



A

**Guide to Organizing
Piping & Drumming
Competitions
For
Games Organizers**

Section One - Introduction

A Guide To Organizing Piping & Drumming Competitions

Dear Piping & Drumming Director:

This handbook has been compiled by many experienced directors of piping and drumming competitions and by officials of the Eastern United States Pipe Band Association (EUSPBA). The handbook is intended to serve as a guideline containing suggestions, not rules. Through trial and error, the members of this committee have developed methods of organizing and running competitions. We offer them here to help you avoid some mistakes and take advantage of our experience. If you have any comments in regards to any of this information, please feel to contact us.

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Section Two – Sanctioning With The EUSPBA

Sanctioning with the EUSPBA is acknowledging that your games will follow the rules and procedures of the EUSPBA so that competitors have a consistent forum for competition. The benefits of sanctioning are a greater draw of competitors and assistance from the EUSPBA. You may request that your games become a Patron Member of EUSPBA. You will receive a membership in EUSPBA, membership labels, and up to 600 score sheets for the \$150 registration fee. The normal fee to sanction is \$50, you receive up to 125 score sheets and pay for labels at a cost of 10c per label.

Should no one from your games staff receive a sanctioning package from the EUSPBA within ninety days of your games, contact any EUSPBA official for the phone number of the Sanctioning Officer and request a sanctioning package. Be sure to read all the information enclosed in the package carefully, as it contains EUSPBA rules with which your competitions must comply as well as helpful suggestions. Requests for sanctioning should be received by the Sanctioning Officer no later than sixty days prior to your event. Allow yourself ample time to complete the request forms properly.

Section Three - Obtaining Judges

In order to be a sanctioned competition, you must use EUSPBA approved judges. Enclosed in your sanctioning package you will find a listing of EUSPBA panel judges. It is recommended that you contact judges as early as possible, as many judges' calendars fill up quickly. It is further recommended that a written contract or letter of agreement, be mailed for signature and return. This will ensure a clear understanding of the responsibilities of both the hired judge and the games committee. If you wish to hire a judge who is not listed on the EUSPBA panel, please follow the instructions for requesting approval to do so in the sanctioning package.

It is strongly recommended that judges be paid by the end of the games day. Judges should be compensated for food, lodging and transportation. Judges need to be made aware of whether they are expected to make their own lodging and travel arrangements, or whether this will be handled by the games committee. Please be sure to agree on mutual arrival/departure times before making travel arrangements for judges. Most of our judges work regular jobs Monday through Friday and some would prefer to take the least amount of vacation time possible from their jobs to travel to a games. Also, be sure to make arrangements for transportation of judges between the airport and the hotel, and between the hotel and the games location. Judges need to know in advance if you wish them to use a taxi or a hotel limo. Judges should be reimbursed for such expenses.

The number of judges you will need depends on the events you are running, and the number of competitors in each event. The judging cost for your games depends on the number of judges you are hiring, whether you are having them share accommodations, the distance and means by which they are traveling, and the amount you are reimbursing. The EUSPBA Sanctioning Officer can aid you in estimating the number of competitors to expect, the number of judges you will need to hire, and the approximate amount judging will cost your games.

Section Four - Composing An Entry Form

There are several pertinent items you need to list on your entry form. These include the date and location of the competition, the events you offer, entry fees, prize monies, the address to which entries should be mailed, the postmark deadline for acceptance of entries, statement that your competitions are sanctioned by the EUSPBA, and any rules of your games which are not already stated in the EUSPBA Rules and Regulations (e.g. competitors must compete in highland attire). Bear in mind that any sanctioned games rules cannot conflict with any EUSPBA rule.

NOTE: Be sure to inform your judges of any such rules of your games, which are not included in the EUSPBA Rules and Regulations.

If your event is sanctioned, any rules, which appear in the EUSPBA Rules and Regulations, need not be printed. (A EUSPBA rulebook will be included in your sanctioning material.) An area to be completed by the competitor should be included on your entry form. Be sure to include a space for competitors' EUSPBA membership number (or membership in another piping association recognized by the EUSPBA) on the entry blank, as membership is required for competition.

If you are unsure of how to layout your entry form, you may contact the Sanctioning Officer for copies of other games' entry forms to use as a guide.

