



WSMA State Marching Band Championships Director and Adjudicator Handbook • Revised March 2010

Please Note: WSMA only regulates and sponsors the WSMA State Marching Band Championships. The following rules and regulations apply to this annual event. Host schools sponsor their own regional marching band shows and may or may not adopt the following rules.

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- I. Purpose of WSMA State Marching Band Championships**
 - A. Provide opportunity for performance by marching bands from WSMA-member schools.
 - B. Recognize and support marching band as an important component of a comprehensive instrumental music program.

- II. Eligibility**
 - A. Open to all bands from any WSMA-member school.
 - B. All student members must be enrolled in the same WSMA-member school or affiliated middle/junior high member school. Students must regularly attend and participate in their school marching band program.
 - C. Marching band is defined as all members of the participating unit including playing members, auxiliary personnel (flags, rifles, etc.) and command personnel (drum majors, color guard captains).
 - D. Co-op Marching Bands will not be allowed in the WSMA Marching Band championships.
 - E. If WSMA learns of an eligibility rule violation the day of or the days following the State Marching Band Championships, the scores; placement and awards will be expunged for that band. Their performance will be classified as “Exhibition Only.” The official recap sheet will be adjusted to reflect the new placement order.

- III. Band Class**
 - A. Each participating band will be assigned a class based on their school’s total enrollment. Class is determined by dividing the total number of participating bands into four approximately equal numbers of bands in Class A, AA, AAA, and AAAA. Classes will be determined in February and emailed to participating directors.

- B. Marching bands may request to enter a larger class size by emailing the WSMA Program Director by March 15th each year.
- C. Marching bands may request to enter a smaller class size by petitioning the WSMA Program Director by April 15th and upon meeting the following criteria.
 - i. The Marching band must be the same requisite band size as others in the smaller class.
 - ii. The move to the smaller class is not deemed by the WSMA Program Director to only improve the competitive level of the band but to improve the educational opportunities of the band.
 - iii. The move to the smaller class is not objected to by a majority of bands in the smaller class.
 - iv. If the petition is granted the petitioning Marching Band will be placed in the first time slot for the smaller class.
 - v. If a band petitions to enter a smaller class subsequent years, they must petition the WSMA Program Director by March 15th and the continuation in the class is not objected to by a majority of bands in the smaller class. If the petition is granted the band will be part of the regular scheduling process.

IV. Entry Options

The following entry options are available to marching bands that wish to participate in the WSMA State Marching Band Championships:

- A. Competitive - Ranking and rating are given and announced.
- B. Comments Only - No ranking or ratings are given or announced.
- C. Non-competitive - Numbered score will be given but not announced. Non-competitive bands will not be ranked within their assigned class.
- D. Festival Class - Award Divisions given based on a Festival Format.

V. Scheduling

- A. The WSMA Marching Band Committee will create the schedule of participating bands in random order within their assigned class in accordance with the method agreed upon by the participating directors. The schedule will be posted on the WSMA web site by April 1. Bands should plan on arriving at least one hour prior to their performance.
- B. The State Marching Band Championships take place on the third Saturday of October. WSMA will work with WIAA and other officials to reduce student athletic conflicts when this date coincides with WIAA's Week 15 calendar.
- C. Any bands registering after April 1st will be assigned at the beginning of their entered class.
- D. Novice Class is open to any eligible marching band that wishes to enter the WSMA State Marching Band Championships for the first time or with a new band director. Novice Class bands are not eligible for caption awards unless more than four Novice Class bands enter in one year. Novice Class bands are eligible for division awards.
- E. Whenever possible, competitive classes will begin performing at 12:00 p.m. The scheduling sequence for the WSMA State Marching Band Championships will follow a four-year rotational cycle as follows:

Festival Class

Novice Class

Year 1: 1A, 3A, Awards Ceremony 1, 2A, 4A, Awards Ceremony 2

Year 2: 2A, 4A, Awards Ceremony 1, 1A, 3A, Awards Ceremony 2

Year 3: 3A, 1A, Awards Ceremony 1, 4A, 2A, Awards Ceremony 2
Year 4: 4A, 2 A, Awards Ceremony 1, 3A, 1A, Awards Ceremony 2
(The 2010 WSMA State Marching Band Championships will utilize Year 1.)

