

2020 CBA Rulebook

ARTICLE 1: Field Performance

General Regulations, Definitions and Contest Management

Section 1: Eligibility

All high school bands through the 12th grade are eligible for Colorado Bandmasters Association Championships.

Colorado Bandmasters Association defines a high school band as one in which all participating members are registered at the same high school, or one where the members are part of a single band with a recognized joint credit program. If a high school does not offer a **competitive** field show marching band program in their curriculum, a student from that school may seek enrollment in another high school marching band. **When scheduling conflicts arise the priority will be for the band program at the school where the student is enrolled.** If the student plays a wind or a percussion instrument **or is a member of the color guard,** then the student must be enrolled in the band program **or school** where he/she attends classes. Also eligible are students from all feeder elementary, junior high, and middle schools. All elementary, junior high, and middle school wind and percussion students participating in a high school band program **MUST** be a member of the band at their respective school. Exceptions to this eligibility rule are elementary, junior high, or middle school students who are members of the auxiliary or students who are used by the band to move or set props. All band members/performers who contribute to the performance **MUST** be students. Violation of the eligibility rule will result in disqualification.

All Colorado directors and assistant directors must be current members of the Colorado Bandmasters Association.

Section 2: Classification

Enrollment for classification is based on ALL students in grades 9-12, using the numbers **published by the Colorado Department of Education** used in determining funding at the state level for each school, known as the “October count”. A band will be assigned a class according to the previous year’s October count. **The Marching Chairman will determine the dividing line between Classifications in an effort to balance the number of bands in each classification. Obvious and traditional dividing points will be a consideration in determining classifications.**

- Class 1A 0—400
- Class 2A 401—850
- Class 3A 851—1200
- Class 4A 1201—1700
- Class 5A 1701+

Three-year schools’ enrollments for CBA classification will be determined by the actual building student count unless band programs have access to younger students.

Any school whose school population experiences a 20% change, positive or negative, from one scholastic year to another may request a review of classification status by the Chairman of Marching Affairs. Any other petitions to compete in a class other than a band’s assigned class will be considered by the Marching Affairs Committee on a case-by-case basis. **April 1 is the deadline to petition to be assigned to another classification.**

Section 3: Definitions

3.01 Performance: The musical and visual program presented for adjudication.

- 3.02 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 (when the facilities allow) 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 stadium surface, normally the back grandstand or wall. The boundaries of the field will be marked and the field will be lined every five yards. Stadiums will have high school hash marks.
- 3.03 Podium Placement: The area that is an extension of the 50-yard line to the front limit of the Performance Field shall be left open by contest operations for the placement of competing band drum major/field conductor podium. Be aware that the area between the podium and the edge of the field may have traffic (cameras, judges, event personal, etc.) that moves through during your performance.
- 3.04 Spectator Area: The seating areas and aisles; generally the entire stadium other than the Performance Field.
- 3.05 Student: A person currently enrolled in a high school or a lower grade school. (Please refer to Section 1 on Eligibility).
- 3.06 Penalty: A deduction of 0.1 from the band's total score will be assessed for each rule infraction, except as stated otherwise in the rules.
- 3.07 One Stroke, One Note – The production of music using any device, provided each individual note is produced by a separate trigger ("stroke") by a student.
- 3.08 All boundary lines are 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 placed beyond the boundary, will constitute a boundary violation. Boundary rules apply only to a performer's body, specifically feet. Equipment (speakers, props, instruments, etc.) cannot cause a boundary violation. Equipment (mallets, etc.) can straddle the 15 foot line but performers must remain behind it. This is in order to prevent a penalty when equipment is accidentally placed/setup over the boundary, wind causes equipment to cross the boundary, etc. Performance design/setup cannot intentionally extend the boundary.