Address labels of EUSPBA members are available to games for mailing of their entry forms from the EUSPBA Membership Coordinator at a nominal per label fee. Labels are free if you/your games are a Patron Member of EUSPBA. You may request labels for the entire membership or for specific geographical locations. The Sanctioning Officer can provide you with the address and phone number of the Membership Coordinator, or check the EUSPBA website at: www.euspba.org.

Section Five - Registration

The person to whom entries are mailed (registrar) should compose a master list of all entries. Each day as a handful of entries come in, the registrar should record the name, address, phone, EUSPBA number, event(s) entered, date received and fee enclosed. (See note 1). A master list helps avoid confusion and also serves as a mailing list for the next year. A confirmation of entry and admission ticket should be sent to each competitor. It is recommended that bands be given admission tickets for each competing member of the band.

Note 1: This is where a computer comes in handy. You can build a database with the entries and it will be so helpful in doing most of these chores. For further information on doing this or any item in this guide, contact Helen Harlow at oalone@euspba.org

The registrar should be given the tabulation sheets and score sheets received from the Sanctioning Officer on or before your entry deadline. The order form for score sheets contained in the sanctioning package will explain the quantity of each type of score sheet to order. If you are unsure, you may contact the Sanctioning Officer to discuss the proper quantity of score sheets to order for your games. The Sanctioning Officer can help you estimate the number of entries you will receive.

When all entries are in (after the deadline has passed), the registrar should take each group by event and list all competitors for each event on a tabulation sheet, beginning with the most recently received and ending with the first received. It is the policy of most games that the first entry received is the last to play and the last received is the first to play. A separate tabulation sheet is used for each event. The top portion of the tabulation sheet should be completed, as well as the top portion of the score sheets for each competitor. (See sample tabulation sheet and score sheet in Appendix II through IV) A judge's job is infinitely more difficult if he/she is handed a stack of blank score sheets and expected to fill in the name of the games, the date, the event, and the competitor's name.

Section Six - Obtaining Stewards And Points Recorders

One of the most difficult aspects of running a piping and drumming competition is getting volunteers. Contact local pipe bands and ask if any of their musicians not competing with the band, or any spouses, family or friends of band members can help out. Contact local piping and/or drumming instructors and ask if any of their students are interested in helping. Local non-competing pipe bands, St. Andrew's Societies, or clan organizations may also be sources of volunteers. Even scout troops, high school marching bands, or similar organizations may be willing to help.

It is preferable that each event has at least one steward familiar with piping and drumming. One or two of your stewards who have an aptitude for and an interest in math should be asked to be points recorders. It is very important to have a person that is reliable and dedicated to be the points recorder, as this is one of the most important functions. Do not assume that the EUSPBA monitor will perform this function, this is not included in their duties, the monitor's responsibility is to check the scoring only. The EUSPBA required method for tabulating points is explained in the sanctioning package. Should you need further assistance in understanding the tabulations, contact the EUSPBA sanctioning officer and ask to be directed to someone in your area who can explain it to you.

Section Seven - Holding A Stewards' Meeting

It is advisable to hold a training session for stewards prior to the games. If you cannot meet with the prospective stewards, have a written direction (see appendix V) mailed to them, or go over it with them by phone. Stewards should be given a map of the games grounds indicating the location of all events. A sheet listing each event should also be distributed to the judge(s) and the steward(s). Stewards should be told when to arrive at the games and where to report. Inform the stewards what they need to take to the event area and what they need to bring back when the event is finished (score sheets, water jug, sun umbrella, etc.). Advise stewards that they must bring the score sheets back to the recording area (P & D tent) immediately, on completion of the event, to be tabulated, showing them to no one on the way.

Stewards should be informed to sit or stand just outside the event area not at the table with the judge. If the steward is sitting at the judge's table, it makes it difficult for competitors to approach with inquiries.

Inform your stewards concerning your policy on order of play (strictness). Stewards need to know in what situations they should scratch a competitor and whether they will be backed by the P&D Director.

Judges should also be informed of your policy concerning strictness of order of play. Competitors will often approach the judge, not the steward, about order of play and scratch (disqualification) rules. Also, let your stewards know whether you expect them to run all over the grounds in search of competitors. (Most P&D Directors agree that the simplest way to run the events is to adhere strictly to the order of play and make the competitors responsible for appearing at the event area on time.) Explain to your stewards that there may be one or more apprentice judges at an event, and that their score sheets are not collected, as they do not affect the results. Explain the tabulation procedure to your points recorder. Be sure to train extra people in this process, in case someone cannot make it the day of the event.

