

Colorado

Bandmasters Association



2020

Marching Band Procedures

And

Policies

# Contents

<b>Section 1: Mission Statement and Philosophy</b> .....	3
<b>1.01 The Colorado Bandmasters Association Exists To:</b> .....	3
<b>1.02 The Role of Marching Band and Competition</b> .....	3
<b>1.03 CBA Code of Conduct</b> .....	4
<b>1.04 CBA Membership Requirement</b> .....	5
<b>Section 2: CBA Rulebook</b> .....	5
<b>Section 3: Copyright</b> .....	5
<b>Section 4: CBA Classifications</b> .....	6
<b>Section 5: CBA Sanctioned Contests</b> .....	6
<b>5.01 Sanctioned Independent Contests</b> .....	6
<b>5.02 CBA Regional State Qualifying Contests</b> .....	7
<b>5.03 CBA State Championships</b> .....	8
<b>5.04 Class 4A and 5A CBA State Championships</b> .....	8
<b>5.05 Class 1A, 2A and 3A CBA State Championships</b> .....	9
<b>5.06 Postponement or Cancellation of State Championships</b> .....	9
<b>Section 6: Performance Procedures</b> .....	10
<b>6.01 Performance Times</b> .....	10
<b>6.02 Announcement</b> .....	10
<b>6.03 Entrance and Exit Procedures.</b> .....	10
<b>6.04 Awards</b> .....	11
<b>Section 7: Marching Committee</b> .....	11
<b>7.01 Role of the CBA Marching Committee</b> .....	11
<b>7.02 Membership on the CBA Marching Committee</b> .....	11
<b>7.03 Full Disclosure Regarding the CBA Marching Committee</b> .....	12

## Section 1: Mission Statement and Philosophy

### 1.01 The Colorado Bandmasters Association Exists To:

- Promote comprehensive music education through participation and performance in band.
- Provide support, leadership and educational opportunities to students and directors.
- Provide outstanding performance and educational events and venues that encourage, recognize and reward musical artistry and excellence.
- Work with other organizations to encourage and promote a lifelong love of music among students, teachers, and the community.

### 1.02 The Role of Marching Band and Competition

The Colorado Bandmasters Association believes that marching band is just one aspect of a quality high school band program. The marching band should be based upon educationally sound music principals of individual musicianship, ensemble music performance as well as the visual elements of movement, choreography, and drama.

The role of competition is to provide an educational tool to help develop musicianship, self-motivation, group discipline and the learning of life lessons. Competition holds all accountable for their role in education. It also provides the opportunity for students, directors, staff and parents to celebrate those who achieve the highest levels of musicianship and artistry.

It is important to keep competition in perspective with the responsibility of directors/staff to educate the students. When these objectives are not the primary goals of a program then marching band ceases to be educationally valid.

The Colorado Bandmasters Association seeks to provide marching band events for students and directors that will enhance their competitive experience with quality judging and performance venues.

## 1.03 CBA Code of Conduct

Professional ethics are essential to the conduct of a band director and staff choosing to have their band participate in any competition. Directors and staff should be good representatives for the profession by making decisions with care. The following are some guidelines for appropriate decision making:

- Directors, staff, students, and parents should act in a supportive manner of all participating groups. All participating groups and individuals should be treated with respect and appreciation of their performance.
- Respect the competitive process. Directors, staff, students, and parents should act in a respectful manner toward contest hosts, adjudicators, event workers, other spectators, and participants.
- All performing groups deserve a quiet appreciative audience. Directors and staff should educate and supervise their students while observing performances by other bands.
- Directors, staff, parents, and students should not contact judges or the Chief Judge during a contest. **Directors/Staff may contact the T&P Judge.**
- Directors and staff **must read and follow** all materials sent to the by contest hosts.
- Directors and staff are responsible for **reading and understanding** the **CBA Rulebook**. Questions regarding any rule/procedure may be submitted to the CBA Head Timing and Penalties Judge.
- Schedules are to be followed to the minute. Staying in any warmup area longer than the designated time infringes on the next group being able to warmup appropriately.
- Concerns regarding judging, scoring or a specific judge should be communicated to the CBA Chief Judge within three days after a contest.
- Concerns regarding a specific contest should be communicated to the contest host and the CBA Marching Chair within three days after a contest.
- Directors are encouraged to contact the CBA Marching Chair or any member of the CBA Marching Committee with concerns, proposals or suggestions.
- Directors are encouraged to attend and participate in the annual CBA Marching Committee meeting. The Marching Chair will notify directors of the date, time, location, proposed rule changes, etc.

