

PENNSYLVANIA INTERSCHOLASTIC MARCHING BAND ASSOCIATION

2016 MANUAL

Code of Ethics
Constitution and Bylaws
Event and Performance Regulations

Updated August 15, 2016



PENNSYLVANIA INTERSCHOLASTIC MARCHING BAND ASSOCIATION

INTRODUCTION

Resources containing the organizational and operational structure of PIMBA are divided among three formal documents of the organization that are updated each summer to reflect actions approved by the membership at the Fall, Winter and Summer meetings.

- 1. Code of Ethics*
- 2. Constitution and Bylaws*
- 3. Event and Performance Regulations*

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PENNSYLVANIA INTERSCHOLASTIC MARCHING BAND ASSOCIATION

PART 1: CODE OF ETHICS

Directors and Staff shall abide by the following **Code of Ethics** as established by the member directors.

1. Directors and Staff shall conduct themselves in a professional manner at all times with the fundamental obligation to maintain the highest standards of ethical conduct. The reputation, validity and success of PIMBA have much to do with how this professional integrity is upheld.
2. Directors shall be responsible to acquaint their students, parents, parent organizations and administrators with PIMBA philosophies, policies and procedures.
3. Directors shall be responsible for encouraging courtesy, cooperation, good sportsmanship and respect from their Staff, students and parents toward all bands, Directors and staff members, parents and parent organizations, judges, the audience, and any others associated with a PIMBA-sanctioned event.
4. Directors shall stress to their students that they are visible representatives of their band, school, community and PIMBA itself at all times, both in and out of uniform, while participating in a PIMBA-sanctioned event.
5. Directors shall conduct themselves professionally when communicating with any judge contracted by PIMBA.
6. Directors and Staff members who are also judges are urged to uphold the same standards of integrity when judging PIMBA-sanctioned shows and are also encouraged to be a positive ambassador of PIMBA when judging bands elsewhere.
7. Reported violations of the Code of Ethics by a Director or Staff member shall result in an inquiry by the Executive Board.



PENNSYLVANIA INTERSCHOLASTIC MARCHING BAND ASSOCIATION

PART 2:

CONSTITUTION

and

BYLAWS



PENNSYLVANIA INTERSCHOLASTIC MARCHING BAND ASSOCIATION

CONSTITUTION

ARTICLE I - NAME & FOUNDING

- Section 1. The name of the organization shall be the **PENNSYLVANIA INTERSCHOLASTIC MARCHING BAND ASSOCIATION, INCORPORATED, or PIMBA, Inc.**, herein referred to as **PIMBA**. **PIMBA** completed the process of incorporation in September 2007. *Original Manual language from 1996*
- Section 2. The championships shall be known as the *Pennsylvania Interscholastic Marching Band Association Championships. Winter 2002*
- Section 3. **PIMBA** was founded in February of 1996, splitting from the PA Federation of Contest Judges. The PFCJ had administrated the competitive band activity advised by a Director's Advisory Board/Board of Governors since the late 1970's.

The seventeen founding members included:

BAND	DIRECTOR	BAND	DIRECTOR
Beaver Area	Ryan Nelson	Penn Trafford	Tom Monteleone
California	Jim Sestili	Serra Catholic	Chris DeJohn
Deer Lakes	Roger White	Southmoreland	Rich Zamperini
East Allegheny	Bob Rizzo	South Park	Bill Rossetti
Kiski Area	George Wozniak	Springdale	Mike Cenna
Mars Area	Charles Prijatelj	Steel Valley	Brad Thompson
New Brighton	Ron Romeo	West Allegheny	Tom Snyder
North Catholic	Mark Ortego	Woodland Hills	Tom Crone
Norwin	L.J. Hancock		

Thirteen members participated in the first **PIMBA** State Championships at North Allegheny High School on October 26, 1996.

The original manual was based on those of the Lakeshore Marching Band Association (LMBA) and Bands of America (BOA) as compiled and adapted by Charles Prijatelj from Mars Area HS and Tom Snyder from West Allegheny HS.

ARTICLE II - GOALS

- Section 1. The purpose of P9MBA is to provide the philosophical and organizational structure for marching band field events in Southwestern Pennsylvania as hosted by its member directors.
- Section 2. The goals of P9MBA are: to promote participation in marching band field events, to promote the art form of marching band based on the pedagogy and philosophies of quality music education, and, to promote professionalism, cooperation and respect among all bands, directors and staffs, students, parents, parent organizations, judges and all others affiliated with P9MBA.
- Section 3. P9MBA is a marching band circuit founded, structured, administrated, implemented and monitored by its member directors to educationally and artistically benefit its member bands.
- Section 4. P9MBA strongly endorses the professional development of its members through hosting clinics and roundtables, promoting attendance at clinics hosted by other organizations, fostering awareness of other professional development opportunities within and outside the region, and compiling and distributing relevant materials to its membership.

ARTICLE III - MEMBERSHIP

- Section 1. The Director shall be the member of P9MBA and therefore is responsible for payment of the annual membership dues and any show host fees. The Director shall be the representative of the band and school district and is responsible for upholding the Code of Ethics, Constitution, and Bylaws.
- Section 2. The membership period shall be from the first P9MBA-sanctioned show of the season to the first P9MBA-sanctioned show of the next season.
- Section 3. Membership shall be continuous unless the member resigns or fails to pay the annual dues. In the event a Director leaves the marching band position during the school year, the successor shall assume the membership.
- Section 4. Any band may participate in one P9MBA-sanctioned show as a 'Guest Band' without joining the organization and paying membership dues. A band that wishes to participate in two or more shows within a given season must become a member and pay the corresponding dues. A band may choose to become a dues-paying member and elect to participate in one show within a given season in either the Competition or Festival performance context.

- Section 5. A given band that wishes to participate in two or more shows within its first season of participation may do so at no cost and is not required to pay the dues that normally correspond to participation in more than one show. A band that wishes to participate in two or more shows within its second and subsequent seasons of participation must become a member and pay dues.
- Section 6. The organization shall provide its member directors with computer files of the official Manual and of all materials issued throughout the year. The Manual and official documents shall also be posted within the P9MBA website. *Fall 2006.*

ARTICLE IV - DUES & FEES

- Section 1. The annual membership dues, applicable show host fees and deadlines for each shall be established no later than at the annual Winter Meeting to facilitate planning.
- Section 2. A member band that withdraws within two weeks of a show shall be charged a withdrawal fee payable to the Host Director to help cover the costs involved. *Winter 2004*
- Section 3. A Host Director who cancels his show after the show cancellation deadline shall be responsible to reimburse P9MBA for any non-recoverable judging fees and travel costs for traveling judge(s) contracted for his show. *Executive Board – Spring 2009*

ARTICLE V - VOTING PRIVILEGES

- Section 1. A *voting member* is a Director who submitted the dues payment confirming membership for his/her band.
- Section 2. Directors of Guest Bands shall be invited to attend general meetings in a non-voting capacity as well as the professional development opportunities sponsored by the organization.

ARTICLE VI - ADMINISTRATIVE STRUCTURE

- Section 1. **OFFICERS**
- A. The officers shall be a President, Vice President, Secretary and Treasurer, each of whom is an active, voting member director or a former member director. Should a former member director be elected to an office, the former director would retain voting privileges as an officer with the current band director remaining the voting representative of that band program. *Winter 2002*

- B. Nominations for officers shall be accepted from the floor at the annual Winter Meeting. A nominee must give permission to be nominated. A simple majority of the voting members present shall be needed for election. A runoff election shall be held in event of a tie.
- C. Terms of office shall be for two years with the President and Secretary being elected on even numbered years and the Vice President and Treasurer on odd numbered years. Officers may be re-elected. A member shall hold only one office at a time.
- D. If a vacancy occurs in an office, the President shall appoint a current member director to fill the office on an interim basis until the next general meeting.

Section 2. **DUTIES OF OFFICERS.** *Executive Board – Spring 2009*

- A. The **President** shall perform the following duties:
 1. Preside at all official meetings of *PQWBA* and its *Executive Board*.
 2. Appoint committee chairpersons and serve as an ex-officio member of all committees.
 3. Keep a digital copy of all formal *PQWBA* documents, including but not limited to manuals, agendas, minutes, forms, recaps, and other significant data that comprise the official permanent records of the organization for archival reference and to pass on to the next President.
 4. Maintain an accurate membership roster with contact information.
 5. The President shall receive a stipend determined by vote of the membership.
- B. The **Vice President** shall perform the following duties:
 1. Assist the President when called upon.
 2. Perform the duties of the President in his absence.
- C. The **Secretary** shall perform the following duties:
 1. Keep accurate minutes at all official meetings. Email an official copy of the minutes to each member within ten days of the meeting.
 2. Provide effective communications and public relations with the membership, other Directors, PMEA and the media.
- D. The **Treasurer** shall perform the following duties:
 1. Receive all funds and pay all bills or disbursements authorized by the membership or the Executive Board.
 2. Keep an itemized account of all receipts and disbursements.
 3. Maintain professional accountability as the sole signer of *PQWBA* checks.

4. Submit a current formal budget report to the President no later than seven days prior to a scheduled General Meeting to include with the emailing of the meeting agenda to the membership or whenever requested by the President, Executive Board, or the Membership.
5. The office of Treasurer shall be bonded and the financial records shall be externally audited annually with the fees involved paid by P9MBA.
6. The fiscal year of the P9MBA shall be from July 1 through June 30.

Section 3. **EXECUTIVE BOARD**

- A. The Executive Board shall consist of nine (9) members: the four Officers, the immediate Past President, and the four elected Class Representatives, one representing each band classification - A, AA, AAA and AAAA. *Summer 2013*
- B. The term of service by a Class Representative on the Executive Board shall be for one year. A Class Representative may be re-elected.
- C. A vote via email shall be held to elect Class Representatives once member bands have declared their classifications by the deadline three weeks before the first show to be completed no later than the first show of the season. A runoff election shall be held in event of a tie.
- D. If a vacancy occurs in a Class Representative position, the President shall appoint a member director of a band in the given class to fill the position on an interim basis until the next election.

Section 4. **DUTIES OF THE EXECUTIVE BOARD**

- A. The Executive Board shall conduct the affairs of the organization between general meetings of the membership at a location determined by the President. A quorum shall consist of three members present.
- B. The Executive Board shall oversee the work of all committees.
- C. The Executive Board may approve expenditures.
- D. The Executive Board shall be responsible to interpret the Code of Ethics, Constitution and Bylaws as well as the policies, procedures and protocols of the organization. *Winter 2013*
- E. The Executive Board shall determine, assign and enforce penalties for violations of the Code of Ethics, Constitution and Bylaws as well as the policies, procedures and protocols of the organization, including the opportunity for each party involved to state his/her position in writing *Winter 2013*

- F. The Executive Board shall arbitrate any protests entered against a member director, staff member or judge and determine a formal course of action, including the opportunity for each party involved to state his/her position in writing and/or in person, that is consistent with the Code of Ethics, Constitution and Bylaws. *Winter 2013*
- G. The President, representing the Executive Board, shall email a written disposition of said penalty or protest to the parties involved within fourteen (14) days after the penalty was first brought to the attention of the Executive Board or the protest has been submitted with a copy to each member. *Winter 2013*
- H. Additional duties of the Executive Board may be designated by the President or by vote of the membership.

Section 5. **STANDING & SPECIAL COMMITTEES**

- A. **Standing Committees** shall be organized within these general guidelines: each committee shall have a chairperson and at least two additional members; the membership term shall be for one year or completion of the assigned duties; and, members may be re-appointed. Each Standing Committee shall meet at the call of the Chairperson, at the direction of the President, or at the direction of the membership. Each Standing Committee shall choose a recording secretary who shall keep minutes of its meetings and submit a copy to the President within a week of a meeting. Chairpersons shall report as necessary or as requested to the President and Executive Board and shall prepare a written report to the membership to the next general meeting. A copy of each report shall be submitted to the President to be placed in the permanent records.
- B. **Special Committees** may be appointed by the President, Executive Board or the membership as needed.
- C. The **Director Education Committee** shall provide educational opportunities to support the ongoing professional learning of its member bands that also supports ‘director accountability’. These opportunities can be developed for directors as a group or for individual bands, appropriately coordinated with the Judge Education Committee. *Winter 2012*
- D. The **Judge Education Committee** shall administer a comprehensive judging component that also supports ‘judge accountability’. The Judge Education Committee Chairs shall receive a stipend determined by vote of the membership. Responsibilities shall include:
 1. To implement the education and accountability systems for PQA judges
 2. To assist in the recruiting and assigning of judges
 3. To assist the Show Coordinator in the administration of the adjudication system on-site and shall be present to supervise post-event critiques when possible
 4. To serve as a liaison between PQA members and the contracted judges
 5. To provide professional learning activities for judges
 6. To assist the Director Education Committee in the planning of professional learning activities for PQA directors
 7. To attend each general meeting and present a summary report of the just completed season at the Fall Meeting

Winter 2012

ARTICLE VII - MEETINGS

- Section 1. The annual P9WBA meetings shall be scheduled during the same time frames each year to maximize attendance, since member directors can be more aware of the meeting dates when setting their professional and personal calendars far in advance. *Summer 1999, Executive Board*
- Section 2. The location of the formal Fall, Executive Board, Winter and Summer Meetings shall be at a site designated by the President.
- Section 3. The following shall occur at any general meeting of the membership: a report from the President; approval of the official minutes of the previous meeting as emailed to the membership with a digital or hard copy available for referral if needed during the meeting; a verbal report from the treasurer highlighting the written budget report included in the agenda; applicable reports from the Executive Board or any Standing or Special Committees; pending old business items; and, any new business items that may be properly addressed by the membership.
- Section 4. A quorum at a general meeting shall consist of the members present.
- Section 5. In addition to its scheduled annual meeting, the Executive Board may meet at the call of the President or of any two (2) of its members. Notice of such meeting shall be given to all members no later than fourteen (14) days in advance.
- Section 6. A Standing Committee shall meet at the call of its chairperson or of any two of its members. Notice of such meeting shall be given to all members no later than fourteen (14) days in advance.
- Section 7. Special Meetings of the membership may be called by the President, by any three members of the Executive Board, or by one third of the voting membership. Such call shall be in writing, directed to the Secretary, signed by the calling parties and stating the purpose of the call. Upon such call, the Secretary shall give written notice of this meeting, indicating the specific purpose, to all members. Notice of such meeting shall be given to all members no later than seven days in advance. Only the specific business stated in the call may be transacted at this meeting.