- Awards Ceremony 1 will include Novice Class (if applicable) and the first two classes of the performance sequence as well as a Collegiate Marching Band Exhibition Performance.
- First Performance Class Band Champion Exhibition Performance will occur between the third and fourth performance class.
- Second Performance Class Band Champion Exhibition Performance will take place before Awards Ceremony 2.
- Awards Ceremony 2 will include the last two classes of the performance sequence as well as a Collegiate Marching Band Exhibition Performance.

VI. Facility

- A. The performance field will be a regulation-sized football field, 160 feet deep by 300 feet long. Field boundaries will be lined every five yards.
- B. NCAA and high school hash marks may be present on the field.
 - i. NCAA inserts are aligned with the single yard hash mark and are 32 steps from the sidelines with 20 steps between them.
 - ii. WIAA inserts are not aligned with the single yard hash marks and are 28 steps from the sidelines with 28 steps between them.
- C. Visible markers will denote the corners of the field, and the front and back of the 50-yard line. Yard markers will be placed every 10 yards on the field.
- D. Field vehicles should be equipped with wide, air filled tires to move equipment to and from the football field.
- E. Field Commanders may go anywhere on the field.

VII. Performance Requirements

- A. It is the marching band director's responsibility to abide by Federal Copyright Law when preparing their fall marching band show. Marching band arrangements purchased from a legitimate publisher already meet this requirement. If you arrange or hire an arranger to write your show you must:
 - i. Contact the publisher of each selection. Use the "Request for Permission form on the Music Publisher's Association web site (www.mpa.org). Include a reasonable (3 weeks or more) deadline for a reply.
 - ii. Follow all procedures as instructed by the publisher. If they deny your request, you must select either a published arrangement or choose other material.
 - iii. Music in the public domain does not require permission unless you are adapting a previously published arrangement of a public domain work.
- B. Bands will be scheduled in 15-minute intervals. Each band must report to the field at its assigned time. Penalty: 0.5 points per minute or fraction thereof.
- C. All bands must be in performance competition for a minimum of 7 minutes to a maximum of 11 minutes. Performances lasting less than 7 minutes or longer than 11 minutes will be penalized 0.1 point per 5-second violation up to a maximum of 2 minutes.
- D. Bands will be assigned a warm-up area prior to the event. The designated warm-up area will be away from the aural range of the competitive field as much as the facility allows. Any band that warms up in an area other than the assigned destination within aural range of the competitive field will be penalized 5.0 points.