Section 4: Performers

- 4.01 All aspects of the field show Performance (i.e. music, narration, sound effects, lighting, special effects, etc.) must be performed/initiated by students. Any aspect of the performance (including but not limited to playback devices such as MP3, CD, synthesizer, computer, sound pad, etc.) must be initiated by a student within the performance field. No adult activity during the Performance may contribute directly to the musical or visual program other than exceptions listed in rule 4.02 and rule 6.03. (Directors may conduct the performing band during any or all of the performance from outside the performance field.)
- 4.02 Exceptions:
- (a) In the event of high winds when props are in danger of falling over, adults may be in the performance field, during a performance, for the sole purpose of securing the prop. At no time during the performance may an adult move the prop as part of the performance.
 - (b) Adults may set up and take down equipment before and after the Performance.
 - (c) Any band member becoming ill or injured during a Performance may be assisted from the field by a staff member, emergency technician, parent, or CBA official without any penalty.
- 4.03 Adults must be clear of the Performance Field for the duration of the Performance. (Note: This includes backfield.) This includes those assisting in setting props or equipment. Refer to exceptions.
- 4.04 Penalty: A deduction of 0.1 from the band's total score will be assessed for each rule infraction, except as stated otherwise in section 4.

Section 5: Performance

- 5.01 Bands are scheduled on 15-minute intervals, with appropriate judges' breaks as may be scheduled by CBA.
- 5.02 Entrance to the Performance Field for all band members, including guard and battery, must be made from the back of the field or the end zones. Exception: Performers and equipment personnel presetting front ensemble equipment may enter from the front. Soloists may enter from the front. Injured or ill performers may enter from the front and stay within the front boundary extension during the performance. Alternates may not enter from the front unless they are helping preset front ensemble equipments.

Props must enter the Performance Field from the back of the field or the back half of the end zone. A "Prop" shall be defined as any item used primarily or solely for visual effect during the Performance. Examples of props used during recent seasons include, but are not limited to, backdrops, flats, stages, risers, tarps, banners, etc.

- 5.03 At 13 minutes 30 seconds or immediately following the conclusion of the preceding band's performance, whatever occurs first, the next band, color guard and/or those pre-setting props/equipment may be moved into the back half of the end zone (defined as from the middle of the goal post to the far sideline) up to the goal line, to pre-stage prior to being given permission to enter the field. This applies only to the end zone nearest the entrance where the band, color guard or props enter the field/stadium. Note- a band exiting the field has the right of way through the front half of the end zone (defined as from the middle of the goal post to the near sideline) until that band has cleared the field.
- 5.04 Any guard equipment used by guard members during the Performance may be carried off the field by guard personnel across the front boundary or out the end zone closest to the field exit.
- 5.05 Bands and props should exit towards the front half of the end zone (defined as from the middle of the goal post to the near/home sideline) nearest the field /stadium exit. **Bands and props may cross the front boundary once they have passed the 30 yard line closest to the exit.** Entrance and/or exit procedures for any contest may change according to stadium design. These changes will be agreed upon by the Marching Chair prior to the contest and communicated to participating directors by the contest host.

The backfield drum major podium may exit off the back provided the next band's entrance is not impeded. Bands may not troop the stands when exiting.

- 5.06 Bands in class 4A or 5A are required to perform a minimum of 7 minutes.
Bands in class 2A or 3A are required to perform a minimum of 6 minutes.
Bands in class 1A are required to perform a minimum of 5 minutes.

Total field time for a band is 15 minutes, which will include entrance, warm-up, performance, and exit. The beginning of the performance starts at the conclusion of the introductory announcement. The announcement starts 3:15 after a band has been given permission to enter the field. Total time will start when the Timing & Penalty judge gives the band permission to enter the field of competition. In the event that a band reports late, the total time will start at the band's assigned time. Total time ends when the last representative of the band exits the performance field. Performance time ends all performed sound has ceased.

- 5.07 Performers do not have to be entirely within the defined Performance Field at the start of the performance. However they may not cross the front boundary to enter the Performance Field. All music must be performed within the defined Performance Field. Once in the Performance Field, any performer that crosses a boundary line is out of bounds. Stepping on a boundary line does not constitute a violation but stepping across the line does.

Performers may exit the performance field without penalty as part of the designed conclusion of the show. They may not re-enter the performance field as a performer and may not perform outside of the defined performance field boundary. After the performance has concluded they may re-enter to assist in removing props, color guard equipment, etc.