ARTICLE VIII – SHOW STRUCTURE

- Section 1. **SEASON SCHEDULE.** P9WBA shall utilize a selection process to determine the initial competition schedule for the next season at the annual Winter Meeting or a Special Show Date Selection Meeting as determined by the membership. *Fall 2008*
- Section 2. **SHOW CONTRACTS.** The Host Director for each regular season show shall comply with deadlines concerning payment to P9WBA for administrative and judging fees as well as with hosting responsibilities established by P9WBA. *Executive Board – Spring 2009*

Section 3. **SHOW CANCELLATION**

- A. A Host Director may withdraw from hosting a show within a specified time frame without penalty. *Winter 2004*
- B. A scheduled show may be cancelled by a majority vote of the membership. *June 2006*

Section 4. **PERFORMANCE CONTEXTS AND BAND CLASSIFICATIONS.** Performance contexts and classifications by size (number of playing members) shall be established for all participating bands. *Winter 2014, Revised Winter 2015*

Section 5. **NUMBER OF BANDS PERMITTED IN A SHOW.** There shall be no limit to the number of bands that may appear unless set by the Host Director due to facility restrictions. The Host Director shall communicate the nature of any such restrictions at prior to the start of the show selection process.

Section 6. **SHOW PARTICIPATION.** Each Member Director shall indicate the formal intent for his band to participate in regular season and Championship shows via the website.

Section 7. **SHOW WITHDRAWAL.** A band may withdraw from a show no later than two weeks before in advance without penalty. *Winter 2004*

Section 8. **TICKET PRICES.** The ticket prices shall be consistent at all *PWBA* –sanctioned regular season shows. *Winter 2001*

Section 9. **SHOW SCHEDULE**

- A. The Host Director shall determine the starting time of the show and follow established policies concerning scheduling within the event itself, including warm-up, intermissions, end-time, and critique.
- B. The Host Director shall provide the necessary personnel to effectively implement the Pre-Show Flow Procedure prior to each band’s performance. *Winter 2010*

Section 10. **SHOW RESPONSIBILITIES**

- A. The Host Director shall be responsible to *PWBA* in all matters pertaining to the show as the designated on-site representative of the organization and of his District. While the Host Director may delegate responsibilities, such delegation shall not abdicate responsibility for any aspect of the Code of Ethics, Constitution and Bylaws, or of established policies and procedures.
- B. The ‘final call’ on a policy or procedure issue at a regular season or the Championship Show shall be the responsibility of the Officers and Executive Board members present along with the Host Director with the goal to reach consensus and achieve an appropriate resolution. *Winter 2003*

- C. The ‘final call’ on a facilities or site issue shall be the responsibility of the Host Director, who also shall be responsible for any decision prior to the start of the show to change the format of the show due to field and/or weather conditions. *Winter 2014*

Section 11. **HOST RESPONSIBILITIES.** The responsibilities of the Host Director concerning hosting shall include, but are not limited to, the following:

- A. To provide a performance venue in the best possible condition, lined appropriately with yard markers provided at field ground level on the front side only.
- B. To provide adequate facilities for the parking and security of band buses, equipment vehicles, emergency vehicles, judges and the audience.
- C. To make the site arrangements necessary to keep equipment vehicles with buses if possible. *Recommended but not Mandatory, Winter 2003*
- D. To provide adequate facilities for warm-up and holding areas, rest room access and post-performance seating for each band.
- E. To provide adequate preparation, judging and critique areas for the judges, including chairs, a writing surface, room for sheets and supplies, and in keeping these areas free of distractions. To provide adequate refreshments for the judges throughout the event, particularly beverages.
- F. To provide adequate adult or student ‘runners’ to carry the digital recorders back and forth between the judges and the digital audio manager. Student runners shall be no younger than sixth grade. *Winter 2013*
- G. To maintain the assessment integrity of the event by securing the judging areas and entering the judging areas only as needed, ensuring no one loiters around, distracts from, or interferes with the judging in any way.
- H. To provide a clearly-marked viewing area for the participating Directors and Staff and make every effort to keep that area clear of fans throughout the event. *Fall 2004*
- I. To provide, if at all possible, a complimentary high camera video for each band of its performance for educational and archival purposes only, and to inform participating bands as part of the pre-show information materials whether or not the band’s performance will be taped. The host shall provide a taping area for each band if a complimentary video is not being provided. Hosts are recommended to consider the use of Dropbox or other technology to efficiently send videos to their participating directors. *Winter 2013*

Section 12. **TABLES AT FIELD LEVEL.** All tables for displaying awards or for judge use shall be clear of all field performance, pit and trooping areas. The director of a performing band shall have the right to have obstacles moved that he believes may interfere with his band’s performance.

- Section 13. **TROOPING THE STANDS.** Trooping the stands shall be permitted as determined by the Host Director, who shall inform participating directors in the pre-show information materials if there will be trooping of the stands, precise instructions for the type and direction of trooping involved, and whether trooping is required or optional. Directors are reminded that, regardless of whether or not trooping the stands is involved at a given show, the band must exit the field within the specified time. Merging into the ‘trooping block’ can occur after the band has exited the field but cannot be a reason to delay the band’s exit.
- Section 14. **AWARDS CEREMONY.** An awards ceremony shall be included in the show schedule to recognize each participating band.

ARTICLE IX - JUDGE SERVICES

Section 1. **P9MBA AS PRIMARY JUDGE CONTRACTOR**

- A. **P9MBA** shall independently contract qualified judges and show operations personnel for its sanctioned marching band events. *Summer 2011*
- B. **P9MBA** shall fund the travel expenses involved for its contracted ‘traveling’ judges. Hiring traveling judges reflects the longstanding philosophy of funding fresh input from outside the area for the benefit of all participating bands, especially early season when substantive show changes or enhancements can still be made. Hiring a maximum of one (1) traveling music judge and one (1) traveling visual judge for a given show is preferred. **P9MBA** has long valued input from experts throughout the country to supplement our excellent judges from throughout the Pittsburgh region. *Term ‘traveling’ replaced ‘outside’ judge during the 2014 season.*
- C. Each Host Director may recommend a traveling judge for **P9MBA** to consider contracting to judge his show to the President no later than March 1. *Updated Summer 2011*

Section 2. **AFFILIATION**

- A. Any judge affiliated with any band during the previous or current season shall not be assigned as a judge---if at all possible---where that band is participating in either the Competition or Festival performance context due to the potential perception issues concerning impartiality. The term “affiliated” shall include, but not be limited to, serving as a principal instructor, assistant instructor, designer, arranger, administrative or support capacity director or staff, or relative of a performing band member, director or staff. A relative of a performing member, director or staff shall be defined as mother, father, step-mother, step-father, aunt, uncle, brother, sister, step-brother, step-sister, son, daughter, step-son, step-daughter, son-in-law, daughter-in-law or grandchild. *Winter 2015*
- B. A judge affiliated with a segment within a program will be considered affiliated with an entire program. (I.e. an indoor ensemble) *Summer 2011*

- C. In the event that an affiliated judge would need to be assigned, he would make audio recordings for all bands and generate ratings/scores for all bands except for those competing in the class containing the affiliated band(s). In that class, the scores of the other six (6) judges would be averaged to determine the number for that caption. This enables all participating bands in the show to receive that judge's input with those bands in other classes continuing to receive a number and final score calculation. *Winter 2013*
- D. Directors may contract a judge for a consultation during the season within the following parameters: *Winter 2013*
 - 1. an individual judge may be brought in for a maximum of one (1) consultation, whether that consultation is at a meeting or a rehearsal. Judges who are brought in for two (2) or more consultations will be considered 'affiliated' with assignments treated as defined above.
 - 2. any stipend involved shall be negotiated between the director and the judge
 - 3. the director shall notify the President with the name of the judge involved prior to the consultation
 - 4. judges assigned to Championships may not serve as a consultant during the week prior to the Championship show

Section 3. **SIZE OF JUDGING PANEL.** P9MBA –sanctioned shows shall be judged by a minimum of five (5) judges (Ensemble Music, Ensemble Visual, two (2) Music Effect and Visual Effect) or up to a maximum of seven (7) judges (adding Field Music and/or Field Visual). P9MBA shall also contract a Digital Audio Manager/Tabulator, a Field Operations Coordinator, and a Timing & Penalties Monitor. A seven (7) judge panel is strongly preferred. The President or his designee shall attend each show to serve as the liaison with the Host Director, judges and operations staff. *Summer 2011*

Section 4. **VACANCY ON A PANEL.** Should there be an emergency field judge vacancy on a seven (7) judge panel that cannot be filled, the given field caption would be eliminated with the score of the ensemble judge used as the total of the performance component of the final score. However, should there be an ensemble or general effect judge vacancy, the President or his designee shall consult with the Judge Education Committee Co-Chairs and make a decision concerning caption assignments. Should an ensemble or effect caption remain vacant, the scores of the other six judges would be averaged to determine the rating for that caption. Should there be an emergency vacancy on a five (5) or six (6) judge panel, the panel would be reassigned and the scoring system modified as needed by the President or his designee in the best interests of all involved. *Winter 2013*

Section 5. **ASSESSMENT FORMS (SCORE SHEETS) & JUDGE COMMENTARY**

- A. P9MBA shall utilize its own assessment forms (score sheets). *Summer 2014*
- B. The tabulator shall provide a full recap sheet showing the scoring of all captions and sub-captions along with the ordinals involved. *Winter 2007*
- C. Directors may choose that digital audio commentary be received from the Digital Audio Manager through Dropbox. Mp3 players may be utilized if necessary.

- D. The assessment forms/score sheets shall be provided to the Director or designated Staff member as soon available following the show, ideally prior to the start of the Critique. The only exception shall be at Championships where the assessment forms are given to the Field Leaders as part of the Awards Ceremony. *Summer 2011*

Section 6. **RANKING.** The final score shall be used to determine the ranking of the bands participating in the Competition performance context. If two or more bands have a tie in their final score, the higher ranking shall be awarded to the band with the higher raw score (subtotal before penalties). If a tie remains, the higher ranking shall be awarded to the band with the highest total Effect score (sum of the ratings of the three (3) Effect judges).

Section 7. **POWER OUTAGE.** If the stadium lights go out during a performance, the judging shall cease and the performance of the band on the field at that time shall stop at the first available, logical, safe moment. The band affected shall have the opportunity to perform again with a starting point and time mutually agreed upon among the director involved, Host Director, and Officers present. *Winter 2004*

Section 8. **CRITIQUE.** The judges assigned to each show shall participate in a Critique to begin no sooner than fifteen (15) minutes after the last adjudicated band has finished performing. The Critique may begin earlier if the judges and first group of directors agree to do so. *Winter 2008*

Section 9. **DIRECTOR FEEDBACK CONCERNING JUDGES & JUDGING**

- A. A participating Director with an inquiry regarding an individual judge, judges, or the judging overall shall communicate the nature of the inquiry to the President and/or appropriate Judge Education Committee Chair (Music or Visual), ideally, within 72 hours of the given show. *Common practice starting with the 2011 season.*
- B. Participating Directors shall have the opportunity following the completed season to submit inquiries concerning any aspect of the judging services contracted by **PWBA** prior to the Fall Meeting, ideally, but no later than December 1, permitting discussion and reflection at the Fall Meeting itself. *An informal process developed by the President to be piloted at the end of the 2015 season.*

PROCESS & LANGUAGE THAT NEEDS TO BE REVISITED

- A. Each member Director shall complete the online *Judge Evaluation* for each show in which his band participates.
- B. The Judge Evaluation must be completed for each show that a band has participated in that season in order to participate in Championships. *Winter 2006*
- C. Member directors shall complete any pending Judge Evaluations from the regular season no later than by the annual Fall Meeting. Member directors who do not complete all Judge Evaluations prior to the annual Winter Meeting shall not be permitted to vote at that meeting. *Winter 2004*
- D. A member Director with an inquiry regarding an individual judge beyond that relayed within the Judge Evaluation shall follow the defined procedure to communicate the nature of the inquiry.

