



Regional Site Host Application Packet

Please Read Carefully and Return All Completed Materials to:

Rick Shaw
Chairman of Marching Affairs
18675 US HWY 19 N, #401
Clearwater, Florida
33764

Colorado Bandmasters Association
719-248-0390
cbamarchingaffairs@gmail.com



Dear Director/Band Booster President, and Site Administration,

The following pages contain the required application material for hosting a CBA regional qualifying contest. Please fill out the application, initial where indicated and mail the form back to me (Postmarked by Dec. 9, 2022). I also suggest that you consider the items listed below as a minimum requirement. You are encouraged to include more materials to help your facilities, support organization, and administrative support stand out above others.

Minimum Requirements:

- Experiences that your school, boosters and director have had in coordinating contests/band events
- Site map of stadium and immediate surrounding area. Include aerial views with notations
- Beneficial Elements and Potential Limitations of the stadium
- Site map identifying the flow chart for bands from arrival to performance conclusion
- Plans and maps for providing warm-up areas for battery, color guard, pit percussion, body and music. Provide as much detail regarding these areas as possible (paved, grass, dirt surface, available lighting), how many groups can use the designated area at one time, etc.
- Letter from the stadium Manager on availability of stadium. **availability of stadium on a specific date for regional week and the earliest time the event can start on a school day**
- Letter of support from the Director of Facilities, school district administrators, etc.
- School bell schedule and any potential adaptations to accommodate a Regional contest
- Parking details (buses, equipment vehicles and spectator parking)
- Pictures of stadium, warm-up areas, etc. including overhead satellite imagery to support items listed above



The host director and band booster representative will be required to attend a contest host meeting in August 2023. Date is to be determined but projected for the second or third Saturday in August.

Regional's are awarded to a CBA director, not to a school, band program or booster program. The director is the host for the event and ultimately responsible for all aspects of organizing the event.



Colorado Bandmasters Association

Regional Qualifying Site Application 2023

Host School Name _____
Host School Directors Name _____
e-mail _____
School Phone Number _____
Home Number _____
Cell Phone Number _____

The following pages contain information and requirements in order to host CBA qualifying regional. There are questions that ask for a written response, other sections require the applicant's initials to acknowledge that the applicant has read the information and will adhere to those minimum requirements.

Please mail the completed application by Dec. 9, 2022 to the address listed on cover letter.

REQUIREMENTS

1. Qualifying event you are applying for: _____
2. Judges _____ (Please initial)

You will be required to pay for the following judges:

- Chief Judge
- Music Judges (x4)
- Visual Judges (x3)
- Percussion
- Color Guard
- Timing and Penalties
- Announcer (if using an announcer of your choice, the individual MUST be CBA trained)
- Tabulator (Host may use a volunteer)



Requirements (Cont.)

- The fee per judge is preset by the marching committee and the Payment Schedule is available on the CBA Marching Website.
- Mileage will be paid by the host school to any judge that drives more than 100 miles round trip.
- Must provide an adequate meal for the judges. Please do not use stadium concessions for this meal.
- Stadium concession food/drink can be used for snacks for the judges at the expense of the host school. Hospitality table in the press box and staged snacks and beverages at field level.
- The tabulator can be hired by the host school but must use Competition Suite the CBA approved tabulation system and recap sheet. There will be no exceptions to this. The host school may ask the chief judge to hire the tabulator. Any tabulator provided by the host MUST have strong technology skills, provide their own computer, own printer, and attend a mandated CBA training session.
- The host school must provide an onsite fast, high quality printer and paper supply.
- The host school must provide high speed Wi-Fi internet access in press box and field level. Hot spot required if a stadium unsecured guest connection is the only option.
- Host school will reimburse CBA at a minimum rate of \$7.00 per performance for use of Competition Suite. Actual amount will be announced in 2023. CBA will **invoice the host school** for Competition Suite following the conclusion of the show.
- The host school must provide backup judge tools (9 clipboards, mechanical pencils, quick snacks, etc)
- The host school should, whenever possible, provide close in parking for judges
- The host school will provide yard line markers for the front sideline of the performance field
- The host school will obtain the CBA announcement form from each band and assemble an announcer book including the announcement for each band and other appropriate site announcements



Requirements (Cont.)

-The host school, upon receiving an approved schedule from the Chairman of Marching Affairs, will prepare judge materials to include show schedule, a listing of musical selection for each school, hotspot information, any site based information.

- Labeled 8 ½ x 11 envelope for each band for program copy and video card. Smaller envelopes may be used if only the video SD card is being presented.