Section Eight - Supplies Needed Games Day

There are some things you should bring with you that will make the judges' and your job easier, therefore making your events run more quickly and smoothly. These include:

- clipboards
- sun umbrellas/ tent/ flys
- water jugs and cups
- pens
- magic markers
- staplers
- paper clips
- folders (for organizing competitor's score sheets)
- calculators (or, an adding machine with tape) for the points recorder
- stop watches (for each band event area)
- a portable photocopier (if possible)
- extension cords
- master list of competitors
- event posters (prepared prior to games day)
- draw chips or slips (see section ten)
- competitors' numbers
- safety pins (to pin number to kilt)
- extra entry forms
- extra scoresheets
- small blocks of wood (great on a windy day)

Section Nine – The Big Day – Registration

It is recommended that on the day of the games each contestant check-in with the games registrar (at the P & D tent) in order to receive his/her competitor number (if not mailed). Use your master list sorted alphabetically for ease. This will provide a means for the stewards to check to see if someone has shown up or not, therefore allowing them the option to scratch without having to search for the competitors. This list should include the EUSPBA numbers showing at a glance which entrants are not members of the association, and therefore reducing the check in line, which helps the monitor. This also, gives you a tracking system to see how many people have shown up. A matrix of all the events should be produced for a master board to show where each event is and at what approximate time each competitor will compete. (Appendix VI)

Section Ten - Working With The EUSPBA Monitors

At all EUSPBA sanctioned games a Contest Committee exists. This committee is composed of two EUSPBA representatives (usually the monitors) and the Director of Piping and Drumming or other official representative for the games. The Contest Committee is responsible for conducting and recording the results, all draws for position and tune selection, and supervising and checking all contest results. This committee also deals with all complaints and protests relating to the contests that day. A detailed explanation of the Contest Committee's job and the proper procedures to be followed can be found in the EUSPBA Rules and Regulations.

Monitors are provided by the EUSPBA for sanctioned games. The EUSPBA branch geographically closest to your games location will appoint monitors for your games. The branch will notify the Sanctioning Officer of the monitors appointed for your games. The Sanctioning Officer will, in turn, notify you of the individuals who will serve as your monitors. Monitors should be mailed a parking pass and an admission ticket to the games. Monitors will also need a workspace in the vicinity of the piping and drumming registration area or the points tabulating area.

The function of the EUSPBA monitors at your games is to ensure that EUSPBA rules and regulations are followed. The monitors are there to help facilitate the flow of events and handle EUSPBA members' questions. The monitors should be given a copy of the list of competitors first thing in the morning, so that they can make sure each competitor is a member of the EUSPBA or another recognized piping association. Any competitor found not to be a member will not be permitted to compete (with the exception of grade 5 practice chanter, practice pad and novice tenor) until he/she completes a membership form and pays the membership fee.

Monitors will be present at the draw to be sure that it is conducted properly. Monitors will then be checking all points recording and signing the bottom of the tabulation sheet for each event to verify that it has been checked. Monitors are often willing to help with other aspects of running the piping & drumming events, as long as such tasks do not conflict with timely performance of monitoring duties.

Should any competitor request to file a protest during the course of your event, they should be directed to the EUSPBA monitors, who will meet with the Director of Piping and Drumming to form the Contest Committee and handle the situation.

Section Eleven - Holding The Draw For Order Of Play

Prior to games day, chips or slips of paper should be prepared for the draw. White poker chips work quite well. For each band grade, one set of chips or slips numbered one through the number of bands in the event should be prepared. Another set of chips or slips with the name of each band in the event on a chip or slip should be prepared. (If using poker chips, the names can be written on round stickers and the stickers pressed onto the chips.) Each set of chips or slips should be kept separate. This is simply done by placing each set in an envelope. Write the contents on the envelope (e.g.: draw - grade 3 - bands; draw - grade 3 - order of play). For grade one and for grade two (medley) contests, two chips or slips, one marked "one" and one marked "two" should be prepared. (These are used at the competition area as the band enters the field to determine which selection the band will play.)