ARTICLE X - CHAMPIONSHIPS

Section 1. CHAMPIONSHIP SITE & DATE.

- A. The site and date of Championships for the next season shall be determined by a vote of the membership at the annual Winter Meeting or a Special Show Date/Host Selection Meeting as determined by the membership. *Fall 2009*
- B. To be a candidate to host Championships, the band must have been a Member during the previous season and must have a stadium with artificial turf. *Winter 2003*
- C. A band cannot host Championships in consecutive years. *Winter 1999*
- D. The vote to determine the site shall take place before developing the regular season schedule. Should the vote end in a tie, the show shall be awarded to the band that 'least recently' hosted the Championships. *Fall 2007*
- E. The band must remain a Member throughout the given season and the date of the Championship Show itself in order to serve as the Championship Host. *Summer 2015*

Section 2. BAND PARTICIPATION

- A. A Member Band shall be eligible to perform in the Championship show if it has participated in two or more PFWBA-sanctioned shows during the given season. A member Band that participates in one PFWBA-sanctioned show in the Competition or Festival performance context is eligible to perform in the Championship Show in the Festival context first in its block. *Winter 2015*
- B. A Guest Band that participates in one PFWBA-sanctioned show in the Competition or Festival performance context is eligible to perform in the Championship Show in the Festival context first in its block prior to any Member Bands performing first in its block as per 'A.' above. *Winter 2015*
- C. A band may still count as 'participation' a competition that it was scheduled to participate in that was canceled or moved indoors, or that it was forced to withdraw from due to inclement weather, format change, or emergency circumstances.
- D. Directors shall formally commit to participate in the Championship show no later than by two full weeks (14 calendar days) prior to the show date in order to give the Host Director official notice prior to the formal Draw meeting as well as ample preparation time to address hosting responsibilities. A band that commits to participating after that time shall perform first within its block. *Updated 2013*
- E. An exhibition performance by a guest high school or university band between the performance of the last competing band and the beginning of the Awards Ceremony within either segment may be scheduled only if its director agrees to limit the bands' performance to a maximum of 20 minutes, including entrance and exit. *Executive Board – Spring 2009*

Section 3. **SHOW RESPONSIBILITY**

- A. **PWBA** shall be an integral part of the overall planning for this show directly with the Championship Host Director given its Championship status, including how to best implement existing policies and procedures along with coordinating facilities use. *Winter 2003*
- B. The President or his designee shall be present on site throughout the show as a liaison among the Championship Host Director, participating directors, judges, operations staff, and parent representatives as needed. *Winter 2003*

Section 4. **SCHEDULE FORMAT & PERFORMANCE ORDER**

- A. Championships shall be scheduled in two blocks unless changed by a vote of the Membership to one block due to number of bands or weather factors. The first block shall include the Class A and Class AA bands followed by an Awards Ceremony and a break for audience egress/entry and dinner for the judges. The second block shall include the Class AAA and Class AAAA bands followed by an Awards Ceremony. The rationale for this format is based on three primary factors: the projected number of participating bands, the strong probability of adverse weather conditions, and, possible restrictive site parameters for the number of buses and equipment vehicles involved. *First implemented at 2002 Championships due to extreme cold. Changed to one block in 2015 due to number of participating bands.*
- B. That the performance order in each of the two blocks be seeded in inverse order (highest score performing last) by the band's highest score of the season in a **PWBA** – sanctioned show, including that of a show host. *Winter 2015*

Section 5. **CHAMPIONSHIP HOST RESPONSIBILITIES.** The responsibilities of the Championship Host Director shall include, but are not limited to, the following:

- A. To confirm the formal participation status of each eligible member band.
- B. To pay a Championship Rights Fee to **PWBA** of an amount intended in part to cover the cost of judge services, travel expenses for contracted traveling judges, placement plaques, caption award plates, medals presented to the student members of the first place bands in each class, and a high camera DVD for each band.
- C. The Championship Rights fee is due from the Host no later than by the day of the show itself. The check may be post-dated for no later than one (1) week after the show date.
- D. **PWBA** shall contract a vendor, if necessary, to provide a quality complimentary high-camera DVD for each participating band of its performance for educational and archival purposes only, to be funded in part by **PWBA** through the Championship Rights Fee. *Winter 2003*
- E. To invite dignitaries from the school district, band parents, community or political representatives to participate in the Awards Ceremony at his discretion. The President shall invite Executive Board members to participate. *Winter 2003*

- F. To ensure that no band other than the host band rehearses on the performance field during the day prior to the start of the Championship show.

Section 6. **CHAMPIONSHIP TICKET PRICES.** The ticket prices for the upcoming season's Championship show shall be confirmed at the annual Winter Meeting. *Winter 2001*

Section 7. **PENALTIES.** The President shall review and verify each penalty at Championships before scores are released by the Tabulator to be announced at the Awards Ceremony. *Winter 2004, Reiterated in the Event and Performance Regulations, Winter 2008*

Section 8. **PLAQUES & AWARD PLATES**

- A. Participating bands shall receive the custom-designed Championship Placement plaques. *Summer 2007.* The Caption Plaques shall be replaced with engraved plates to attach to the placement plaques. *Summer 2012*
- B. The student members of the first place band in each class shall receive a custom-designed commemorative medal. *Second & Third place medals were eliminated Summer 2012*
- C. Use of the custom Jostens trophy for class champions was discontinued due to excessive cost. *Winter 2000.* P~~W~~B~~A~~ discontinued the practice of awarding traveling trophies in 1998. Existing traveling trophies remain property of P~~W~~B~~A~~ and are on permanent loan to the 1997 Class Champions: Serra Catholic (A), Beaver Area (AA), Gateway (AAA) and Norwin (Open/National). *Winter 1998*

Section 9. **FINANCIAL RESOLUTION FOR A CHAMPIONSHIP SHOW THAT CANNOT BE HELD IN ITS ENTIRETY.** In the event that Championships cannot be held in its entirety due to inclement weather or other extenuating circumstances, or if the show is held but in a modified format or setting, the Championship Host Director shall remain responsible for paying the amount of the Championship Rights Fee that covers the cost of the show administrative fee, judging fees for local judges if not cancelled in time, judging fees and travel expenses for any contracted traveling judges, placement plaques, caption award plates, medals, and the high camera DVD provided for each band. *Executive Board – Spring 2009*

Section 10. **OUTSIDE VENDOR POLICIES.** *Executive Board – Spring 2009*

- A. P~~W~~B~~A~~ shall negotiate with outside vendors directly or through the host band parent organization concerning permission to sell group photos or souvenir items with the P~~W~~B~~A~~ logo involved (t-shirts/buttons, etc.) at Championships concerning final design approval, parameters and fee payable to P~~W~~B~~A~~. The site parameters involved shall be coordinated with the Championship Host Director.
- B. The Championship Host Director may choose to negotiate with outside vendors wanting booth space for items other than described in 'A' above concerning parameters and fee, with any fee designated for the Championship Host since the Host is providing the site arrangements.

ARTICLE XI - STUDENT ELIGIBILITY

Each student member of a band participating in a P9MBA-sanctioned show shall be from the student body of that school district or a home-schooled or cyber-schooled student who is eligible to participate in Marching Band in that district according to Pennsylvania state law and the policies of the given school district. *Executive Board – Spring 2009*

ARTICLE XII - SANCTIONS

Any flagrant violations of the *Code of Ethics, Constitution or Bylaws* shall be brought before the Executive Board to investigate and recommend action to the membership.

ARTICLE XIII - AUTHORITY

Robert's *Rule of Order (Revised Edition)* shall be the Parliamentary authority on all questions not covered by the *Constitution and Bylaws* and such standing rules as the membership may adopt.

ARTICLE XIV - DISSOLUTION

Upon dissolution of P9MBA, after paying or making provision for the payment of all the liabilities of the organization, any assets shall be distributed to any organization which has established appropriate exempt status described in Section 501 (c) (3) of the Code, contributions to which are deductible, or to a state or local government exclusively for public purposes.

ARTICLE XV - EFFECTIVE DATE

The P9MBA *Constitution and Bylaws* became effective upon a two-thirds majority vote of the membership present at a duly called general meeting in 1996 and shall be updated no later than August 1 prior to the upcoming season reflecting any new or updated items as approved by the Membership at its most recent Fall, Winter or Summer meetings.

ARTICLE XVI - AMENDMENTS

Amendment(s) to the P9MBA *Constitution and Bylaws* may be proposed at any duly called membership meeting. Amendments must be approved by a two-thirds majority vote.



PENNSYLVANIA INTERSCHOLASTIC MARCHING BAND ASSOCIATION

BYLAWS

ARTICLE I - LOGO & MEMBERSHIP *from Article I & III*

- Section 1. **LOGO.** The logo as printed on the cover page shall be the formal PIMBA logo. The lettering is to be black with light blue as the complementary color. Use just the logo when appropriate given space limitations (plaques), otherwise also include the full name directly underneath. The logo is in Dragonwick font and the lettering of the full organization name underneath is in Arial font. *Winter 2003*
- Section 2. **MEMBERSHIP DATA.** All Member Directors shall post information within the Director's Area of the PIMBA website no later than August 1 prior to the start of the season to ensure accurate contact and band information to facilitate communication among members and for show hosts to use in program books. *Winter 2015*

ARTICLE II - DUES & FEES *from Article IV*

- Section 1. **DUES**
- A. The annual membership dues for 2016 shall remain \$225 for member directors who do not host a show \$400 for member directors who are also show hosts. Dues were last raised in 2004. *Summer 2011*
- B. The annual membership dues shall be submitted to the Treasurer no later than September 1. A band that has not submitted payment by September 1 shall be permitted to participate but shall receive audio commentary only until the dues have been paid. *Winter 2015*

Section 2. **LATE SHOW WITHDRAWAL FEE.** *Winter 2004*

- A. A band may withdraw from participating in a given show without penalty at any time up to two weeks in advance of the show. A band that withdraws within two weeks of a show shall be charged a \$50 withdrawal fee payable to that show's Host Director to best help cover the involved costs. This fee is due no later than the Fall Meeting. A band that has not submitted payment shall not be permitted to participate in a P9WBA - sanctioned show the following season until payment is made.
- B. The Executive Board may waive this fee upon consideration of extenuating circumstances.

Section 3. **SHOW CANCELLATION**

- A. A Host Director may cancel his scheduled show without penalty at any time before April 15.
- B. A Host Director who cancels his show after the show cancellation deadline of April 15 shall be responsible to reimburse P9WBA for any non-recoverable judging fees and travel costs for any traveling judges contracted for that show unless another member director agrees to host a show on that date.
- C. A Host Director who cancels a show after July 1 date shall choose to either forfeit the \$500 Show Operations Fee already paid to P9WBA OR accept not being permitted to host a show the following season. (I.e. A host that cancels their show on August 20, 2015, due to what is then decided to be not enough bands shall both forfeit the \$500 fee already paid and shall not be permitted to host a show in 2016.) The Executive Board may consider extenuating circumstances and waive the penalty. *Winter 2014*

ARTICLE III – ADMINISTRATIVE STRUCTURE *from Article VI*
Established Winter 2012 and updated annually

Section 1. **STIPENDS.** The following administrative positions shall receive a stipend for 2016-17:

President	\$2,100
Judge Education Coordinator (2)	\$2,000

Section 2. **WEBMASTER.** P9WBA approved a renewal of the contract for Webmaster and services provided by Chris Protho for three seasons---2014-15, 2015-16, and 2016-17--- for a stipend of \$700 annually (a \$300 decrease), along with funding the site hosting and domain fees involved.

ARTICLE IV – MEETINGS

from Article VII

Winter 2013

- Section 1. The three (3) annual formal **PQWBA** general membership and executive board meetings are set for the same time frame each year but can be changed for a given meeting by vote of the membership:
- | | |
|--------------------------|---|
| Fall Meeting: | The Wednesday evening after BOA Nationals |
| Executive Board Meeting: | The second Tuesday in January |
| Winter Meeting: | The second Tuesday in February |
| Summer Meeting: | The second Wednesday evening in June |
- Section 2. The location of the formal general membership meetings shall be informally rotated among volunteering member schools throughout **PQWBA**'s geographic region as then confirmed by the President. Meeting hosts may choose to provide beverages and other refreshments for attendees, but are not required to do so.
- Section 3. Members shall submit agenda items to the President no later than two (2) weeks prior to a general meeting. The President shall email a written agenda to the membership no later than ten (10) days prior to a general meeting. The President shall email the written minutes to the membership no later than two (2) weeks after a general meeting.