## 1.04 CBA Membership Requirement

The Colorado Bandmasters Association requires all Colorado directors and assistant directors to be current members of CBA in order for their band to participate in any CBA sanctioned event. Membership information can be obtained at [www.coloradobandmasters.org](http://www.coloradobandmasters.org) or by contacting the CBA Executive Secretary.

## Section 2: CBA Rulebook

The CBA Rulebook is posted on the marching website. Directors, assistant directors, and staff are responsible for reading and understanding the CBA Rulebook. Anyone with questions regarding a specific rule (clarification, interpretation, implementation, etc.) may contact the Head Timing and Penalties Judge via email or phone conversation.

Directors, assistant directors, staff, etc. are encouraged to ask questions of the Timing and Penalties Judge at CBA Sanctioned Contests.

Directors may propose new rules or rules changes. The CBA Marching Committee votes on all new rules/rule changes. The Marching Chair may implement a rule at any time to ensure the safety of students, directors, spectators, etc.

## Section 3: Copyright

The Colorado Bandmasters Association requires all bands to comply with copyright laws regarding Performance and/or arrangements of copyrighted music, visual images, and other materials, as well as the use of copyrighted audio text, and the display of copyrighted words and images. This requirement also applies to all portions of the performance including pre-show or visual displays. **See Section 7 in Rulebook.**

CBA requires all directors to submit the CBA Copyright Report by August 20 along with all supporting documentation. This includes any documentation showing proof of licenses purchased giving permission to arrange music, permission to perform the arrangements given by the arranger and permission to record for educational purposes only.

Failure to provide any documentation asked for by the CBA Marching Chair will result in a band not being able to perform at any CBA sanctioned event.

CBA encourages directors to obtain copyright documentation as early as possible. Directors should contact the CBA Marching Chair with any questions.

## Section 4: CBA Classifications

The Colorado Bandmasters Association uses school enrollment data to assign schools to a classification. CBA obtains enrollment data provided by the Colorado Department of Education. This data is published by the CDE every January and is based up the official October pupil count. The CBA Marching Chair obtains this data (published on the CDE website) and then assigns bands to the appropriate classification.

CBA has considered a classification system based upon the number of students in a band twice in the past ten years and has chosen to stay with a school size system.

A director may petition to move down a classification. Such petition must be submitted to the CBA Marching Chair by April 1. The CBA Marching Committee will review all petitions and either approve or disapprove. Historically the Marching Committee has approved these petitions when one of two criteria have been met:

1. A band is returning to competitive marching after a number of years where the band has not participated in competitive field show events.
2. A new school has opened and does not have full enrollment of grades 9-12.

The Marching Committee usually grants these petitions to last for two years.

Any director may petition to compete in a classification higher than their assigned class. The deadline for notifying the CBA Marching Chair is May 1.

## Section 5: CBA Sanctioned Contests

### 5.01 Sanctioned Independent Contests

The Colorado Bandmasters Association currently has ten sanctioned independent contests. All sanctioned contests use CBA judge sheets, use a combination of out of state judges and in stage judges, use a full panel of judges, use the CBA School Size Classification system and follows the rules/procedures listed in the **CBA Rulebook**.

These independent contests are hosted by a director (current CBA member) supported the affiliated band booster organization. These contest hosts meet yearly with the CBA Marching Chair to ensure consistency from one event to the next.

Each independent contest is liable for all expenses related to hosting a marching band contest. Entry fees, spectator ticket prices, concession stand prices are all set by the local contest host. CBA assumes no financial liability for any independent contest.

Each contest host will send out entry information to directors. The CBA Marching Chair will also publish a schedule of all sanctioned events with appropriate internet links. Each contest host will send to participating directors all pertinent information regarding schedules, site maps, etc.

Each independent contest host may determine a specific format approved by CBA. This could include a 100% open class contest, a contest done according to CBA classifications, a format that favors small schools or a modified format approved by CBA.