Also prior to games day, a poster for each grade of band competition should be prepared (Appendix I). "Name of band" is left blank on the poster; as the draw is performed, someone should fill in the names of the bands. Allow ten minutes for each band and fifteen minutes between grades for judges to complete their score sheets. Then set "on deck" times for each band ten minutes prior to each on field time.

First thing in the morning, post the time and location of the draw in the vicinity of the registration area. This should also have been included in your confirmation letter to the bands. Present at the draw should be the P&D Director, the parade marshal (the drum major organizing massed bands), the EUSPBA monitor(s), representatives from entered bands, and a couple of stewards for the band events. Please note that bands are not required to have a representative present at the draw; bands cannot be scratched from competition for failure to appear at the draw. Draw must be performed for all entered bands, regardless of their attendance at the draw. If a band has informed you that they will be withdrawing from competition only then should they be excluded from the draw.

Have the parade marshal explain to the bands how the massed bands will be run. The bands must be told when and where to assemble for massed bands. Then the P&D Director will begin the draw for order of play. Have two hats or containers, the two envelopes for an event (e.g.: draw - grade 5 - bands; AND draw - grade 5 - order of play). Empty one envelope into each hat/container. Draw one chip or slip from each container announce the result (e.g.: "Band A is on fifth."). Have a steward fill in the name "Band A" in the fifth slot on the poster for that grade. Continue until the hats are empty; repeat the process for each grade. (NOTE: once the order of play has been established, band times CANNOT be moved up to fill in the gap caused by a scratched band. According the EUSPBA rules and regulations, the scratched band's time slot MUST be left open.)

The draw for tune selection will be based on EUSPBA's odd/even date rule and is determined as follows:

Even Dates: Grade 1 MSR; Grade 2 Medley; Grade 3 MSR; Grade 4 Medley.

Odd Dates: Grade 1 Medley; Grade 2 MSR; Grade 3 Medley; Grade 4 QMM.

Grade 5 is always a QMM

At some time during the draw, everyone present must be asked to synchronize watches with the P&D Director's watch. This will establish the official time for band events. (If an official games clock is used see section thirteen), the P&D Director must synchronize his/her watch to that clock prior to the draw).

When the draw is complete, the posters for each grade should be displayed in the vicinity of the registration area. (It is recommended that, at the draw, bands be informed that it is their responsibility to be present at their assigned "on field" time; that stewards will NOT run all over the games field in search of bands. The only place that stewards will look for bands is in the assigned "on deck" area. [However, if a band does not report to the "on deck" area, but appears at the "on field" area on time, they cannot be scratched. Reporting to the "on deck" area ten minutes before a band's "on field" time is a recommendation, not a requirement.] You will find that most bands are agreeable; they prefer the event to be run in such a manner because they can be sure of the exact time at which they must be ready.)

If you are running grade one (or grade two medley) band competition, you must have a hat with two draw chips, one marked "one" and one marked "two", at the entrance to the competition area. As the band steps up to the line to compete, the steward should hold out the hat to the pipe major, to draw one chip and show it to the steward. This determines which set, or medley, the band will play. (This is referred to as a "shotgun draw".)

Section Twelve - Organizing Massed Bands

Prior to games day, the P&D Director should discuss with the Parade Marshal the massed bands ceremony. How many tunes the bands will play, which direction they will march, and how they will enter the field should be agreed upon. It is recommended that you do not ask the massed bands to perform tunes, which are not listed on the EUSPBA massed bands tune list. Many of the bands may not know the tunes you desire, making the performance less enjoyable. The Parade Marshal can inform you of the tunes the bands know.

The bands should be informed at the draw when and where to assemble for massed bands. Be sure not to establish your assembly time for the bands too early. Leaving them waiting in the sun for long periods of time will make their instruments more difficult to tune for competition. Fifteen minutes is sufficient. The Parade Marshal must be made aware of what will be taking place while the bands are on the field, and what his/her cues for entering and exiting the field will be.

It is recommended that minimal speeches, prayers, anthems, announcements or songs be performed while the bands are standing on the field. Spectators much prefer to see the massed bands playing tunes and marching for ten minutes; rather than the massed bands playing for a minute or so entering the field, then sitting on their drums, bored, mingling, chatting, while speakers and clans and singers go on for eight minutes, then playing for a minute or so on the way off the field. This also pleases the bands, as their instruments are more likely to stay in tune if they are being played rather than baked in the sun.