ARTICLE V - SCHEDULING SHOWS

from Article VIII

Section 1. SCHEDULING PARAMETERS

- A. A **PQWBA** -sanctioned show may be scheduled on any Saturday prior to that of Championships.
- B. No more than one **PQWBA** -sanctioned competition shall be scheduled on a given Saturday afternoon or evening, with the exception of the Saturday evening before Championships, when two (2) shows may be scheduled. *Fall 2008*

Section 2. SHOW SELECTION PROCESS *Fall 2008*

- A. Only Member bands may host **PQWBA** -sanctioned show. The host band must be a member during the given season that the show occurs, including the date of the show itself. Non-member directors with unique circumstances may request permission to host a partial or full **PQWBA** -adjudicated or **PQWBA** -sanctioned show. The Executive Board would be responsible to consider and take action on such a request in the best interests of all involved. *Summer 2015*

- B. The membership shall first select the Championship date and site. Directors interested in hosting Championships shall submit their school's name for consideration, followed by membership vote. The site receiving the most votes shall be awarded the Championship Show. Should this vote end in a tie, the show shall be awarded to the site that 'least recently' hosted Championships.
- C. A band may not host a regular season show and Championships within the same season.
- D. P9MBA shall then select regular season show sites, beginning with the last regular season Saturday. Directors interested in hosting one of the two shows that may be scheduled for that date shall submit their school's name for consideration, followed by membership vote. The one or two sites receiving the most votes shall be awarded shows on that date.
- E. Then, the remaining regular season show sites shall be selected, beginning with the first Saturday of the regular season and continuing through September and October, concluding with the next-to-last show of the regular season. Directors interested in hosting the show on the given date shall submit their school's name for consideration, followed by membership vote. The site receiving the most votes shall be awarded the show.
- F. If there are five or more directors who submit their school's name as a candidate to host a show on a given regular season Saturday, there shall be two rounds of voting, with the second round consisting of the two sites that received the most votes in the first round.
- G. In the event of a tie in any vote for regular season show sites, the quorum shall re-vote until the tie is broken.

Section 3.

SHOW CONFIRMATION & FEE PAYMENT DEADLINES *Winter 2015*

The show schedule shall be selected at the Winter Meeting by vote of the membership present. The Host Director for each regular season show shall comply with the following deadlines and policies concerning confirming status and payments:

- March 1 Deadline for a Host to move the show to an open date if desired or cancel due to extenuating circumstances. The President shall notify the membership with any schedule change as soon as it is confirmed.
- March 5 Deadline for members to submit a request to the President to add a show to the schedule on an open date. If more than one member submits a request for the same date, the Host shall be chosen by email vote of the membership.
- March 10 Deadline for the Executive Board to confirm any changes proposed to the original schedule that was determined at the Winter Meeting. The President shall notify the membership with any schedule change as soon as it is confirmed.

April 1	Deadline for members to enroll in shows through the website so each Host is able to make a fully informed decision about hosting or canceling. Hosts should invite non-member bands and confirm participation as much as possible by this time so that their participation is part of the decision process
April 15	<p>Deadline for the Host to declare whether to hold or cancel a show with an enrollment of five or fewer bands, including the Host band.</p> <p>After this date, a Host who cancels his show shall be responsible to reimburse PWAQA for any non-recoverable judging fees and expenses for traveling judge(s) contracted for that show unless another member director agrees to host a show on that date.</p>
June 1	Deadline for Hosts to submit the first show host payment of \$500 to pay the Show Operations Fee.
Summer Meeting	<p>Deadline for the membership to confirm the schedule for the upcoming season, including whether to cancel a show with an enrollment of five or fewer bands, including the host band. Each host must have paid the Show Operations fee by this time to confirm the ‘active status’ of the show on the given date as initially scheduled.</p> <p>The President shall email the final schedule to the membership and ensure that it is posted on the PWAQA website within 24 hours of the Summer Meeting.</p>
Within 1 week of the Summer Meeting	Deadline for members to submit a request to the President to add a show to the schedule on an newly-open date. If more than one member submits a request for the same date, the Host shall be chosen by email vote of the membership.
Within 2 weeks of the Summer Meeting	Deadline for the Executive Board to approve a replacement Host for an open date. The President shall notify the membership with any schedule change as soon as it is confirmed
July 1	A host who cancels a show after this date shall choose to either forfeit the \$500 Show Operations Fee to PWAQA OR to not be permitted to host a show the following season. (I.e. A host that cancels their show on August 20, 2015, due to what is then decided to be not enough bands shall both forfeit the \$500 fee already paid and shall not be permitted to host a show in 2016.) The Executive Board may consider extenuating circumstances and waive the penalty.
2 Weeks Before the Scheduled Show	Deadline for the Host to submit the second payment, the Judging Fee.

ARTICLE VI – PERFORMANCE CONTEXTS & CLASSIFICATIONS

from Article VIII

Winter 2014, Revised Winter 2015

Section 1. TWO BAND PERFORMANCE CONTEXTS. *Winter 2014*

- A. Member directors may elect to perform in the *Competition* performance context with the band receiving digital audio commentary, ratings in both music and visual captions, rankings, placement and caption awards as earned, and critique participation.
- B. Member directors may elect to perform in *Festival* performance context and elect to receive any combination of digital audio commentary, ratings in the music and/or visual captions, and critique participation.
- C. The scores of *Festival* bands shall not be included in the rankings used for placement and caption awards. Scores shall not be announced as part of the awards ceremony, included on the show recap provided to directors, or posted on the P9WBCA website. Directors of *Festival* bands shall receive a copy of the show recap that includes the ratings (scores) of the *Competition* bands as well as a separate recap with their own band's ratings (scores).
- D. As a historical reference for directors and judges, the *Festival* performance context was formerly known as *Judged Exhibition* (1996-2004), *Adjudication* (2005-08), and *Festival* ("all tapes & sheets but scores not released) (2009-13) or *Exhibition* ("no tapes or sheets") (1997-2013).
- E. Member directors of Festival Bands registering for a show or shows prior to the Draw at the Summer Meeting shall have the option to perform first in the show, often chosen to permit their students to view as many of the other bands as possible.

Section 2. FOUR BAND CLASSIFICATIONS, *Winter 2015*

- A. Four *classes* of bands shall be designated as follows:
 - Class A.....40 or less playing members
 - Class AA.....41 to 60 playing members
 - Class AAA.....61 to 85 playing members
 - Class AAAA.....86 or more playing members
- B. A Drum Major shall count as a 'musician' for classification purposes if he or she plays an instrument at any time in the show. *Clarified Winter 2004*
- C. Each member director shall formally declare the classification of his or her band---A, AA, AAA or AAAA---for the season via the website no later than three weeks prior to the first scheduled P9WBCA-sanctioned show. For 2015, that date is August 22.

- D. Each member director shall submit a roster for his/her band, including first name, last name, grade and instrument/guard, to the Secretary no later than three weeks prior to the first scheduled PIMA-sanctioned show. For 2015, that date is August 22.
- E. Once a band has performed at its first PIMA-sanctioned show of the season, it must remain in its declared classification for the balance of that season (but may change its performance context as desired).

ARTICLE VII – SHOW STRUCTURE

from Article VIII

Section 1. SHOW PARTICIPATION

- A. Each member director shall indicate formal intent for his band to participate in ‘regular-season’ PIMA-sanctioned shows via the website by April 1. *Executive Board - January 2009*
- B. Host Directors remain welcome to mail or email invitations in addition to the posting of the season schedule within the minutes of the meetings and on the PIMA website. Member directors are welcome to also communicate with the host at any time concerning participation but must formally register through the website by April 1. *Executive Board - January 2009*
- C. That portion of the website will be disabled after April 1. Bands registering for a show after April 1 must do so directly with the Host Director. The Host Director shall inform the Webmaster promptly as bands register after the deadline to keep the site listings current with a ‘cc’ to the President. *Updated Winter 2013*
- D. Host Directors shall accept a PIMA member or Guest band that requests to participate up to two weeks (14 calendar days) prior to the show. Host Directors shall inform that director whether or not his band’s information can be included in the printed program. *Executive Board - January 2009*
- E. Host Directors shall have the prerogative whether or not to accept a PIMA member or Guest band that requests to participate between fourteen (14) days and the Tuesday prior to the show, given the impact of the accommodations involved. *Executive Board - January 2009*
 - 1. If accepted between 14 and 8 days prior to the show, with the revised schedule posted on the PIMA website, the band may perform. *Winter 2008*
 - 2. The names of the judging panel are normally released no later than the Monday sprior to the given show. To be accepted between eight (8) days in advance and the Tuesday prior to the show to participate in the Competition performance context, the band must not have an affiliation with any of the assigned judges. If an affiliation exists, the band may participate in the Festival performance context under the Constitution, Article IX, Section 2C above. *Summer 2011*

3. Hosts wishing to add a band after that Tuesday may do so no later than the Wednesday preceding the show, but that band may only participate in an 'Exhibition' context without judge commentary or ratings and must perform first or last in the show. *Summer 2011*

F. SHOW WITHDRAWAL. See Bylaws – Article II, Section 2

Section 2. **TICKET PRICES.** The ticket prices shall be consistent at all **POMBA** –sanctioned regular season shows as confirmed by the membership at the annual Winter Meeting. Regular season ticket prices for the 2016 season shall be \$8 for Adults and \$4 for Students. Pricing for Senior Citizen tickets remains at the discretion of the Host according to the given District's policy. *Winter 2010. An increase from \$6 to \$7 was approved for the 2001 season and from \$7 to \$8 for the 2010 season.*

Section 3. **SHOW PERFORMANCE ORDER**

- A. The performance order of bands for each regular season show shall be drawn at the Summer Meeting from the lists of member bands that have registered for each show by the April 1 registration deadline. *Winter 2015*
- B. Should a show be canceled after April 1 but before the Summer Meeting, and a band registered for that show chooses to move to a show on a different date, that band shall be permitted to be included in the draw for performance order. *Winter 2015*
- C. A new member band that joins and registers for shows after April 1 but before the Summer Meeting shall be permitted to be included in the draw for performance order. *Summer 2016*
- D. A returning or new member band that registers for a show but has to withdraw and add a different show prior to the Summer Meeting due to a Homecoming date change shall be permitted to be included in the draw for performance order. *Summer 2016*
- E. The Host band shall perform last prior to any guest high school or university band. The first band drawn shall perform last prior to the Host band with the bands subsequently drawn performing in inverse order latest to earliest until all bands registered have been drawn. Note that this is a 'random draw' with member bands performing in inverse order as drawn regardless of performance context or classification. *Winter 2015*
- F. Any Guest Band registered prior to the draw at the Summer Meeting shall be scheduled to perform first in the given show. Should more than one Guest Band be registered for a given show prior to the Summer Meeting, a separate draw will be held to determine the performance order of the Guest Bands. *Winter 2015*
- G. Any band---Member or Guest---that registers for a show after the show performance order is drawn at the Summer Meeting shall perform prior to the bands already drawn regardless of performance context or classification. *Winter 2015*
- H. Directors who encounter extenuating circumstances affecting performance time or any aspect of participation in a given show shall communicate with the show host to determine possible options as far in advance of the show date as possible.

Section 4. **SHOW SCHEDULE FORMAT**

- A. The Host Director shall schedule bands to perform in fifteen-minute intervals.
- B. A guest college band shall not be judged and shall perform first or last in the show.
- C. The Host Director shall schedule a formal warm-up time slot for each participating band totaling no less than forty-five minutes in length. *Winter 2008*
- D. The Host Director shall schedule no more than thirty minutes of total intermission time. *Winter 2003*
- E. The Host Director shall ensure that the band performing immediately after an intermission is assigned the appropriate warm up time and report time at the field. *Reiterated Fall 2006*
- F. The Host Director shall ensure when developing the schedule that all judging and critique responsibilities of the judges are completed by 10 PM. The performance time of the host band must be set appropriately to permit a normal, full Critique schedule that accommodates all participating bands. See the *Sample Show Schedules* below. *Fall 2008*
- G. An end time earlier than 10 PM may be scheduled at the discretion of the Host Director.
- H. The Host Director may choose any preferred start time that accommodates the aforementioned 10 PM end time requirement.
- I. The Host Director shall communicate effectively with the President, all participating band directors, and the Webmaster should unexpected scheduling challenges arise. *Winter 2004*
- J. The Host Director shall submit a proposed show schedule, including performance times, intermissions, awards and critiques, to the President for approval no later than 3 weeks prior to the show, and to not post it on the *POMBA* website or release it to participating directors, media or community until approved. *Winter 2015*
- K. The Host Director shall email the final schedule of warm-up and performance times as well as the critique schedule of times and band order to participating directors no later than ten (10) days in advance of the show. The Host Director shall notify all bands affected by any change in the schedule as soon as possible. *Reiteration of existing procedure – Winter 2003*
- L. The Host Director shall post the show schedule of band warm-up and performance times on the website no later than ten (10) days prior to the show and shall keep the posting current and accurate. *Winter 2004*
- M. The Host Director shall confirm the final schedule of warm-up and performance times with Chris Protho in his role as Tabulator no later than eight (8) days prior to the show date. That confirming email may simply state that these items are accurate ‘as posted on the website’. The Host Director shall also notify the Tabulator and President immediately

upon acceptance or consideration of acceptance of any additional bands that occurs between eight (8) days and the Tuesday prior to the show along with any last minute requests. *Summer 2011*

- N. The Host Director shall communicate any show information directly to the involved participating Director, not to a parent/booster group representative. *Recommended but not Mandatory, Winter 2003*

O. **SAMPLE SHOW SCHEDULES WITH LATEST PERMITTED END TIME.**

Host Directors may choose earlier start and end times.