- E. The on-field warm-up takes place prior to the official introduction of the band. A 60-second warm-up may be used. Directors may conduct the warm-up but must then exit the field.
- F. No band may use the competitive field for practice the day of the event. Penalty: Disqualification.
- G. Performance Announcement (no longer than 90 seconds) must include:
 - i. Title of the show
 - ii. Piece(s) to be performed with composers and arrangers listed
 - iii. Command personnel names (drum major(s), color guard captain(s))
- H. The Announcer will read the Pre-Performance Announcement, ask if the judges are ready, and then will ask if the band is ready. Drum major(s) should acknowledge by saluting the Press Box to signify their band is ready. After the salute, the Announcer will invite the band to take the field. If an alternate start of performance is used the participating band will provide the announcer with the appropriate information.
- I. Timing and judging will begin with the first note of music, or the first step by a performing member following the acknowledgement of the drum major's salute. All judging will end with the drum major's final salute. Other starts may be used with prior notice given to the WSMA Program Director.
- J. Field entrance may be made from the left, back and/or right boundaries using the press box as the point of perspective. The band may form anywhere on or off the competitive field. Bands are free to conclude their performance on or off the competitive field as long as all other requirements are met.
- K. Props, including grounded electrical equipment, may be placed on the field by adults or non-performing, non-uniformed personnel after the preceding band has finished their show and is leaving the field. Electricity will be provided at field level. Directors must supply their own extension cords.
- L. Adults and band staff are not allowed on the field or behind any props during the performance. Penalty: 2.0 points. All equipment must be removed immediately following the band's performance while the band is exiting the field. There is no penalty for dropping or retrieving dropped or grounded equipment.
- M. The use of lights-out routines, live animals, pyrotechnics of any kind including fireworks, discharge of firearms or any other hazardous materials is not permitted. Penalty: Disqualification.
- N. Mechanized vehicles are not allowed on the competitive field at any time. Penalty: 2.0 points.
- O. Use of the American Flag is optional. If it is used, it must be treated with dignity and respect. For example, no twirling of the American Flag is allowed. Penalty: 0.1 point per violation. The American Legion Flag Code will be in effect at all times.
- P. Any infraction or improper conduct by band or audience members for which no rule is given may be grounds for warning or penalty by the Event Director. Penalty: Minimum of 0.1 points to a maximum of disqualification.
- Q. If distractions occur in the press box, on the field or a situation arises that could endanger or compromise the participants, the Event Director will delay the event until the situation is rectified. Cooperation in this process enables all facets of the adjudication and performance process to evolve smoothly, and in a fair and impartial manner.
- R. As much as the weather allows, the field must remain in the same condition for each band's performance. Effects such as streamers, confetti, environmental effects and other items that changes the field's condition making it unsafe for future performers must be removed completely and immediately following the performance. Penalty: Minimum of 2.0 points to a maximum of disqualification as deemed appropriate by the Event Director.

- S. The Post-Performance Announcement can include previous band honors, all director and staff names, and thanks to parents/school administration. Post-Performance Announcements may last no longer than 90 seconds.
- T. Bands have a maximum of two minutes to exit the field. A penalty of 0.1 second per 5 seconds past the maximum time may be enforced, per the Event Director.
- U. The use of amplification/electronics is permitted as part of the marching band's performance.

VIII. Adjudication

- A. WSMA State Marching Band Championships adjudicators are expected to follow these procedures using the provided evaluation forms:
 - i. Comments should be written on the front of the sheet while judging during the performance.
 - ii. Scores should be determined by using the rubric form for the assigned caption. Be certain your comments and point spreads can be justified using these descriptors.
 - iii. Use the provided Tote Sheet to keep track of scores.
 - iv. Judge the performance, not the time or class of the performance.
 - v. Judge all units on the same scale, regardless of class.
 - vi. Stay within caption in all written and verbal comments.
 - vii. Identify what you hear/see, explain why you feel it is happening, and provide constructive comments on how to fix the issue, or how to reach the next level of excellence.
 - viii. All verbal and written comments should be appropriate for teachers to share with students parents and school officials.
 - ix. Weather conditions may be considered when adjudicating.
- B. In addition to a written form, each judge will use their own cassette recorder to give verbal comments throughout the performance. The tape will run continuously throughout the performance. Be sure to stay within your caption on both verbal and written comments.
- C. WSMA State Marching Band Championships participating bands will be evaluated by 8 judges as follows:

Caption Area	Number of Judges	Points	Score is:
Visual Performance	1 - in press box	20.0	Determined by 1 judge
Visual General Effect	2 - in press box	20.0	Average of both judges
Music Performance	1 - in press box	20.0	Determined by 1 judge
Music General Effect	2 - in press box	20.0	Average of both judges
Percussion	1 - in press box	10.0	Determined by 1 judge
Auxiliary/Color Guard	1 - in press box	10.0	Determined by 1 judge

- D. Band directors are not permitted to contact judges at the event prior to their performance. Penalty: Disqualification. Directors may speak with the Event Director at the event. Directors may contact any judge following the competition.
- E. Judges, runners and State Marching Band officials are the only persons allowed in the press box during the event. Directors may pick up their tapes at the top of the press box stairs 30 minutes after their performance. All adjudication forms will be given to drum majors during the Awards Ceremony.