There are several other marching contests in Colorado that are not sanctioned by CBA. Bands are not prohibited from participating in non-sanctioned events but are encouraged to support sanctioned CBA events.

All independent CBA Sanctioned Contests are approved the CBA Marching Chair. Any contest that does not adhere to CBA guidelines or is deemed to not meet/exceed CBA expectations may have the sanction removed by the CBA Marching Chair.

## 5.02 CBA Regional State Qualifying Contests

CBA has five Regional State Qualifying Contests. Any band wanting to qualify for State Championships **must** participate in a Regional State Qualifying Contest. The CBA Marching Chair will publish the date and location of each Regional. The Marching Chair will also assign bands to a specific regional and publish that information.

Each Regional host will send out entry information, collect entry fees and then send out all pertinent information to participating directors. This entry process is separate from the State Championship entry process.

Performance times for each Regional will be done in order of Classification. Within each class the schedule will be determined by a blind draw in groups of four based upon the previous year placements.

The CBA Marching Chair will publish a list of bands that qualify for State Championships based upon the results from the five Regional State Qualifying Contests. The number of bands that will qualify for State Championships is determined before the start of the marching season based upon the number of bands in each classification.

In the event a Regional is postponed or cancelled due to weather, CBA will follow the procedure detailed in **Rule 9.03** for determining if bands scheduled to perform at the cancelled Regional qualify for State Championships and how those bands will be seeded for State Championships.

## 5.03 CBA State Championships

CBA State Championships are the culminating events of the fall marching season. CBA has two State Championship events; the 4A/5A State Championship held at Falcon Stadium on the United States Air Force Academy and the 1A/2A/3A State Championship which rotates between three locations in the State (Grand Junction, Denver Metro area and Pueblo).

Entry forms for State Championships are posted online ([www.cbamarching.com](http://www.cbamarching.com)) and are due by August 20 each year. This is a separate entry from Regionals. Any director who is more than one week late will have their band perform first in their class at Regionals and at State Championships (**Rule 9.08**). A complete entry consists of the following:

1. Entry form and entry fee
2. NFHS Band Safety Certificate from director and assistant director(s)
3. Completed **and approved** Copyright Form
4. Staff form
5. Completed Announcement Form

## 5.04 Class 4A and 5A CBA State Championships

State Championships for the 4A and 5A classifications takes place over two days at the Air Force Academy. The first day will be the Quarterfinals round. The second day will be the Semifinals and Finals competitions.

Twenty bands in Class 4A and in Class 5A will qualify based upon Regional scores. The format will be a Quarterfinals, Semifinals and Finals round. Scheduling for Quarterfinals will be in reverse order of seeding from Regional rankings. In Quarterfinals the bands that are seeded #1-6 will receive a bye and the bands that are seeded #7-20 will compete with the six highest scoring bands in both classes advancing to Semifinals.

In Semifinals the scheduling will be a blind draw in groups of four based upon the ranking from those bands that advance from Quarterfinals and the top six seeds from Regional rankings. The six bands that received the bye will compete with the six bands that advanced from Semifinals. From these twelve competing bands the eight highest scoring bands will advance to finals. This will apply to Class 4A as well as Class 5A.

Finals competition will be scheduled in reverse order of ranking from the Semifinal competition. At the end of Finals, a full band retreat will occur (weather permitting) with the awards presentation starting when all bands have assembled.



Placement awards will be given to each band in Finals. Awards for High Music, High Visual and High General Effect will be given in each class. Medals will be given to the top three bands in each class. The top scoring band in each class will receive a Champion Banner.

In odd numbered years the 4A Class will perform first in Quarterfinals, Semifinals and Finals. In even numbered years the 5A Class will perform first.

## 5.05 Class 1A, 2A and 3A CBA State Championships

The number of bands that will qualify for 1A/2A/3A State Championships is determined before the start of the marching season based upon the number of bands in each classification.

The format will be Semifinals and Finals. Scheduling for Semifinals will be a blind draw in groups of four based upon the seeding from Regional rankings. The number of bands that will advance to Finals in each classification is based upon the number of bands that were scheduled into Semifinals. That information will be published at the start of the marching season by the CBA Marching Chair.