Sample Schedule in each column is for largest number of bands in that column's range.

TIME SLOT	Up to 6 BAND SHOW	7-9 BAND SHOW	10-12 BAND SHOW	13-15 BAND SHOW	16-18 BAND SHOW
2:15 PM					Band 1 Warm-up
2:30 PM					
2:45 PM					
3 PM					Band 1 to Field
3:15 PM					Band 1
3:30 PM				Band 1 Warm-up	Band 2
3:45 PM					Band 3
4 PM					Band 4
4:15 PM				Band 1 to Field	Band 5
4:30 PM			Band 1 Warm-up	Band 1	Band 6
4:45 PM				Band 2	Intermission
5 PM				Band 3	Band 7
5:15 PM			Band 1 to Field	Band 4	Band 8
5:30 PM		Band 1 Warm-up	Band 1	Band 5	Band 9
5:45 PM			Band 2	Band 6	Band 10
6 PM			Band 3	Band 7	Band 11
6:15 PM		Band 1 to Field	Band 4	Intermission	Band 12
6:30 PM	Band 1 Warm-up	Band 1	Band 5	Band 8	Intermission
6:45 PM		Band 2	Band 6	Band 9	Band 13
7 PM		Band 3	Intermission	Band 10	Band 14
7:15 PM	Band 1 to Field	Band 4	Band 7	Band 11	Band 15
7:30 PM	Band 1	Band 5	Band 8	Band 12	Band 16
7:45 PM	Band 2	Intermission	Band 9	Band 13	Band 17
8 PM	Band 3	Band 6	Band 10	Band 14	Band 18/Host
8:15 PM	Intermission	Band 7	Band 11	Band 15/Host	Judges move to Critique
8:30 PM	Band 4	Band 8	Band 12/Host	Judges move to Critique	CRITIQUE 90 minutes (1 hr. 30 min)
8:45 PM	Band 5	Band 9/Host	Judges move to Critique	CRITIQUE 75 minutes (1 hr. 15 min.)	
9:00 PM	Band 6/Host	Judges move to Critique	CRITIQUE 60 minutes (1 hour)		
9:15 PM	Judges move to Critique	CRITIQUE 45 minutes			
9:30 PM	CRITIQUE 30 minutes				
9:45 PM					

Section 5. **PRE-SHOW FLOW PROCEDURE.** *September 2010*

- A. ‘At 15 minutes prior to performance time’, each band shall be present at the designated field entry ‘gate’. Hosts shall develop a warm-up schedule that best reflects the distance from warm-up area to the gate, permitting either 10 or 15 minutes for travel time. The Gate Coordinator, assigned by the host, and the Field Operations Coordinator shall meet the director or his/her designee at that point.
- B. ‘At 10 minutes prior to performance time’, the Field Operations Coordinator shall escort each band from the gate to a position on the track or across the area behind the end zone approximately halfway around to a point where the first band member is even with the back line of the end zone/goal post. Hosts shall also have a person assigned as a Pit/Front Coordinator to monitor and assist at the pit pre-set area. Guards and pit percussion can also move to a point no closer in than even with the back line of the end zone. Pit Percussion is generally given a deeper pre-set position when possible, often as deep as the 20-yard line, but as far from the front sideline as possible
- C. ‘At the conclusion of the show of the band on the field’, the Field Operations Coordinator will escort the front of the band ahead to the back of the field or into the end zone, as selected by the director or his/her designee, to a point even with the goal line (0 yard line). Guards can also move to a point even with the goal line. Pit Percussion is generally given a deeper pre-set position, often as deep as the 20-yard line, but as far from the front sideline as possible. This helps clear the pit entrance area, which is often used for band or pit exit. This motion cannot negatively affect the performance or exit of the preceding band, especially its guard and pit. Bands on first in the show or after intermission shall move to this point ‘At 7 minutes prior to performance time’.
- D. ‘At 4 minutes prior to performance time’, the Field Operations Coordinator shall inform the director or his designee that the band may enter the Performance Field for the final pre-show preparations and shall also signal the Guard and Pit that they are permitted to enter the Performance Field. It is the option and responsibility of the director or designee to then communicate when the band members are to do so. Guards and parent/student stagehands presetting props or other equipment may enter with the band or from the front. Bands may use this time as they wish for set-up, a traditional warm-up and/or a music and/or drill statement that pre-sets the show concept. *Winter 2013*
- E. At ‘45 seconds prior to performance time’, the announcer states,

“Joining us from _____, please welcome the _____ High School Marching Band!” (pause for audience response)

“(School name)’s musical selections include the following:” (Announcer reads their selections)

“PIMBA is proud to present Drum Majors _____ and _____ and the _____ High School Marching Band/ or ‘nickname.’”

Prior to this announcement, the Field Operations Coordinator shall ask the Drum Majors if they plan to salute or not, and, if a salute is planned, remind them to begin their salute as soon as they hear the word “PIMBA”, the first word of the final sentence of the announcement. A drum major salute is optional.

If a salute is planned, the Field Operations Coordinator will cue the Drum Majors on the word “PIMBA”, the first word of the final sentence of the announcement, and then return to the Gate to meet the next band.

- F. The judging will begin immediately following the announcement. The show timing will start with the first note of music or the first step by a member of the band proper, which must occur within 30 seconds from completion of the announcement or timing will begin automatically.
- G. The Field Operations Coordinator shall ensure that the Announcer, Gate Coordinator, Pit/Front Coordinator and Timing and Penalties Monitor have the same, official time. The Field Operations Coordinator shall meet with the Gate Coordinator and Pit/Front Coordinator approximately 45 minutes prior to the start of the show, and with the Announcer approximately 30 minutes prior to the start of the show.
- H. Hosts shall ensure that the announcer understands that announcements about band staffs and student leaders are to be made while the band is exiting using the scripts provided by PIMBA. All other announcements must also be made in a timely manner between shows, stopping no later than the 4-minute mark, the point where the next band enters the field for their final pre-show preparations.
- I. While PIMBA recommends that hosts do not include ‘Air Gram’ type announcements, that decision remains that of the Host Director. If that fund raising method is used, the Host Director remains responsible to ensure that the announcer stops those announcements along with all others at the 4-minute mark.
- J. Each new show host shall confer with the President no later than two weeks in advance of their show to discuss their particular site logistics in this regard. Once confirmed, each host shall communicate site layout maps and instructions in this regard to the participating bands. Any changes in pre-show logistics shall be communicated to all participating directors in advance of the event, before arrival at the show site.
- K. Directors of bands that have unique entry needs shall contact the show hosts involved to coordinate possible alternatives no later than one week in advance of the show. Hosts who have been contacted by a director(s) concerning unique entry needs shall contact the president for assistance if needed. Any changes in pre-show logistics shall be communicated to all participating directors in advance of the event, before arrival at the show site.

Section 6. **CHANGE IN TIME OR FORMAT DUE TO INCLEMENT WEATHER OR FIELD CONDITIONS PRIOR TO THE START OF THE SHOW**

- A. Prior to the start of the show, the Host Director shall be responsible for any decision to move up or delay the start of the show, to change the format of the show to another venue on or off site, to change to standstill performances only, to perform indoors, or, to cancel the show due to actual or projected inclement weather or field conditions. *Winter 2014* Ticket prices shall be reduced to a maximum of \$5 for adults/\$2 for students if the format is changed. *Winter 2003*

- B. The Host Director shall make the decision to make such a change 24-48 hours in advance of the scheduled show start time if possible OR as early as possible on the day of the show along with effective communications with participating directors, judges and all involved. *Winter 2016* At the latest, participating directors must be contacted no later than four hours before the band's scheduled report time or by noon that day, whichever is earlier. *Winter 2003*
- C. Members recommend delaying the show is easier to implement than starting the show earlier due to busing, sports, SAT/ACT and other such considerations. *Winter 2016*
- D. HOSTS WITH GRASS FIELDS. If faced with projected poor field conditions and/or adverse weather conditions, Host Directors with natural grass fields are urged to pursue formal arrangements to move the show to another school stadium with turf no later than the Wednesday prior to the show dictate in order to allow enough time for both school's directors and band parent organizations to make the necessary arrangements. *Recommended but not Mandatory, Winter 2003.*
- E. Should it be necessary to cancel a show for any reason beyond the control of P9MBA, P9MBA shall give notice by telephone to each contracted judge no later than four (4) hours prior to the scheduled judge report time. Should such notification be made, the host, through P9MBA shall not be obligated to pay the judge stipends. Should such notification not be made, the Host, remains obligated to pay the full stipend owed. However, traveling judges contracted for the cancelled show shall be paid the full stipend with the host and P9MBA splitting the cost. *Winter 2013*

Section 7. **CHANGE IN PERFORMANCE SCHEDULE DUE TO INCLEMENT WEATHER OR FIELD CONDITIONS ONCE THE SHOW IS UNDERWAY.**

- A. Once the show starts, the initial responsibility to determine whether or not the show is delayed due to inclement weather is that of P9MBA through its President or designee. The President or designee shall consult with the show host before making this decision if at all possible. *Winter 2014*
- B. The host shall be responsible to be available throughout the show to communicate with the President or designee, and to have the cell phone numbers for their host parents available as an additional means of internally communicating with them and with bands if needed. *Winter 2014*
- C. The host shall be responsible to have a site-specific plan in place to appropriately accommodate all bands involved in inclement weather or a weather-related delay, including possible sheltering outdoors under overhangs or canopies, a move indoors, access to buses, etc. *Winter 2014*
- D. The host shall be responsible for having a plan and providing the option to move warm-up areas on grass to pavement if possible when grassy areas are compromised by the weather. The host shall communicate any changes with all directors involved. *Winter 2016*

- E. **PQWBA** shall set up and implement a Remind system for text messages for contacting directors and selected staff in the event of any change in warm-up areas, times or format. *Winter 2016*
- F. Once the show is underway, the participating director has the discretion to decide whether or not his/her band performs given the impact of the weather itself and the resulting field conditions on performance aspects such as electronics, guard equipment, props, and student safety. Should the director choose a standstill performance, the four music judges will provide audio commentary. Should the director choose not to perform at all, the band's presence at the show would still be counted as a 'show' from a **PQWBA** participation standpoint with no penalty. *Winter 2016*
- G. Once the show is delayed, at least one 15-minute block shall be included prior to the time set for the show to resume to permit the band directly involved on the field, the band next on, and bands forced to leave the warm-era at the time of the delay to warm up again. *Winter 2014*

Section 8. **SHOW SITE EVALUATION.** A participating director may communicate a concern with a given site and/or related logistics verbally or in writing with the host and/or the President within the goals of awareness and determining solutions moving forward. Concerns shall be communicated within three days of the show.

Section 9. **SITE-SPECIFIC CHANGES.** For a specific site, the Host Director or **PQWBA** may require modifications to show logistics such as report times, entrance or exit areas, trooping, etc., and shall provide notice as early as possible to participating directors with reminders as needed. The Host Director is responsible for notifying the judges of any modifications that impact the judging.

Section 10. **AUDIENCE SUPPORT FOR ALL BANDS** *Winter 2003*

- A. The membership strongly recommends that a standard announcement that encourages the audience to support all participating bands be developed and read at least twice during each show and that a standard written statement in this regard be developed and included in the program book for each show.
- B. Member Directors shall be responsible to educate and remind their student members and parent groups of this fundamental philosophy of support and respect for all bands.

Section 11. **AWARDS CEREMONY**

- A. The Awards Ceremony shall include only the student leaders of each band as designated by its Director. *Fall 2001*
- B. Leaders are to enter at the front sideline at a front corner of the end zone and proceed across the front sideline in the order of appearance. The Host Director shall coordinate logistics with his show announcer and provide on-field personnel to implement this introduction to the ceremony. *Fall 2001*

- C. The Host Director shall ensure that his show announcer is informed and prepared concerning how logistics for timing the start of the Awards Ceremony are to be coordinated through the script provided by the Tabulator, including the order in which all participating bands are recognized, and how the Competition band results are to be read.
- D. Each participating band shall be recognized within the Awards Ceremony in the following order: bands recognized by class (A, AA, AAA & AAAA) starting with each Festival band and continuing with each Competition band in descending placement order, including announcing placement and final score of each band along with the caption awards, finishing with any guest college band.
- E. Caption Awards (High Music, High Visual & High Effect) shall be announced along with the placement award for the band involved. (I.e. “In second place, with a score of 88.5 and receiving High Music, Your Band.”). *Winter 2007*

ARTICLE VIII – JUDGE SERVICES

from Article IX

Section 1. FEES & STIPENDS. *Established Summer 2011 & updated annually as needed.*

- A. Each Host shall remit to P9MBA a first payment, a Show Operations Fee of \$500, no later than by June 1. Each Host must have paid the Show Operations fee no later than by the Summer Meeting in order to confirm the ‘active status’ of the show on the given date as initially scheduled.
- B. P9MBA approved a renewal of the contract for Tabulation, Digital Audio, Webmaster and Field Operations services as provided by Chris and Amy Protho for three seasons---2014-15, 2015-16, and 2016-17---including the following stipends paid by show hosts through the Judging Fee or Championship Rights Fee:
 - a. Tabulation/Digital Audio Management Services – Regular Season: \$350
 - b. Increase Tabulation/Digital Audio Services – Championships: \$450
 - c. Field Operations Services – Regular Season: \$250
 - d. Field Operations Services – Championships: \$350

Winter 2014
- C. Each Host shall remit to P9MBA a second payment, the Judging Fee of \$3,200, to cover the following stipends no later than two (2) weeks before the scheduled show. :

7 Judges @ \$350 =	\$2,450
Tabulation/Digital Audio =	\$ 350
Field Operations =	\$ 250
Timing & Penalties Monitor =	<u>\$ 150</u>
TOTAL:	\$3,200
- D. P9MBA shall pay an additional \$5 per judge, per band, for a regular season show with seventeen (17) or more judged bands.