A massed bands manual, which was prepared by Drum Major David Ricklis, can be found in Appendix VII. A portion of this manual is directed at games committees and contains valuable information to aid you in conducting a successful massed bands.

Section Thirteen - Preparing The Field

Several weeks prior to the games day, go to the games location. Decide where each event will be held. Each individual event area should be approximately 20 feet square. A distance of about 50 yards should be maintained between event areas, so that the sound from one competition area will not distract the competitor and judge in the adjacent area.

Band event areas should be approximately 75 feet in diameter. An "on deck" area for each band event area should be located about 50 yards from the event area. Bands in the "on deck" area will be tuning and warming up; placing this area too close to the event area will distract competing bands and judges. After deciding where your events will be located, prepare a map of the games location indicating all competition event areas. This can be distributed to your stewards at the stewards meeting and posted the morning of the games in the vicinity of the registration area.

Prior to the games (usually the day before), individual events should be roped off (if possible) according to the above guidelines and visibly marked by number or letter. Spectators often are not aware that a single piper playing in a corner is competing; spectators will often walk too close to the competitor, creating distraction. A table and two chairs should be placed in each competition area for the judge and the steward.

Band competition areas should also be roped off, or otherwise protected from the crowds. A table and four or five chairs should be placed in the corner of the competition area for the judges to sit while completing their score sheets. Band competition areas and "on deck" areas should be visibly marked. If available, a large clock displaying the official games time should be posted in the vicinity of the on deck area.

The EUSPBA recommends that you use some identifying marking to indicate the circle within which each band competes. Circles may be drawn with marking chalk, spray paint or sawdust. The center of the competition circle should be approximately 45 feet from the start line. The inner circle should be at least 25 feet in diameter. Judges must maintain a ten-foot distance from the competing band, you may draw an outer circle indicating this distance. Though it is difficult to know how big the space that the band will occupy, as the size of the bands vary.

Section Fourteen - Running Individual Events

A list of event area numbers or letters and the event that will be held in each area, as well as a map of the games location indicating all event areas, should be posted in the vicinity of the registration area early in the morning. An event poster listing all the competitor numbers for each competition area should be positioned near each station. Display a master board (appendix VI) with the order of play and start time of each event. (A simple way is to copy the tabulation sheet for each event and write the start time for the event at the top, then post.) Determine your starting times for each event, then allow five minutes per competitor for light music, ten minutes for MSR (if one event), and fifteen minutes per competitor for piobaireachd, bear in mind that you will likely have a handful of scratches in each event. "March" and "Strathspey/Reel" may be one or two separate events (depending on grade). It is recommended that Professional, Grades 1 & 2 be one event (MSR) grade 3 must be two events. If you have an exceptionally large entry for a particular event you will need to split the contest in two or in some cases three heats, it is required that in cases of entries over 20 that the event be split into two even heats.

Judges and stewards for individual events should be asked to be present at the games at least one half hour before the start of these events. Each individual event should have at least one steward. If you only assign one steward for each individual event, any extra stewards should relieve the event steward for a brief break. Stewards should report before the start of their event to the registration area to get the score sheets and give them to the judge. (An extra copy of the tabulation sheet for the event should be given to each steward and judge, to keep track of the order of play.)

The steward should have a magic marker to check the number, on the event poster, as each competitor's completes his/her performance. (This allows other competitors to glance at the poster to keep track of how many competitors are up before them.)

The steward should sit or stand just outside the event area, so that he/she is accessible for competitors' inquiries.

The steward must be informed by the P&D Director when to scratch a competitor (how long to wait for a competitor not present at his/her time) whether he/she is expected to run in search of competitors, and whether to allow playing out of sequence (and under what circumstances). If you have used a check in system at the beginning of the day, the steward may check the list to see if the competitor has checked in. These policies are at the discretion of the games; it is recommended that strict order of play be adhered to, with the exception of a competitor who is not present for one event because he/she is still competing in another event. As long as event areas and start times are posted, it is recommended that stewards not be expected to search the grounds for competitors. Competitors should be expected to check in with the steward at intervals and, when his/her turn is approaching, to inform the steward where he/she can be found in the vicinity of the event area.