Finals competition will be scheduled in reverse order of ranking from the Semifinal competition. At the end of Finals, a full band retreat will occur (weather permitting) with the awards presentation starting when all bands have assembled.

Placement awards will be given to each band in Finals. Awards for High Music, High Visual and High General Effect will be given in each class. Medals will be given to the top three bands in each class. The top scoring band in each class will receive a Champion Banner.

In even numbered years the 3A Class will perform first in Semifinals and Finals followed by Class 1A and then Class 2A. In odd numbered years the 1A Class will perform first followed by Class 2A and then Class 3A.

## 5.06 Postponement or Cancellation of State Championships

In the event weather forces the postponement of State Championships (either 1A/2A/3A or 4A/5A) CBA will make every attempt to reschedule the event a week later. This will be dependent upon numerous factors including stadium availability, judge availability and the ability of qualifying bands to participate. Alternate dates may be explored as needed.

Cancellation of State Championships will be a possibility if postponement is not an option. CBA will not refund entry fees according to **Rule 9.03**.

## Section 6: Performance Procedures

### 6.01 Performance Times

Performances are scheduled in 15 minute intervals. A band has a total of 15 minutes to enter the field, set up, perform, and clear the field. The Timing and Penalties Judge or the T&P assistant will give the band permission to enter the field.

Timing of the show starts immediately after the conclusion of the announcement.

Minimum show times are:

Class 1A- 5 minutes

Class 2A & 3A- 6 minutes

Class 4A & 5A- 7 minutes

**For the 2020 season minimum show times are changed to the following:**

**Class 1A- 4:30 minutes**

**Class 2A & 3A- 5:00 minutes**

**Class 4A & 5A- 5:30 minutes**

### 6.02 Announcement

Each band has the option of when the announcement will begin (**Rule 5.09**). The default procedure is that the announcement will start exactly 3:15 after the band has been given permission to enter the field. Any band has the option to have the announcement start when the director signals the Timing and Penalties Judge. That can only happen prior to the 3:15 mark.

CBA uses a standard announcement form for all sanctioned events.

### 6.03 Entrance and Exit Procedures.

Each stadium has characteristics that are unique to that venue. Directors should follow the instructions provided by each contest host. Rules that apply to field boundaries, entrance and exit procedures are stated in section 5 of the **CBA Rulebook**.

## 6.04 Awards

Independent CBA sanctioned events may decide the number of placement awards given at their contests. They have the option of including High Music, High Visual and High General Effect. These contests may not give awards recognizing the most improved band, color guards, percussion sections, brass sections, woodwind sections or drum majors.

Regional State Qualifying Contests will only give placement awards.

At CBA State Championships all bands will receive a placement trophy and a small banner. The students in the top three bands in each class will a medal. The first place band in each class will also receive a CBA Champion banner. CBA will also award High Music, High Visual and High General Effect in each class at the finals awards presentation.

## Section 7: Marching Committee

### 7.01 Role of the CBA Marching Committee

The CBA Marching Committee is the governing entity for the marching band activity. The committee meets in December to review the fall marching season, CBA State Championships, financial reports provided the CBA Marching Chair, discuss and vote on proposed Rules/Procedures, review a report by the CBA Chief Judge and to take action on proposals submitted by CBA members.

The Marching Committee may meet at other times of the year as needed. The committee may also make decisions via email.

Anyone may attend a CBA Marching Committee meeting and participate in discussion.

### 7.02 Membership on the CBA Marching Committee

The CBA Marching Chair selects the members of the Marching Committee. Members must be a current member of CBA and a current director of a high school marching band. The Marching Chair will include representatives from each class and try to include representatives from each portion of the State of Colorado.

The Marching Chair will determine a term of four years for each member. A member may serve more than one term at the discretion of the Marching Chair. The Marching Chair may also replace a committee member prior to the conclusion of their term if needed.

### 7.03 Full Disclosure Regarding the CBA Marching Committee

The Marching Committee will strive to transparent in all decisions, finances and procedures to the CBA membership. The agenda will be sent to the membership prior to the annual Marching Committee meeting. The minutes will be published on the Marching Committee webpage. Any document will be provided to the membership upon request.