- E. **PQWBA** shall pay the following stipends for judge services provided at the Championship Show as funded through the Championship Rights Fee paid by the Championship Host.

7 Judges @ \$450 =	\$ 3,150
Tabulation/Digital Audio =	\$ 450
Field Operations =	\$ 350
Timing & Penalties Monitor =	<u>\$ 200</u>
TOTAL:	\$4,150

- F. It is strongly preferred that **PQWBA** shall pay each judge with a check distributed at the end of the given show if at all possible, but no later than by mail within one (1) week of the show.

Section 2. **PANEL NOTIFICATION.** The President shall email the Host and all participating bands with the names of the intended judging panel for each regular season show no later than the Monday prior to the show.

Section 3. **TRAVELING JUDGES**

PROCESS & LANGUAGE THAT NEEDS TO BE REVISITED

- A. Every effort will be made to contract a given traveling judge no more than twice within the same season. *Winter 2004*
- B. Every effort will be made not to also contract a given traveling judge contracted for Championships for a regular season show earlier that season in order to provide a fresh read for that judge of all bands at Championships. *Winter 2004 & Revised Summer 2011*
- C. Every effort will be made to not contract a given traveling judge for more than two consecutive Championship shows. *Winter 2004*

FINE AS IS

- D. **PQWBA** shall fund up to approximately \$500 for the travel expenses of each traveling judge. The annual membership dues for each band that hosts a show shall be \$175 more than the dues established for member bands that do not host a show to help defray these travel costs.
- E. **PQWBA** shall outsource the booking of travel arrangements for traveling judges
The President shall book the hotel arrangements for traveling judges.
- F. The President or his designee, or, the Host Director or his designee shall provide the necessary ground transportation to and from the show for the contracted traveling judges.

Section 4. **CONTRACTING SEQUENCE FOR TRAVELING JUDGES**

Executive Board – Spring 2009 & Updated Summer 2011

- A. The President shall maintain a database of traveling judges and contact information, including records of those judges who have been contacted and the responses, and of those who have been contracted each year.

- B. The President shall email an invitation concerning interest and availability to local and traveling judges no later than by March 1, earlier if possible. The invitation shall be set to a list of judges developed by the Judge Education Committee Chairs as coordinated with the President.
- C. Assignments should be issued and confirmed by May 1 if at all possible.

PROCESS & LANGUAGE THAT NEEDS TO BE REVISITED

- A. The President shall maintain a database of traveling judges and contact information, including records of those judges who have been contacted and the responses, who have been contracted each year, and who have been ‘red-flagged’ and not contacted further. Member directors may recommend judges to be contacted, including quality judges who are not necessarily BOA, DCI or WGI members.
- B. The President shall provide the membership with a list of all outside judges who were contracted during the previous season by February 1 for review. A judge who is red-flagged by five or more member directors shall not be contacted concerning availability for the upcoming season.
- C. The President shall provide the membership with a list of outside judges who have not yet judged a *PQWBA* show and are recommended to be contacted concerning availability by February 1 for review. A judge who is red flagged by five or more members shall not be contacted concerning availability for the upcoming season.
- D. Based on the feedback and best information available from all involved, the President, as the elected representative of all member bands, shall expeditiously proceed with the formal contracting and assigning of captions. The initial contact shall be made no later than by March 1.
- E. The rationale for this section is based on lessening any perception that certain judges are being brought in to benefit certain bands and to empower member directors and the Executive Board with ownership in the outside judge contracting process. Note that perception issues cannot be completely eliminated as long as *PQWBA* remains the contractor of judges for its own shows.

Section 5. SCORING

- A. The scoring ranges of the bottom of Box 2 and Box 3 boxes shall be raised to both increase the scores for those bands who meet the criteria for Box 2 or 3 in a given caption at *PQWBA* competitions, and, to better align with apparent yet unofficial BOA scoring tolerances seemingly intended to establish a minimum final raw score of 50 along with the resulting increase on all scores. *Winter 2013*

Box 1 0-19	CHANGE
Box 2 20-39	CHANGE
Box 3 40-69	CHANGE
Box 4 70-89	NO CHANGE
Box 5 90-100	NO CHANGE

- B. Judges are not to use Box 1 rating to score any caption or sub-caption of their sheet. *Winter 2005*

- C. The tabulator shall make a conversion from the 'Raw Score' to a 'Final Score' as detailed below. The final score shall be announced at the Awards Ceremony and posted on the **PQWBA** website.

For converting from Raw Score to Final Score: Subtract any penalties from the raw score, then divide the result by 2 and add 50. For example, a band with a raw score after penalties of 60 would have a final score of 80 that is announced and indicated on the recaps. ($60/2 = 30$, $30+50 = 80$) *Fall 2004*

- D. To project how a **PQWBA** Final Score would relate to a score received at a BOA Regional: Subtract 50 and double it. For example, a band with a *final score* of 85 at a **PQWBA** show would project to a 70 at a BOA Regional. ($85-50+35$. $35 \times 2 = 70$)
- E. The raw score shall not be included within the results posted on the website. A full recap shall be available within the 'Director's Only' area. Both the raw score and final score shall be indicated on the recap. Recaps shall be provided as sorted by Class by Ranking and sorted solely by Final Score. Recaps and website postings shall be provided within 48 hours of the conclusion of the show. *Summer 2013*
- F. Bands participating in the first show of the season shall all perform in the Festival performance context with the participation options selected by the Director. Note that no recap sheets will be issued nor scores announced. A retreat ceremony shall be held to recognize the participating bands. *Winter 2013*
- G. Penalties incurred at the first **PQWBA** show of the season shall be noted but receive a warning only with no points deducted. *Winter 2015*
- H. For all shows, judges will only see their own numbers when proofing for accuracy and will receive a full recap once all numbers have been confirmed. *Summer 2013*

Section 6. **AWARDS**

- A. Trophies recognizing placement---ranking of 1st, 2nd, etc. in each class---shall be awarded to all bands performing in Competition Class.
- B. Caption Awards of High Music, High Visual and High Effect shall be announced but no longer require separate trophies or other such awards. *Summer 2012*
- C. The caption awards recognizing high achievement shall be based on the following criteria:

HIGH MUSIC PERFORMANCE: This award shall be presented to the band with the highest average of the two music performance scores.

HIGH VISUAL PERFORMANCE: This award shall be presented to the band with the highest average of the two visual performance scores.

HIGH EFFECT: This award shall be presented to the band with the Highest composite total of the three effect scores.

- D. Trophy awards shall be given to all band participating in the Festival performance context with the size consistent with that of the smallest Competition placement trophy. Within each class, Festival bands shall receive their recognition trophies followed by those awarded to Competition bands. *Winter 2014*

Section 7. **CRITIQUE**

- A. Bands shall be scheduled to participate in Critique in order of performance. *Winter 2013*
- B. The Host Director shall communicate the location, starting time, and band grouping for Critique as follows:
1. To the participating directors in the final pre-show materials
 2. To the participating directors on-site in the director's packet as a reminder.
 3. To the President
 4. To the Timing & Penalties Monitor, who shall monitor the critique.
Winter 2004, Updated Summer 2011
- C. Host Directors shall allow a minimum of one 15-block of time following the conclusion of the last judged band's performance block before the scheduled start of the Critique. *Winter 2005*
- D. The Critique may start earlier than the scheduled time if the President or Timing and Penalties Monitor determines that all judges are ready to begin and a full group of 3 bands is present. Directors are reminded to be present at the Critique before their assigned time in case it is running ahead of schedule.
- E. Each band shall be allotted three five-minute segments, regardless of the size of show or participation by other band staffs, with the judging panel divided as follows:
1. Field Music Performance & Field Visual Performance (2)
 2. Ensemble Music & Ensemble Visual (2)
 3. Musical Effect (2) & Visual Effect *Fall 2004*
- F. Additional 'Commentary Only' Judges shall be assigned to the Field or Ensemble table to better balance the number of judges at each location and maximize the opportunity for dialogue. *Formalizing common practice for the 2014 season.*
- G. Participating bands shall be assigned this fifteen-minute time slot in groups of threes for Critique as incorporated into the overall Show Schedule. Critique lengths shall be scheduled as set forth below:
- | | |
|------------------------|---|
| 4-6 Bands – 30 minutes | 13-15 Bands – 1 hour & 15 minutes |
| 7-9 Bands – 45 minutes | 16-18 Bands – 1 hour & 30 minutes |
| 10-12 Bands – 1 hour | Continue accordingly with more than 18 bands. |
- Winter 2005*

Sample Critique Schedule for a 12-band show:

9-9:15	Band 1, Band 2 & Band 3
9:15-9:30	Band 4, Band 5 & Band 6
9:30-9:45	Band 7, Band 8 & Band 9
9:45-10 PM	Band 10, Band 11 & Band 12

- H. When more than twelve bands participate. Host Directors shall work backwards from their desired show end time---no later than 10 PM--- and adjust the performance time of the last band, intermissions and the show's starting time accordingly to ensure a time slot length of 15 minutes per band. Sample show schedules working back from 10 PM and including required Critique lengths as defined above. *Clarified Winter 2005, Reiterated Summer 2007*
- I. When a band chooses not to participate, or is not present after being called three times, the next scheduled Staff that is ready shall be given the option to start next. A band staff arriving late can be inserted in the slot of the band that replaced them, otherwise they must wait until the end or if another opening arrives---in other words, a late arriving band staff cannot delay another band from its place in order. *Winter 2003*
- J. The membership recommends that Directors and Staffs shall focus dialogue on their own show, not on rankings, spreads or comments concerning the performances or scores of other bands. *Reiterated Fall 2004*
- K. Directors and Staffs shall conduct themselves professionally according to the *Code of Ethics*. Any *Director* or *Staff Member* exhibiting flagrant, inappropriate conduct shall be asked to leave the critique either by the Timing and Penalties Monitor, who shall report the incident to the President, or the President. *Winter 2002 & Updated Summer 2011*
- L. If a *judge* is unapproachable and/or exhibits flagrant, inappropriate conduct during the critique, he shall be asked to leave the critique either by the Timing and Penalties Monitor or the President. If the T&P Monitor or President is not aware of the conduct issue, the Director involved shall report the incident to the President that night if possible, no later than the following Monday. *Winter 2002 & Updated Summer 2011*

Section 8. **CONFLICT OF INTEREST – PRESS BOX PRESENCE.** Directors or staff of participating bands are not to be present in the press box or judging areas, or in contact with judges from the time they report until the critique begins, with the exception of the Host Director or designee involved in a show-related task. *Winter 2005*

Section 9. **ADEQUATE PRESS BOX SPACE FOR JUDGES.** The Host Director shall provide adequate space for five judges in the press box. Positioning of the judges will take precedence and will be determined in coordination by the judges with the Host and the President. Hosts must understand that the need for the most effective judging locations supersedes that of video equipment and excessive announcing personnel. *Summer 2011*

Section 10. **IDENTIFICATION**
PWBA shall provide each of its contracted judges with an identification badge to display throughout the duration of the on-site presence. Note that field judges will not be required to display their badges while in the act of judging.

Section 11. **DIRECTOR FEEDBACK CONCERNING JUDGES & JUDGING**
 Current practice is detailed in the Constitution – Article IX Judge Services, Section 9A&B above.