-Provide each judge a show schedule which include program description for each performance (above).

3. Internet access_____ (Please initial)

- The host school must provide or ensure that the tabulator has high speed internet access in the press box (if this is a WiFi connection it should not be shared with anyone else). The host school must also provide secure, high speed WiFi connections in the press box and at field level for all the judges.

4. Personnel_____ (Please initial)

Each stadium and school will have different requirements of people needed to run a quality contest. Following are the **minimum** number established by CBA:

-1 professional video photographer for a high quality HD video recording of each band. Communication to the video company regarding schedules and list of bands is the responsibility of the host school. The cost of the video service is the responsibility of the host band.

-5(minimum) people to direct bus and truck parking

- Police or appropriate law enforcement presence during the event

- Ambulance or Certified EMT on site.

- 1 or 2 adults who will serve as the T&P assistant. **They will be required to attend training at the Jeffco Marching Festival in September**

- 1 adult to supervise pit percussion inside the stadium

-Adequate adult staffing at all entrance gates and ticket booths



Requirements (Cont.)

- 1 adult judge runners/ press box monitors
- A site coordinator to be on call at all times. This can be the host band director or a booster president/manager
- 10 Adults to assist with public parking including directing traffic at the conclusion of the event
- Adults at unit check-in
- Adult monitors at all warm-up sites (6 minimum)
- Provide a quality announcer and a digital atomic clock
- Provide 5 quality 2-way radios with two dedicated channels. Radios are for the Timing and penalties judge, the backfield T&P assistant, the announcer, chief judge and field level judge tent (added in 2022).
- Radio communication abilities should be provided to parents working the contest in order to communicate immediate information to bands, band directors and arriving groups.
- Adequate adults to staff concessions, t-shirt, event patch sales starting at least 30 minutes prior to the first performance

5. Ticket Prices and Band Entry Fees_____ (Please initial)

- Ticket prices are set by CBA and will be communicated to you by the Chairman of Marching Affairs
- PLEASE MAKE NOTE THAT CBA REQUIRES THAT THE HOST SCHOOL REBATE TICKET SALES TO THE CBA MARCHING BAND ACCOUNT. THIS REBATE IS ON TOTAL TICKET SALES ONLY AND NOT THE TOTAL ACCOUNTING. THE REBATE WILL BE 10% OF GROSS TICKET SALES UP TO \$10,000 AND 15% OF GROSS SALES ABOVE \$10,000. PAYMENT WILL BE MADE NO LATER THAN DEC. 1ST FOLLOWING RECEIVING A CBA INVOICE THE FIRST WEEK OF NOVEMBER.**
- The entry fee per band will be set for all qualifying sites by the CBA marching committee.



Requirements (Cont.)

6. Correspondence_____ (Please initial)

-All correspondence with the participating bands will be the responsibility of the host school including:

-Sending out applications, which should include a performance application, link to CBA membership application, announcers form, and all applicable information sheets. **No Later Than September 1**

-Collecting the entry fees

-Final information packet sent to all directors no later than two weeks before the contest and must include:

-Performance schedule with a detailed time schedule

-Site maps with warm up areas, performance flow chart, equipment drop-off areas, etc.

-Stadium information (Concession prices, cost for the public, public parking guidelines etc.)

7. Trophies_____ (Please initial)

The host school is responsible for providing the appropriate number of trophies that will include the following:

-1st, 2nd and 3rd place awards in each class unless there are fewer than 3 bands in that class.

-The remaining placements should receive placement trophies/plaques equivalent to 50% of participating bands. (Example: if there are 10 bands in the class announce only 5 placements)

8. Equipment_____ (Please initial)

- The host is responsible for providing a backup generator on the track, a 10-12 gauge extension cord that provides power to the sideline.

- A minimum of a 10' x 10' canopy with three sides, four chairs, two tables, power supply, power strip, hot spot, supply of drinks and snacks, plus a portable heater if cold weather is a concern.



Requirements (Cont.)

9. Responsibility of CBA _____ (Please initial)

- CBA will provide access to the Competition Suite website for the tabulator
- CBA will hire all judges and will be responsible for correspondence with those judges concerning time schedules and site assignments. Host is responsible for payment.
- CBA will also provide a chief judge to ensure compliance with all CBA rules/guidelines and to provide onsite assistance. The fee for the chief judge will be the responsibility of the host school.
- CBA with assistance from the host director will monitor the membership status of all participating directors.
- CBA will monitor compliance of the copyright release forms for all bands. The host will furnish the CBA Marching Chair with a list of participating bands at least three weeks prior to the event.