Exceptions: Student conductors are exempt from boundary line restrictions. Drum

major (student conductor) podiums may be placed anywhere in or out of the Performance Field. If a performer or object is forced across a boundary by wind or other act beyond the control of the performer it is not a boundary line violation and no penalty will be assessed.

NOTE** - If a podium is partially or completely out of bounds it may not be contacted by any performer other than student conductors.

NOTE** - When student conductors pick up an instrument they become performers and are subject to performer boundary rules. Student conductors must retrieve instrument in the Performance Field, perform in the Performance Field, and leave the instrument in the Performance Field.

5.08 PENALTIES for Article I, Section 5 violations (at the discretion of the chief judge):

- Time requirements: 0.1 per 6 seconds or fraction thereof
- Delay of contest: **0.2 points per 6 seconds or fraction thereof but with a 1.0 minimum penalty**
- Boundary 0.1 point per infraction

5.09 CBA uses a standardized announcement sheet for all qualifying events and state championships. **A director may signal the Timing & Penalties judge to start the announcement when the band is ready otherwise the announcement will occur 3:15 after a band has been given permission to enter the field.** The announcement sheet can be downloaded from the CBA website.

5.10 Pre-recorded (or sequenced) and/or live music may be used for a “pre-show” within the 3:15” setup/warm-up time. Pre-recorded (or sequenced) music must cease by the completion of the Announcement.

Section 6: Electronics

All bands must submit the CBA Electronics Acknowledgement via the State Entry Form for approval. Submitted information will include all special effects (lighting, sound, narration, sampled human voices, etc.) that occurs during the show.

6.01 **All music from traditional wind, percussion, string 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. Other Music must either be performed “live and in real time” or prerecorded or sequenced for playback on a “one stroke, one note” basis (see definition 3.07). Tempo-Specific samples and **instrumental** musical loops are not permitted during the Performance.**

Use of Sampled Human Voices

- **Sounds of human voices (sung, chanted or spoken) may now be performed electronically with a single trigger or stroke.**

PENALTY: .5 per infraction or at the discretion of the chief judge, up to and including disqualification.

Narration or sound effects may be prerecorded and used without penalty. Any prerecorded sounds **or narration** used that are copyrighted must have permission obtained for their use, similar to copyright considerations for music. Evidence of such authority must be included on the CBA Electronics Acknowledgement portion of the State Entry form required for your participation. (See also Section 7 below.)

PENALTY: for copyright infringement – up to and including disqualification.

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, for example. If what you want to play electronically has elements of melody, harmony, or rhythm, it must be performed live. It 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.

- 6.02 For any performance which utilizes the playback of electronic sounds(s), this must be initiated by a student within the performance field.

PENALTY: .5 per infraction or at the discretion of the discretion of the Chief Judge, up to and including disqualification

- 6.03 All electronics equipment, other than mixing or sound boards, *microphones* and speakers, must be in the Performance Field. Mixing or sound boards, *microphones* and speakers may be placed outside of the Performance Field but may NOT be placed in the Spectator Area. Anyone may make adjustments to the sound board prior to the beginning of the Performance or during the Performance itself, however, all boundary rules for performers and adults remain in effect. *Soundboards may be controlled remotely by electronic devices for the purposes of adjusting volume levels only.*

- 6.04 One power cord with 120 volts of power will be provided to the 50 yard line near the front boundary. Use it at your own risk. If the power goes out prior to or during your performance time, your performance will continue on time. It is recommended that you provide your own power (generator/battery) if you rely upon electronics to enhance your performance. Bands must bring their own extension cords and power strips. Only one connection will be provided. **Generators will be allowed but must be placed in a container so that no fuel, fluids (oil, etc.) will leak beyond the container onto the stadium surface. The container must be of such size to be able to hold all generator fluids. NO gasoline/fuel containers will be allowed inside a stadium. All batteries other than dry-cell batteries must be in a container so no fluids, corrosion, etc. could contact the stadium surface.**

- 6.05 Wireless microphones and audio and/or lighting control devices may interfere with performances in the stadium and, therefore, may not be used in warm-up areas. Wireless microphones may be tested after the band has entered the field.