PROCESS & LANGUAGE THAT NEEDS TO BE REVISITED

- A. Each member Director is required to complete the online *Judge Evaluation* by the Friday after the show, no later than within two weeks of the given show. *Winter 2006*
1. Member directors are urged to wait a few days after the show to complete the evaluation while memories are still vivid but after emotions have abated for the clearest perspective. Directors are not recommend to wait longer than a week as memories fade and can become blended with the commentary, scores and critiques from subsequent shows.
 2. The 'criteria' correlates to the number for the rating with simple descriptors within a five-point range using grade levels (A+, A, B, C & U) in addition to labels (Superior, Excellent, Good, Fair & Unsatisfactory) to match the 'numbers' (5,4,3, 2 & 1) within a basic rubric. The wording is intended for clear understanding and ease of use by new and experienced directors alike.
 3. Reflect on the performance of each judge in each of the three categories and, first, simply decide if he did an 'A' job in a category, the solid performance we would ideally prefer from each judge at each show. If so, give him a '4' or Excellent'. The criteria for an 'A' is the primary benchmark or frame of reference. If he did an 'A+' job in a category, a terrific effort that was of outstanding benefit to your program, give him a '5' or 'Superior'. If he did a job that was less than preferred, lacking in some way but still 'Good' at a 'B' level, give him a '3'. If it was below that, lacking in most ways, a 'Fair' job at a 'C' level, give him a '2'. If it was truly 'unsatisfactory' or 'poor', severely lacking, as per the strong descriptors included, then indeed give him a '1'.
 4. Directors who submit a '1' in any category shall provide written rationale in the *Comments for PIMBA* section. If this does not occur, the rating will be changed to a '2'. *Winter 2010 & Updated Summer 2011*
 5. Providing written comments is strongly encouraged, as they are believed to be as valuable as the numerical ratings. The more information that can be provided with regard to judges and judging, including both positive feedback and areas of concern, the better. The identities of the directors providing written comments under the heading *Comments for PIMBA* are kept confidential by the president. The identities of the directors providing written comments under the heading *Comments for the Judge* shall be included along with the comments as part of post-season dialogue with each individual judge. *Summer 2011*.
 6. Feedback on the traveling judges is equally important for future contracting decisions, especially for Championships.
- B. The online Judge Evaluation must be completed for each show that a band has participated in during that season by 4 PM on the Tuesday prior to the Championship Show in order to compete in Championships. Bands that have not completed all Judge Evaluations shall be permitted to perform at Championships, but shall be classified and scheduled as a Festival Class band, receiving tapes, sheet and scores. However, the scores will not be entered into competition or announced to the audience. *Winter 2010*
- C. A member director who has an inquiry regarding a judge shall contact the President no later than 72 hours after the conclusion of the subject show. Upon notification by the director, the President shall decide, in his or her sole discretion, whether to contact the respective music/visual judge education chair, whether to have the concerned member Director contact the respective music/visual judge education chair, or whether or not the inquiry merits further action. The decision of the President in this matter shall be final. If further steps are necessary beyond the initial contact, the President shall contact the Director involved with a formal written response. *Summer 2012*
- D. A judge with an inquiry regarding a director shall contact the Judge Education Chair who coordinates his or her area (music or visual) no later than 72 hours after the conclusion of the subject show. The Chair shall consult with the President and implement a resolution within 72 hours of receiving the inquiry. If further steps are necessary beyond the initial contact, the President shall contact the Director involved with a formal response. *Summer 2012*

ARTICLE IX – CHAMPIONSHIPS

from Article X

- Section 1. **CHAMPIONSHIPS RIGHTS FEE.** The Championship Host shall be charged a Hosting Rights Fee payable to ~~PWBA~~ of \$7,500 for 2015. A reduction of \$1,500 from \$10,500 to \$9,000 was approved for the 2006 season, and then to \$7,500 for 2015. *Winter 2015*
- Section 2. **SCHEDULE FORMAT**
- A. While the membership prefers that the first block begins as early in the afternoon as possible, travel time for the early performing bands shall be considered, particularly when the date is concurrent with SAT testing. The balance of the performance schedule shall be determined from this earliest possible start time with the goal to end the show as early as possible given the probability of adverse weather conditions or increasingly colder weather as the evening progresses. The overall show schedule shall be confirmed no later than by one week prior to the show.
 - B. Intermissions shall be scheduled as follows: one 15-minute intermission at the midpoint of the first block, a break between the projected end of the first awards ceremony and the start of the second block that permits ample time to clear the stadium and for a dinner break for judges of a least 30 minutes; and, one 15-minute intermission at the midpoint of the second block. *Winter 2013, updated 2015*
 - C. The *Star Spangled Banner* shall be performed only at the beginning of the first segment. *Fall 2009*
 - D. A full Retreat shall be held as part of the schedule for each block including all participating bands unless canceled due to cold or other inclement weather. The decision to cancel the retreat shall be by vote of the participating directors prior to the start of the show as far in advance as reasonably possible. *Winter 2016*
 - E. The A and AA champions shall also be announced at the Awards Ceremony for the second block.
 - F. A Critique shall not be scheduled.
 - G. An audience member shall need to purchase only one ticket for admission regardless when he/she arrives. Ticket sales shall cease after the band performing at the mid-point of the bands performing in the second block.
- Section 3. **CHAMPIONSHIP TICKET PRICES.** Ticket prices for Championships shall be confirmed at the annual Winter Meeting. Ticket prices for the 2016 Championships shall remain at \$9.00 for Adults and \$5.00 for Students. Pricing for Senior Citizen ticket remains at the discretion of the Host according to the given District's policy. Note that the last increase was an increase of \$1 for Adult tickets in 2005.

Section 4. **CHAMPIONSHIP JUDGES.** *Fall 2008 & Updated Summer 2011*

- A. In assigning judges for regular season or Championship shows, efforts shall be made to avoid a split panel.
- B. A first-year judge shall not be assigned to judge the Championship Show.
- C. The President shall email the membership with the names of the intended judging panel for the Championship Show no later than Noon of the Sunday prior to the show.
- D. The President shall provide ground transportation for outside judges contracted for Championships. *Fall 2004*
- E. The membership has strongly urged both of the Judge Education Coordinators, Bob Thomas and Chris Hestin, to be part of the Championship panel reflecting both the significance of their roles within the organization and of the Championship show to the organization. *Winter 2015*

ARTICLE X – UPDATE HISTORY

from Article XV

P9MBA was formed in 1996 and will be entering its 21st season in 2016.

The original P9MBA manual was approved on February 25, 1996.

The First Revision was approved on August 22, 1997

The Second Revision was approved on February 18, 2002.

The Third Revision was approved on January 28, 2003

The Fourth Revision was approved on February 3, 2004.

The Fifth Revision was approved as of August 28, 2005.

The Sixth Revision was updated as of August 7, 2006.

The Seventh Revision was updated as of August 16, 2007, becoming the first to be emailed to the membership and posted on the website.

The Eighth Revision was updated as of September 1, 2008, becoming the first to be accompanied by two new key documents, the first-ever three-year formal *Contract with the PFCJ* and the new *Event and Performance Regulations*.

The Ninth Revision was updated as of July 26, 2009, becoming the first to be presented as an overall organizational ‘Manual’, including the three-year *Contract with the PFCJ*, the *Event and Performance Regulations* and the newly compiled *Show Host Guidelines*.

The Tenth Revision was updated as of August 15, 2010, as an overall P9MBA Manual now including five distinct parts: *Code of Ethics*, *Constitution & Bylaws*, *Contract with the PFCJ*, the *Event and Performance Regulations* and the *Show Host Guidelines*.

The Eleventh Revision was updated as of August 1, 2011, as an overall P9MBA Manual now including three distinct parts: *Code of Ethics*, *Constitution & Bylaws*, and the *Event and Performance Regulations*.

The Twelfth Revision was updated as of August 16, 2012, as an overall P9MBA Manual.

The Thirteenth Revision was updated as of June 26, 2013, as an overall P9MBA Manual.

This Fourteenth Revision was updated as of July 25, 2014, as an overall P9MBA Manual.

This Fifteenth Revision was updated as of July 23, 2015, as an overall P9MBA Manual.

This Sixteenth Revision was updated as of August 16, 2016, as an overall P9MBA Manua



PENNSYLVANIA INTERSCHOLASTIC MARCHING BAND ASSOCIATION

PART 3:

EVENT & PERFORMANCE REGULATIONS

**Last Major Update Approved by the Membership at the
Winter Meeting on February 13, 2008**

**Further Changes and Additions are indicated in *italics* with
meeting and year approved**

P9MBA-Sanctioned Competitions

EVENT AND PERFORMANCE

REGULATIONS

Section 1: DEFINITIONS

1.01 Performance

The musical and visual program presented for adjudication.

1.02 Performance Area

The entire surface of the stadium.

1.03 Performance Field

The Performance Field will be a regulation size football field with end zones and including the area from out-of-bounds lines on the ends to fifteen (15) feet in front of the front side line (360 feet long) and from the out-of-bounds lines on the ends to the back limit of the field surface, normally the back grandstand or wall. (See diagram). The boundaries of the field will be marked and the field will be lined every five yards with “high school” hash marks at 53’4”, dividing the field into equal thirds. Cones may be used to indicate the front boundary 15 ft. in front of the front sideline should the additional lining not be permitted by the host school. Yard markers shall be placed every ten yards at ground level where the front sideline meets the yard line itself. The Timing & Penalty Judge shall ensure that the visible field yard markers are properly placed.

The 15’ front boundary – 2011 BOA

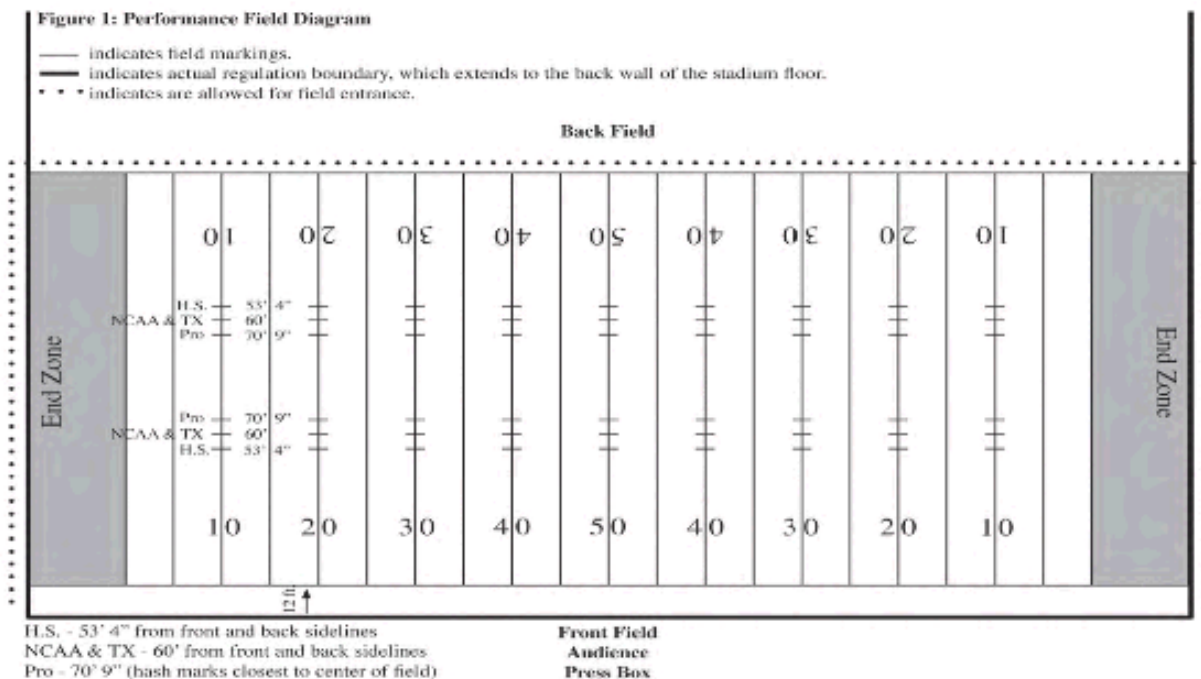
1.04 Podium Placement

The area that is an extension of the 50-yard line to the front limit of the Performance Area shall be left open for the placement of competing band drum major/field conductor podium(s). Judges may move within the area between the podium and the edge of the field during the performance.

1.05 Spectator Area

The seating areas and aisles; generally, the entire stadium other than the Performance Area.

Figure 1: Performance Field Diagram



Section 2: PERFORMERS

2.01 All aspects of the Performance must be performed by Students. No adult activity during the Performance may contribute directly to the musical or visual program.

PENALTY: For each adult contributing to the Performance – 0.5 points per violation

Exception: Band Directors (persons with Director name badges) may conduct during the Performance from any place outside of the Performance Field, (BOA - but within the Performance Area.) For purposes of this rule, a Director may also conduct in the Performance Area from any place outside the regulation football field back sideline, including from beyond the football goal lines including areas within the regulation football field end zones.

2.02 Audio and/or lighting may be controlled with a wireless device from the Performance Area or the Spectator Area (including either staff listening/viewing area, when and where available), but must but be controlled by a student. In the case of a “catastrophic” technical failure, an adult may assist in the operation, repair and/or replacement of such devices. *Summer 2013 from 2013 BOA Handbook*

2.03 Adults may assist with moving and placement of all props, backdrops and equipment before and after the performance without penalty. Adults must be clear of the entire Performance Field for the duration of the Performance. (Note: This includes behind the backfield sideline all the way to the furthest boundary of the performance field.) This includes those assisting in setting props, backdrops or equipment.

PENALTY: For inadvertent or apparently unintended persons present in the Performance Field – 0.1 points per violation

2.04 Inclement weather, particularly wind, may require intervention by adults with static or non-moving props or backdrops during the performance to prevent an unacceptable or unreasonable risk to the performers. Such intervention may include the need for adults to stay with the props or backdrops during the performance or being prepared to enter the Performance Field to address a situation with the props or backdrops during the performance. It shall be director discretion when to utilize parent volunteers to support or secure static props placed on the field in windy or otherwise inclement conditions. Member directors whose bands participate in Bands of America events are reminded to investigate and follow BOA policies in this regard. *Winter 2013*

2.05 Only students may move props or backdrops during a performance, as the movement is part of the show.

2.06 Student “equipment managers” assisting with the Band’s performance in any way shall be dressed in a “uniform” manner.