When the event is completed and the judge is finished writing the score sheets, the steward should immediately take the score sheets back to the registration area (or to the points recording area, as instructed by the P&D Director) showing them to no one along the way.

Section Fifteen - Running Band Events

You will need two piping judges, one ensemble judge and one snare drumming judge per band competition area. You will also need at least two stewards in each band arena. One of the stewards should get the score sheets for each judge from the registration area, bring them to the band competition area, and give them to the judges. A copy of the order of play for each grade of band, should be given to each steward and judge.

A steward should remain at the entrance of the band competition area, to watch for the judges' cues that they are ready to hear the next band, and to let the band entering the field know when the judges are ready. The games monitor or the Parade Marshall should be available to time the band events. If a band is below or above the EUSPBA required timing for their grade, or below the EUSPBA minimum personnel requirements, the games committee will disqualify that band from the prize list. Disqualification is not a concern of the judges or the stewards. All bands should be judged and placed by the judges, regardless of potential disqualification.

The steward should let bands, who are warming up know, at regular intervals, how much time they have until their on field time. The steward should approach bands respectfully; the Pipe Major should not be interrupted during tuning. If the Pipe Major is going around the circle tuning pipers, the steward should wait until the PM is between pipers to approach him/her. The steward may also approach the bass drummer or the drum major of the band. If the entire band is playing, the steward should wait until the tune ends before approaching anyone in the band. If a band's on field time has arrived and the band is warming up in the on deck area, and the steward does not want to interrupt, he/she may catch the eye of the Pipe Major, then gesture by pointing to his/her watch and then to the competition field. The on deck steward should always bear in mind that bands, and especially Pipe Majors, are under tremendous pressure immediately before competition. The steward should never yell, provoke, or speak rudely, likewise, the Pipe Major should respect that the steward is just doing his job.

The on deck steward must remember that bands are not required to appear in the on deck area; they may prefer to remain elsewhere until their "on field" time. However, it is recommended that stewards not be expected to search the grounds for bands, and that bands be expected to appear on time at the competition area.

When a grade of band competition is concluded and the judges have completed their score sheets, the steward should take the score sheets immediately to the points recorders, showing them to no one along the way. As the band competition is usually in the afternoon and there is little time to tabulate scores before the awards are announced, it is critical that the score sheets be brought to the tabulators immediately.

Remember if a band scratches from competition, the bands competing after may not be moved up. According to EUSPBA rules and regulations, a scratched band's time slot must be left open.

The P&D Director must inform Stewards of any circumstances under which a band should be scratched. (The number of minutes late from their "on field" time that a band is given leeway, must be established; most competitions will scratch a band if they are more than three minutes late.) Stewards must know that if they scratch a band and the band argues, the steward will be backed up by the P&D Director.

Section Sixteen - Awards Ceremony

An awards ceremony should be held during last massed bands to award prizes to winners in piping and drumming events. How much time you need between the last competing band's performance and last massed bands depends upon the speed of your tabulators. With experienced tabulators, this lull can be kept to a minimal fifteen minutes. The maximum time should be thirty minutes; a longer break in the entertainment may cause many of your spectators to leave.

Speeches, songs or announcements not pertaining to piping and drumming should be kept to a minimum while the bands are on the field. The bands should march on, perform for about five minutes, receive their awards, and march off.

Results should be announced beginning with individual events and ending with band events. All results should be announced from lowest grade to highest grade, and places last to first, e.g.: fourth [optional], then third, then second, and then the winner.

To expedite the process of awarding prizes, you may ask all individual winners to stand next to the stage as soon as the massed bands are at a halt on the field. Individuals will be aware of their placing before the ceremony, since individual results are usually posted as tabulations are completed. Also you may ask only first place winners to come forward. The other place competitors can be instructed to obtain their medals or prize money at the registration area after the ceremony. Medals and or prize monies may be awarded, at the P & D tent as soon as the contest is tabulated.

First place bands should be permitted to march off the field at the close of the ceremony before the entire massed bands exits. The highest band grade first and the lowest grade last, followed by the remainder of the massed bands.