IX. Awards

- A. Each competing band will receive a division award based on their final score. Division awards are determined as follows:

Class	1 st Division	2 nd Division	3 rd Division
Novice	60 - 100	30 - 59.99	0 - 29.99
Class A	65 - 100	35 - 64.99	0 - 34.99
Class AA	70 - 100	40 - 69.99	0 - 39.99
Class AAA	75 - 100	45 - 74.99	0 - 44.99
Class AAAA	80 - 100	50 - 79.99	0 - 49.99

- B. Caption Awards in each Class with more than four entries will be presented during the Awards Ceremony as follows:

Caption Award	How the Award is Determined
Best Visual Presentation	Highest score in the class by adding the Visual Execution and Visual General Effect average scores.
Best Musical Presentation	Highest score in the class by adding the Music Execution and Music General Effect average scores.
Best Percussion	Highest percussion score in the class
Best Color Guard	Highest auxiliary/color guard score in the class

- C. A representative drum major from each participating band is required to participate in the Awards Ceremony for their band class. After the collegiate Marching Band Exhibition, drum majors will be asked to form a line on the field.
- D. When the weather is a concern, drum majors and field personnel participating in the Awards Ceremony should wear appropriate attire.
- E. Drum majors are asked to please take at least one step forward when your school is announced. Award presenters will shake your hand and congratulate you. WSMA personnel may take photos during the Awards Ceremony. Other drum majors are expected to salute out of respect for the winning band.
- F. Prior to the event, each band will receive a brochure in the mail from a professional photographer company specializing in marching band photos.
- G. The AAAA Best Visual Presentation Award honors the memory and contributions of Doug Greenhalgh, who served on the WSMA State Marching Band Committee for 11 years before his tragic death in October 2005.

X. Audience Information

- A. Tickets are required for entrance to the WSMA State Marching Band Championships. Performers in uniform (or partial uniform) do not need tickets for admission. Tickets will be available at the door only.
- B. Directors will receive a specified number of complimentary tickets for staff members. No more than this specified number will be given to each band.
- C. There are no reserved seats for this event. Spectators may not mark out their seats early in the day for evening performances. If a seat is unoccupied by a spectator for a long period of time, another spectator may use that seat.
- D. Audience members should remain seated during performances. Audience members are also asked to not enter or exit the stadium during a band's performance.

XI. Director Information

- A. The Program Director is the final authority on interpretation of WSMA State Marching Band Championships rules. If you are not sure about any issue, please contact the Program Director
- B. If you, one of your students, or fans is injured or suffers any health concern the day of the event, notify the press box immediately. Emergency personnel are present at the event. WSMA or the State Marching Band Championships Committee will not be held responsible for any injuries suffered by any band during the day's activities.

- C. Directors will receive marching band information from WSMA throughout the year.
- D. Event personnel will assist throughout the day. Be patient and know these individuals are providing the best possible service on a very long day.

XII. Weather Emergency Plan

The WSMA State Marching Band Championships event involves thousands of students, parents, and others, many of whom who drive hundreds of miles to attend this event each year. This Weather Emergency Plan is designed for the safety and best interests of all participating students and their fans.

