Association _____

Band Representative _____ Title _____

Contact Address _____

Email _____ Phone _____

Name of Contest Venue _____

Location _____ Dates _____

I, _____, am the official representative of the

(Print Name of Band Representative)

(Print 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.

Signature and Title of Band Representative

Date