10. Responsibility of host school _____ (Please initial)

- All contracts that are associated with the running of a qualifying site such as stadium, security, paramedics, concessions, etc. are the direct responsibility of the host school. At no time does CBA assume any liability for unpaid contracts associated with the running of a qualifying site.
- Everything related to items numbered 2-3 as listed above
- All liability insurance's associated with using a stadium and listing CBA as additional insured is the responsibility of the host.
- The host school must follow all of the rules and regulations established by the CBA Marching Committee and the CBA Executive Board **including the contents of this application and applicable materials/rulings in the CBA Marching Handbook and Rulebook.**



Requirements (Cont.)

11. CBA Membership _____ (Please initial)

-It is the responsibility of the Office of Marching Affairs to enforce the requirement of any participating band director to be an active member of CBA. The host school has a responsibility to provide the link to the membership form in the initial mailing in the fall. All membership forms and fees are to be sent to the executive secretary of CBA.

12. Condition of Winning Bid _____ (Please Initial)

- Upon awarding a qualifying bid to a band director, the host school is guaranteed a four year award **unless**:
- The band director position at that school changes
- Program cannot maintain enough parent and or administrative support to adequately host the event.
- After a 1st year review the school is found to have not adhered to CBA guidelines and/or had serious violations of the procedures set by the marching committee.
- The conditions that were set forth in the initial application have changed, such as the availability of the stadium.

13. Application _____ (Please initial)

-The bid for hosting a CBA qualifying site will be awarded to a school band director. The bid is not awarded to a booster club. All correspondences will be made through the band director with the understanding that there will be some need to communicate with workers and coordinators that may or may not be members of a booster club.

-An application from an individual or organization not representing a high school band or supported by the host school band director will not be accepted.

Signature of Director

Date

Signature of Band Booster President

Date

Signature of High School Principal

Date



Stadium Information

Name of Stadium _____

Address of Stadium _____

School District _____

What is the earliest starting time on a school day for a regional at your stadium? _____

Seating capacity on home side _____

Seating capacity on back side _____

Playing surface (Artificial or grass) _____

Is the stadium adjacent to a school? _____

How many parking spaces are available for the band equipment trucks/buses? _____

How many parking spaces are available for the general public? _____

Is there a separate parking area for the trucks/buses? _____

Is there a track around the football field? _____

How many feet separate the track and the audience? _____

How many feet separate the track and the sideline of the football field? _____

What is the width of the band entrance gate? _____ Exit gate? _____

Height of the press box from field level _____

Number of judging stations inside the press box _____

Number of open window options in press box _____

Number of judging stations outside the press box (this is not including the field level judges) _____ Press box roof or stadium? _____



Is there room in the press box for all of the judges, announcer, videographer and the tabulator? _____

Is there secure non-public internet access in the press box? _____ Wireless? _____

Is there power at the 50 yard line? _____ If not, what is the location of the closest power outlet? _____ What is the amperage rating? _____

How many body warm-up areas? _____

How many percussion warm-up areas? _____

Is there an option for separate and dedicated pit warm-up areas? _____

How many band warm-up areas? _____

Is there a need for additional lighting at various warm up locations? _____ If yes, specify and agree to provide light plants at site expense. _____

Please provide a flow map for bands entering and exiting the stadium as well as entrance and exit for pit percussion equipment/personnel.

Please provide a map that shows the stadium, bus/equipment truck parking, spectator parking, all necessary warm-up areas and traffic flow.

Submit completed packet to:

Rick Shaw
CBA, Marching Chairman
18675 US HWY 19 N, #401
Clearwater, Florida 33764

DEADLINE – December 9, 2022



CBA Regional Host Bid Schedule

2020 - Bid process delayed one year due to cancelled season
- Rotation changed from 2yr to 4 yr cycle.
- 2A-4A Metro and 5A Metro cycle based as if there was a bid in 2020

2021 – Awarded to Littleton HS and Legend HS thru 2024

2022 - Northern and Southern (Seasons 2023-2026)

2023 - Western (Seasons 2024-2027)

2024 – 2A-4A Metro and 5A Metro (Seasons 2025-2028)

2025 – Bye Year

2026 - Northern and Southern (Seasons 2027-2030)

2027 - Western (Seasons 2028-2031)

2028 - 2A-4A Metro and 5A Metro (Seasons 2029-2032)

2029 - Bye Year

2030 - Northern and Southern (Seasons 2031-2034)