- 6.06 The use of drones or any other remote controlled airborne/mechanical device is not allowed.

Section 7: Copyright Requirements for Music, Visual Images, Props, or Equipment, Etc.

The Colorado Bandmasters Association requires all enrolled bands to comply with copyright laws in regards to 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.**

- 7.01 The Law: Copyright is a federal system that creates a set of rights and protections for original works of authorship or creation.

The protection extends to literary works, musical works, dramatic works, compilations, computer programs, choreographic works, graphic works, sculptural works, audio-visual works – in short, any creative work that is fixed in a manner that can be perceived by human eyes or ears, or through machines. Protected are (1) the right to reproduce the work, (2) the right to perform the work publicly, (3) the right to display the work publicly, (4) the right to create new works based on or derived from the work and (5) the right to initially distribute the work.

- 7.02 Practical Application at Colorado Bandmasters Association Events. No band will be permitted to perform if it is not in compliance with the copyright laws of the United States or if the band's CBA Copyright Report is not submitted, incomplete or not approved by the Chairman. As such, each participant shall take such steps necessary to obtain and provide the Colorado Bandmasters Association with evidence that it has purchased or otherwise obtained permission/license to use and arrange music performed by it, as well as any visual and/or audio images presented.

- 7.03 All bands must submit the CBA Copyright report form and all related documentation for all music in the show. The Colorado Bandmasters Association recommends that directors begin the process of obtaining permission at least six (6) months in advance and before beginning any custom arrangements. **Unless a band is performing original music, published music as purchased and scored, or music in the public domain, it must obtain permission to arrange or adapt the music being performed.**

Special Note: Permission to Arrange is granted to specific arrangers, for specific performances, by specific bands, within a given year. If a band has gained permission to arrange in the past it does not necessarily guarantee that permission will automatically be granted again. Use of visual images in the form of artwork, props, signage, and other media also require permission/license in advance of Performance. Similarly, the use of printed, broadcast of spoken word and sounds require permission and license. Participating bands are required to provide Colorado Bandmasters Association with evidence of the grant of such permission. Bands should contact publishers and copyright holders directly concerning these matters. We also encourage you to contact the Colorado Bandmasters Association when you have questions or are otherwise be in doubt.

- 7.04 Penalty: For Copyright Infringement – Disqualification. Participants who fail to comply with or knowingly violate copyright law may be penalized up to and including disqualification.

Special Note: Civil and criminal penalties may be imposed upon violators for copyright infringement. Civil remedies include an award of monetary damages, substantial statutory damages, which in cases of willfulness, may total up to \$100,000 per work infringed, or actual damages (including the infringer's profits). An award of attorney's fees, injunctive relief against future infringement and the impounding and destruction of infringing copies and infringing materials may also be required.

Section 8: Equipment & Restrictions

- 8.01 Dropped equipment of any kind will not be penalized. It may be retrieved by a band member, a Colorado Bandmasters Association official, or a judge without penalty.
- 8.02 Off-road mechanized vehicles (defined as golf carts, garden tractors, ATV All-Terrain Vehicles, etc.) will be allowed to pull equipment trailers to the stadium gate/tunnel for set up and take down unless prohibited by an individual site. Pick-up trucks or smaller vehicles are not permitted.
- 8.03 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 in the field after the conclusion of the band's performance or disrupt the schedules flow of the contest
 - Any item that interferes with the performance, the judging or viewing of the performance
 - Lights-out routines
 - Animals
 - Hazardous equipment or illegal use of equipment
 - Powder, liquid or any material that may damage or affect the Performance Field, track or any part of the stadium
 - Props that leave excessive residue (paper wrappings, glitter, fire extinguisher residue)
 - Balloons released and allowed to float aloft by performers, parents, or staff
 - Air horns, noisemakers, etc.
 - Any powder or air-borne materials that may linger in the air
 - Any substance which permanently marks the Performance Field
 - **PENALTY: At the discretion of the chief judge, up to disqualification**

Because Colorado Bandmasters Association is a guest at our host stadiums, any concerns expressed by the stadium management will be addressed and must be acted upon by the band in question.