Assisting with the performance includes, but is not limited to: moving props or backdrops on the field, during the Performance or off the field, staying with the props or backdrops during the performance, setting equipment prior to the performance, and picking up or moving equipment during or after the performance.

Dressing in a uniform manner includes, but is not limited to: the band’s uniform, all black as a “stage crew,” other designated “uniform” attire, other designated attire in school colors, and the band’s or other school-related jackets. Penalties shall not be assessed when the band’s normal attire for these students is modified due to inclement weather.

PENALTY: 0.1 point per occurrence to a maximum of 0.5 points when it is determined that the Band did not make an effort to comply with this rule.

2.07 Student “equipment managers” shall be subject to boundary guidelines. Crossing a boundary line during the performance shall be subject to boundary violations.

PENALTY: 0.1 point for each occurrence

Section 3: PERFORMANCE TIMING

- 3.01** Bands are scheduled on 15-minute intervals, with appropriate intermissions as scheduled by the hosts. Bands are to be present and prepared to enter the Performance Area at the time assigned by the Show Host Director. Bands are to be prepared to move to the entrance point of the Performance Field in a timely manner when directed by the event personnel monitoring the entrance to the Performance Area according to the Pre-Show Flow Procedure.

PENALTY: 0.5 points for delay of contest

- 3.02** Article VI: Section 4 Pre-Show Flow Procedure on page 30

PENALTY: ~~0.1 point per every 3 seconds or fraction thereof exceeding the 4-minute mark~~
This is no longer needed, as the start of the judging immediately after the announcement and start of the official show timing on the first step or note after the announcement would be penalty enough.

- 3.03** A band is allowed a Performance time of 7 to 10 (BOA=11) minutes anywhere on the Performance Field.

The judging will begin immediately following the announcement. The show timing will start with the first note of music or the first step by a member of the band proper, which must occur within 30 seconds from completion of the announcement or timing will begin automatically.

Judging will cease at the conclusion of the band's performance. Musical exits will both be judged and included in the time of the show. Visual moves with percussion cadence (or silence) will generally be included in the exit timing, and not in the time of the Performance.

PENALTY: 0.1 point per every 3 seconds or fraction thereof under 7 minutes or over 10 minutes.

- 3.04** Bands must completely vacate the Performance Field within two (2) minutes of the end of the Performance. Vacating the Performance Field as being outside/clear of the goal line (the goal line being used for and in the direction of the exit) with all personnel, equipment and props. Progress and disassembly must be done within the directed flow within the allotted time so as not to be disruptive or hindering to the next band's performance or field exit. Penalties shall be assessed only when it is determined that the band exiting is not making concerted efforts or substantial progress in complying with the rule. (BOA -Bands that "troop" the stands, exit the field in the wrong direction, or have props or equipment that cannot be promptly removed will be penalized). Any cadence/music used as an exit routine must cease once the Performance Field is vacated or the goal line is crossed. Bands may then continue to exit to "clicks/taps" in lieu of the cadence or exit music.

PENALTY: 0.1 point per every 3 seconds or fraction thereof over the 2 minutes.

Section 4: BOUNDARIES

Boundary penalties will be waived for any medical or safety issue occurring during the band's performance.

- 4.01** The entire Performance including all music must be played from within the Performance Field. Command personnel are exempt.

Drum majors may place and retrieve an instrument from any place in the Performance Area. However, if a drum major (or band member functioning as Drum Major) performs on the instrument or uses a prop, the performance must occur from within the boundaries of the Performance Field. [P9MBCA: Drum Majors (or band members functioning as Drum Majors) without prop or instrument may cross and re-enter the boundaries of the Performance Field.]

PENALTY: 0.1 point per infraction

Exception: A student controlling audio or lighting may be located outside the boundaries of the Performance Field without penalty. This individual may not cross and enter the Performance Field or this will constitute a boundary violation. *Summer 2013 from 2013 BOA Handbook*

PENALTY: 0.1 point per infraction

- 4.02** All boundary lines are now included as part of the Performance Field. Stepping on a boundary line DOES NOT constitute a violation. The crossing of these lines, defined as one entire foot of a performer being placed "outside" of the boundary, will constitute a boundary violation. (P9MBCA: Hand(s) reaching over the line to pick up equipment or equipment breaking the plane will not be penalized.)

PENALTY: 0.1 point per infraction

- 4.03** While dropped equipment of any kind will not be penalized, crossing a boundary to retrieve dropped equipment is subject to penalty.

PENALTY: 0.1 point per infraction

Section 5: USE OF ELECTRONICS

- 5.01** All electronically produced music must be produced “live” and in “real time” by a student. “Prerecorded” music, whether instrumental or vocal, may not be used.” (BOA) All music from traditional wind and percussion instruments, human voices or electronic instruments must be performed by a student(s) live and in real time with the student(s) present and performing at the time of the performance. The use of sampled sounds (“prerecorded/sequenced”) of woodwind, brass and percussion instruments will not be permitted. Sounds other than music, such as narration or sound effects, may be prerecorded and used without penalty.

PENALTY: 0.5 for use of pre-recorded music

BOA - Useful notes: For Performance purposes, the definition of music shall be the organization of sound through time. Everything else, then, is a sound effect, be it spoken text, the sound of twisting metal, falling rain or the crumpling of cellophane. If what you want to play electronically has elements of melody, harmony or rhythm, it must be performed live. If may not be prerecorded or sequenced for playback during the Performance, even if the initiation of the recording playback or triggering of the sequence is done by a student at the time of the Performance. A student may play synthesized sounds live and in real time, or initiate the playback or trigger the sequence of any non-music sound as part, or all, of a show or show segment.

- 5.02** Sounds of human voices may now be performed electronically. *Summer 2013 and 2013 BOA Handbook*

NOTE FROM BOA (Protho/Markham/Martin): “Sampled human voices” could include singing (or narration or voice-overs). If the human voice used has the elements of music (rhythm, melody, harmony) – in other words, singing – and if a band were to perform that singing electronically, it must do so **using one stroke (or trigger) per note**, rather than a single trigger for an entire melodic sequence. Singing does not have to be performed live on the field by a singer, but you are certainly permitted and welcome to do so.

- 5.03** Pre-recorded and/or live music may be used for a “pre-show” within the 4 minute setup/warm-up time. Pre-recorded music must cease by the completion of the announcement that begins at the 45-second point as detailed in the Pre-Show Flow Procedure section of the Bylaws on page 35.
- 5.04** The use of audio control devices and electrical power shall be at the band’s own risk, therefore ~~POMBA~~ and/or the Host Director, Band or Band Parents shall not be liable for real or perceived failure or damage to a band’s equipment from the use of electricity.
- 5.05** The Host Director shall inform participating bands in the pre-show information materials whether or not electrical power will be available at field level.

Section 6: EQUIPMENT & RESTRICTIONS

- 6.01** Dropped equipment of any kind will not be penalized. It may be retrieved by a band member an on-field equipment person or a judge without penalty. Crossing a boundary to retrieve dropped equipment is still subject to penalty as in Section 4 above.

PENALTY: No penalty for dropped equipment unless boundary is breached

- 6.02** Off-road mechanized vehicles (defined as golf carts, garden tractors, ATV All-Terrain-Vehicles, etc.) will be allowed to pull equipment trailers for set up and take down unless prohibited by an individual site. Participating Directors are responsible to ensure that a protective bib is rigged underneath the vehicle so no fluids drop to the turf or carpet in consideration for the Host Directors and his School District. Pick-up trucks, large tractors or similar vehicles are not permitted. The Timing & Penalty judge spotting a concern should notify the Host Director.

PENALTY: If not allowed at site - For usage: Disqualification and Damages

- 6.03** The following are NOT ALLOWED in any stadium AT ANY TIME:
- Pyrotechnics of any kind, including fireworks, discharge of arms, or any hazardous materials that may cause damage, present a safety hazard, remain on the field after the conclusion of the band's performance or disrupt the scheduled flow of the contest
 - Lights-out routines
 - Animals
 - Hazardous equipment or illegal use of equipment (BOA)

The following are NOT ALLOWED in stadiums with ARTIFICIAL PLAYING SURFACE:

- Powder or any material that may damage or affect the artificial playing surface ("carpet")
- Props that leave excessive residue (paper wrappings, etc.)

The following are NOT ALLOWED in stadiums with DOMES (BOA):

- Balloons released and allowed to float aloft
- Any powder or air-borne material that may linger in the air

PENALTY: P9MBCA - Disqualification and Damages
(BOA: At discretion of Contest Director, up to disqualification)

6.04 Props and Equipment

All props and equipment must be designed and be of a quantity so as they may be brought into the Performance Area from the band entrance gate within the participant's allotted 4 minute setup and warm-up time. In order to minimize distraction from the preceding band's Performance, props and equipment may not be preset anywhere in the Performance Area prior to the beginning of the band's warm-up and set-up time. Permission for any pre-staging or post-staging of props or equipment is at the discretion of the Host Director. Participating Directors anticipating such needs are urged to contact the Host Director prior to the event.

PENALTY: 0.5 for Delay of Contest if applicable

- 6.05** Props built and/or used by participating bands shall be limited to a maximum height of 12 feet, including safety or other railing or equipment.

PENALTY: Not permitted to use the prop in the show for a prop being over-height.

- 6.06** No participant, including command personnel (P9WBA), may be, or be placed on, any portion of a prop or podium where the participant's feet are more than six (6) feet above the playing surface of the stadium. Appropriate safety railing and/or other safety equipment must be in place. Drum major podiums, built by construction professionals or professional companies, are an acceptable exception to the height rule but **MUST** have appropriate safety railings.

PENALTY: If the participant's feet are more than six (6) feet above the surface, the prop or podium cannot be used. Directors would be urged to borrow one from another band.

(BOA NOTE: Participant safety and the operation of events in an atmosphere of safety are becoming more and more of an issue. BOA (and P9WBA) strongly recommends that participating bands and Directors use the utmost caution in planning and use of equipment that might place participants (and others) in potential danger during assembly or use.)

The Host Director shall at all times have the authority to prohibit the use of any prop, equipment or podium that he/she believes presents an unreasonable or unacceptable risk of injury or harm to participants or others.

Section 7: GENERAL CONDUCT

- 7.01** Bands shall be respectful of other bands when using a portable sound system or a gock block in an official warm-up area. Bands shall maintain a reasonable volume as dependent on the acoustics of the warm-up area and the proximity of other bands, judging areas and the Performance Field. No wireless devices shall be used to avoid interference with frequencies being utilized in an on-field performance. *Summer 2013 from 2013 BOA Handbook*
- 7.02** Site-specific Changes: For a specific site, the Host Director or P9WBA may require modifications to normal show logistics such as report times, entrance or exit areas, trooping of the stands, etc., and shall provide notice to participating bands in the final pre-show materials with a reminder in the director's packet on site. The Host Director is responsible for notifying the President to inform each judge and the Timing and Penalties Monitor of any modifications that impact the judging.
- 7.03** The Host Director is responsible to address any other performance-related concerns impacting the given facility with the Director involved. The Host Director remains responsible for the "final say" concerning granting any permissions involved. The Host Director is urged to consult with Timing and Penalties Monitor, any Executive Board member present, and the President, by cell phone if not present, prior to making a decision.
- 7.04** Trooping the stands shall be permitted as determined by the Host Director, who shall inform participating directors in the pre-show information materials if there will be trooping of the stands, precise instructions for the type and direction of trooping involved, and whether trooping is required or optional.

- 7.05** Competing band directors/staff members may contact the Host Director or the President (or his designee on site) at any time with questions or concerns.
- 7.06** Warnings only shall be issued in lieu of any penalties at the given band's first show of the season. The Timing and Penalties Monitor shall be urged to identify possible penalties as early in the season as possible and be consistent throughout the season to avoid unwanted surprises at the Championship Show. *Winter 2013*
- 7.07** Each penalty assessed at the Championship Show shall be reviewed and verified by the President prior to the tabulator releasing the final scores to be announced at the awards ceremony.
- 7.08** Improper conduct or infraction for which no specific rule is given may be grounds for referral to the Executive Board as a possible violation of the *Code of Ethics*.

Section 8: NATIONAL FLAG GUIDELINES

- 8.01** The following guidelines are recommended for use of the National Flag(s). Use of the guidelines shall not be the authority, either expressed or implied, to violate any National, State or Provisional law – at variance with them.
- * The bearer of a National Flag, while in possession of such flag, shall never engage in any dance or theatrical steps or Provisional law – at variance with them.
 - * A National Flag shall never be permitted to touch the ground.
 - * A National Flag shall always be afforded the general respect and dignity associated with a National Symbol.
 - * The American National Flag shall be guarded properly at all times.

PENALTY: 2.0 points shall only be assessed for FLAGRANT offensive violations of the National Flag Guidelines at the discretion of the Timing and Penalties Monitor. Warnings may be given.