- A. The WSMA Program Director will provide a cell phone number to all participating directors to be used the day of the event for questions, emergencies and other issues. Directors will also be asked to provide WSMA with their cell phone numbers prior to the event.
- B. The host facility will reserve a field house located within easy walking distance to the football field for use by the State Marching Band Championships each year. WSMA agrees to pay the lowest possible rental rate for this facility to be negotiated with the host staff.
- C. If it rains the day of the show without lightning, the event will continue outdoors as long as the field condition remains safe for students and moving equipment.
- D. If lightning begins, the show will be delayed until the conditions improve and the lightning no longer poses a danger to participants and audience members. If lightning and/or heavy rain persist, the entire event will be moved indoors to the field house. The Event Director, WSMA Program Director and the host's Director of Bands will make the decision. Every effort will be made to finish a class of bands prior to moving the event indoors.
- E. Directors will be informed of their approximate performance time by all available means. A delay of at least 30 minutes should be expected.
- F. If the show is moved indoors to a gymnasium area that is not large enough to accommodate marching, students will perform a standstill show in concert (arced) formation. Therefore, the Visual Execution caption cannot and will not be judged or included in final score tallies. However, if the indoor facility is large enough to accommodate marching for all participating bands, the event will be judged with all captions in effect.
- G. The field house may not have adequate seating for all patrons. If so, ticket admission may be eliminated at the discretion of the WSMA Program Director. Seating and admission priorities are listed below, and will be enforced with the help of the host's police department:
 - A. Parents and immediate family members of performing band members
 - B. Teachers
 - C. Media
 - D. Interested fans
 - E. Students from other bands
 - F. Parents from other bands
- H. There will be an Awards Ceremony for each class performing indoors.
- I. It may be necessary to evacuate the indoor performance facility to allow parents of the next class of bands to see their children perform. If this happens, the host city's Police Department will be asked to assist WSMA in evacuating the indoor facility. See 12. H.
- J. Ticket refunds will only be issued for those who have purchased tickets and have not been able to see any bands perform. Refunds will be issued the day of the event only.
- K. All participating directors will receive a written copy of this policy approximately two weeks prior to the event. This Weather Emergency Plan is also posted on the Marching Band section of the WSMA web site: www.wsmamusic.org.

XIII. WSMA State Marching Band Championships Committee

A. The Marching Band Committee shall consist of the following membership:

- i. WSMA Program Director
- ii. WSMA Event Director
- iii. Class A Representative
- iv. Class AA Representative
- v. Class AAA Representative
- vi. Class AAAA Representative
- vii. North Representative
- viii. South Representative

(For the purpose of this committee, a line drawn through Wisconsin Dells determines north and south bands.)

B. Election and Term

- i. The WSMA Program Director and Event Director are committee members at all times and without term limits.
- ii. The Class Representatives shall be elected by the Band Directors from the corresponding Championships Class participants and will serve a three-year term.
- iii. The North and South Representative will be elected by the corresponding geographical Championship participants and will serve a one-year term.
- iv. Committee members may serve more than one term.
- v. Two scheduled meetings are held in November and March at the convenience of the Committee Members. Other meetings may be called as necessary and at the convenience of the committee.

C. Voting Rights

- i. Each elected member of the Marching Band Committee will have one vote on all agenda items.
- ii. The WSMA Program Director will not have a vote on agenda items.
- iii. The WSMA Event Director will have one vote on all agenda items.
- iv. Any member of the Marching Band Committee may abstain from voting on any agenda item.
- v. No proxy options are possible.
- vi. Voting on agenda items may be done during committee meetings.
- vii. When deemed necessary by the Program Director, voting may also be done using mail or e-mail options.
- viii. The Marching Band committee is deemed as an advisory committee to the WSMA Board of Directors.

D. Elections

- i. Elections will take place in September and the committee member's term begins on November 1st.
- ii. Committee member's term will end on October 31st.
- iii. Election ballots will be sent and returned by mail.
- iv. Nominees will come from the class (as assigned the preceding year) and nominations will be done through the WSMA Program Director.
- v. If a committee member band's classification changes the committee member will be allowed to finish the term of office. The committee member may then be nominated from the new class.
- vi. If a committee member chooses to no longer participate in the Marching Band Championships or if a committee member resigns, that seat on the committee will remain vacant until the September election

E. Rotation of Terms

- i. Class 1A - Replace in fall of 2012
- ii. Class 2A - Replace in fall of 2011
- iii. Class 3A - Replace in fall of 2012
- iv. Class 4A - Replace in fall of 2010
- v. North Representative - Replace in fall of 2009
- vi. South Representative - Replace in fall of 2009

- F. Marching Band Committee strongly encourages more marching bands to participate in the WSMA State Marching Band Championships. If you have questions or concerns, please let us know.

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WSMA - Challenging youth to achieve excellence through music.

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