8.04 Bands are financially responsible for damage to any part of the stadium, parking areas, warm-up areas or any of the facilities used by the Colorado Bandmasters Association to host the event.

8.05 Props and Equipment: All props and equipment must be designed and be of a quantity so as they may be brought into the Performance Field from the band entrance gate. In order to minimize distraction from the preceding band's Performance, props and equipment may not be preset anywhere in the Performance Field prior to the beginning of the band's warm-up and set-up time. Following the end of the band's Performance, all props and equipment must be in continuous movement until entirely removed from the stadium.

All wooden props must be protected with a heavy duty sustainable plastic product (PVC, Melamine, etc.) where said prop comes in contact with the field surface. Steel props with smooth edges are acceptable without the need for additional protection. All props must be maintained so they do not damage the field surface. Props that are moved or dragged should be lightweight in nature and not create marks or damage to the field surface.

Props must not leave holes in the Performance Field surface, i.e. legs from risers. Sand bags must be in a secondary container (bucket, double bagged, etc.) that will prevent sand from leaking.

Props/signs/banners/etc. may be placed on/attached to or used on a drum major podium even if the podium is placed outside the performance field. All other props must be within the performance field.

8.06 While the physical parameters of stadiums remain the same generally, some variation of stadium floors, access and egress exist. Colorado Bandmasters Association (through the contest director and/or the chief judge) will invoke procedures and methods of contest operation specifically intended to ensure the safe, fair, smooth and consistent operation of shows. Such procedures will be developed as needed, and the contest director or chief judge shall at all times have the full or final discretion and authority to modify these procedures as he/she shall determine to be in the best interests of the show and its participants.

8.07 All instruments and equipment wheeled into the stadium from the entrance gate forward must have pneumatic-like tires. Drum Major podiums with functioning wheels that are manufactured by Jarvis or are similar to Jarvis podiums are exempt. Non-conforming equipment may be penalized (per piece of equipment) and/or may be prohibited from entering the performance field. Any instrument or equipment may be carried onto and off of the performance field, given the condition that they are not moved (wheeled) once placed on the field. **Wheels must be able to support the weight of the instrument/prop without creating damage to the field surface.**

8.08 Staging (props, backdrops, screens, or similar objects) built and/or used by bands at CBA sanctioned events shall be limited to a maximum total height of twelve (12) feet, including wheels, platforms, safety railings, other equipment, or other props placed upon the staging. Soft props used for staging, which use air to create an effect, (i.e. streamers, fabric, inflatables, or similar material) are permitted up to a height of twenty-five feet. Materials such as wood, metal, plastic, PVC pipe, aluminum or other rigid properties which might be used as a support or ribbing are not permitted above the twelve feet limit. No participant may be, or be placed on, any portion of any prop where the participant's feet are more than six (6) feet above the playing surface of the stadium, unless appropriate safety railing and/or other safety equipment are in place and use. Exception: Drum Major podiums may exceed twelve (12) feet and Drum Majors may stand more than six (6) feet above the playing surface if he/she is using a podium and provided such podium has appropriate safety railings.

Band/prop entrance gate dimensions into stadiums varies from site to site. Directors should contact site hosts for dimensions as needed.

CBA strongly recommends that Bands and their Directors/Staff use the utmost caution and forethought in planning and use of props and equipment that might place participants (and others) in potential danger during assembly or use. The CBA Marching Chairman or Chief Judge has the authority to prohibit the use of any prop or equipment that he/she believes presents an unreasonable or unacceptable risk of injury or harm to participants or others or potential danger to a venue or its property.

PENALTY – At the discretion of the Chief Judge, a penalty shall be assessed based on the height, number, and/or type of equipment and the possibility of a safety or property damage issue arising from the use of such equipment. Such penalty may include prohibition of the use of over-height/unsafe prop(s) or disqualification.

- 8.09 Prop assembly must be done within the directed flow during the Band's allotted time for arrival, unload and warm-up. A band may bring props into the stadium after the previous band has entered the field for their performance. These props must fit in the end zone curve of the stadium without blocking the entrance/exit area or blocking the exit of the previous band. Prop disassembly must not be disruptive or hindering to the next Performance or the Performance Area exit of the next Band. All props must be clear of the stadium prior to the start of the next band's performance.

PENALTY- 2.0 and up to disqualification for delay of the contest at the discretion of the Chief Judge.

Section 9: General Conduct and Conditions

- 9.01 Competing band directors/staff members may contact the chief judge or the contest director at any time with questions or concerns not related to judges scores or commentary. Directors/staff may not contact a judge beginning twelve (12) hours prior to the start of the event through the completion of Finals with the exception of communication with the Timing and Penalties judge concerning setup and related problems. No directors or representatives of competing bands may be in the press box or Adjudication areas during a competition event.

Any comment(s) regarding scoring or judges commentary are to be directed to the Chief Judge upon completion of the CBA event.

PENALTY: At discretion of the chief judge up to disqualification

- 9.02 The CBA Chairman or Chief Judge may issue warnings and/or penalties for actions and/or behaviors contrary to the Colorado Bandmasters Association's mission and core values, and/or that violate the principles of fair play and professional and collegial behavior representative of the Colorado Bandmasters Association and its mission. Such actions and behaviors include, but are not limited to: • Warm-up on-site by a Band (or any component of a Band) in areas and/or at times other than those designated. • Failure to follow directives from the CBA Chairman/Chief Judge/Contest Host or other event staff related to conduct in any area, including parking lots, warm-up areas, etc. • Overstays in Warm-up areas that intrude into the time and space of other participants. • Failure to abide by guidelines involving Student performance, and use of electronics and equipment. • Behaviors that compromise the safety of participants and others and/or that may violate known stadium policies. • Verbal remarks and behaviors (at the venue, whether in or outside the Performance Area, by Students, staff and/or other badge/pass holders) that are generally disrespectful and contrary to the mission or core values of the Colorado Bandmasters Association and/or general human conduct and dialogue. • Any delay of contest, improper conduct, or infraction for which no specific rule or penalty is given.

- 9.03 Any Regional qualifying event that is postponed will be rescheduled as conditions improve if possible. If rescheduling is not possible, a band will be seeded for State Championships based upon previous scores, placements or judgement by the CBA Marching Chair and CBA Chief Judge. CBA will not be liable for any traveling costs associated with any delays or cancellations of contests. NOTE: In the event of a cancellation of state championships, all qualifying bands will forfeit their entry fees. The entry fee money will pay for all of the expenditures associated with the contest.

- 9.04 Participating bands will not be allowed to practice on the Performance Field on the day of the event. Exceptions can be made by petitioning the Chairman of Marching Affairs, for example in the case that the Performance Field is the home practice field of a participating band.

- 9.05 Unauthorized duplication and usage of Colorado Bandmasters Association issued Director/Staff passes by a director, staff member, or parent of a participating band may result in penalties to the band, loss of privileges, and/or revocation of credentials. Director/Staff passes are to be used by those persons named in a submitted Staff List. Deliberate misuse of Staff passes will result in revocation of all Staff passes for the following year.
- 9.06 All awards ceremonies will be limited to drum majors only. No other command personnel including Guard Captains, Percussion Captains, etc., may attend.
- 9.07 Access to the field for a band's performance will be restricted to Directors/Staff with designated CBA passes and to parents assisting with props/front ensemble equipment with designated Field Pass wristbands. Each band will receive 30 Field Pass wristbands upon check in at each contest. Additional wristbands will not be available. These wristbands allow access only to the Performance Field. **Field Pass wristbands do not provide access to the stands or stadium.** Sanctioned contests with a prelims/finals format will issue wristbands that are specific to prelims and another set specific to finals (i.e. different colors). Field pass wristbands for finals will be available to directors in their finals packet following the announcement of Prelims Awards. Abuse of this policy will be reported to the Chief Judge of that contest and to the Chairman. Penalties may be assessed at the discretion of the Chief Judge.
- 9.08 Bands who are more than one week late in submitting all necessary documentation (Entry Form, Copyright Report, Staff Forms, etc.) will forfeit their block draw for Regionals and State Championships. The band will be scheduled to perform first in their class. Directors may request additional time to submit documents in special circumstances.