Section Seventeen - Wrap-Up

If, for some reason, the EUSPBA monitors have not taken the EUSPBA's copy of your games' paperwork with them (score sheets and tabulation sheets for each event), please mail it promptly to the EUSPBA Recording Secretary. The address of the current EUSPBA Recording Secretary can be obtained from the Sanctioning Officer or at the EUSPBA website.

Piping & Drumming Directors should feel free to comment on the conduct of any EUSPBA official, including judges. You may write in confidence to the EUSPBA Executive Secretary. The address of the current EUSPBA Executive Secretary can be obtained from the Sanctioning Officer. Your input is appreciated and your praise and/or concern will be handled appropriately.

Section Eighteen - Thank You's

A week or two after the event, thank you notes should be sent to the judges, stewards, points recorders, and anyone else who helped at the event or donated supplies, materials or time. A written thank you goes a long way toward obtaining help for the following year.

Appendix - I

Timetable For Organizing Piping and Drumming Competitions:

Ten months prior:	phone/email judges and obtain verbal commitment
Three months prior:	have entry form printed mail contracts or letters of agreement to judges apply for sanctioning with EUSPBA
Two months prior:	mail entry forms with entry deadline of at least three weeks prior to the date of games make travel and lodging arrangements for judges phone stewards and points recorders and obtain verbal commitment
One month prior:	mail confirmation letters and tickets to competitors prepare master list of competitors mail confirmation letters, tickets etc., to stewards, points recorder, judges and monitors map out event areas
Two weeks prior:	prepare tabulation and score sheets for each event if possible hold stewards' meeting meet/talk with Parade Marshal to organize massed bands prepare draw chips or slips, and event posters
Several days prior:	gather supplies needed for games day
One day prior:	prepare games field

Appendix – II

Sample Band Draw Poster:

Grade Five Band Competition

On Deck	On Field	Name of Band	Order of Play
2:00	2:10	_____	1st
2:10	2:20	_____	2nd
2:20	2:30	_____	3rd
2:30	2:40	_____	4th
2:40	2:50	_____	5th
2:50	3:00	_____	6th

Appendix III

The Eastern United States Pipe Band Association

Name of Games Anytown Games Date 4/28/11

Event No. 10

Piping [] Drumming []

Event March

Number Competitors Broke Down & Played 4

Judge Piping Judge

Number No Shows 2

No	Competitor Name	EUSPBA Number	Order of Play	No Show	Break Down	Played ✓	Place	AGL
22	Piper a	11234	1	X			3	
23	Piper b	11235	2			X	4	
24	Piper c	11236	3	X				
25	Piper d	11237	4			X	1	X
26	Piper e	11238	5		X			
27	Piper f	11239	6			X	2	
28	Piper g	11203	7			X		
29	Piper h	11204	8			X	5	
30	Piper i	11305	9			X		
31	Piper j	11230	10			X	6	
Note:	Judges must place 6 players							

Judge's Signature *Piping Judge*



Appendix IV
**The Eastern United States
 Pipe Band Association**

Band Tabulation

Games Name: _____

Band Grade: 4 **M/S/R** **Medley** **Quick March Selection**

Piping Judge A: _____ **Ensemble Judge:** _____

Piping Judge B: _____ **Drumming Judge:** _____

Number of Bands in Contest: 7

Enter placings. Total Points across. Lowest points wins. **Ensemble breaks ties**

Band Name	Piping A	Piping B	Ensemble	Drumming	Total	Placing
Band A	1	2	1	2	6	1
Band B	2	3	3	1	9	3
Band C	3	1	2	3	9	2
Band D	4	5	4	5	18	4
Band E	5	4	5	4	18	5
Band F	6	7	6	7	26	6
Band G	7	6	7	6	26	7

Tabulated by Points Recorder/Scorekeeper Checked by Monitor

Stewarding

by Arthur McAra

Everyone knows that Games committees employ stewards to make sure that competitions finish on time, that competitors are kept in line, and that judges are fed and watered! Well, no, that's not quite the desired attitude, but some stewards are instructed this way and succeed in making life miserable for everyone, including themselves. Keeping to the games schedule is important, but this is only one of many objectives that the steward has to keep in balance. This article will take a look at how stewards can make a competition fulfilling for everyone.

The steward's job is to ensure that competitions run smoothly for competitors, judges and organizers. Most stewards are unpaid volunteers, but they hold essential positions in which they exert a large influence over the competitors' enjoyment, the judges' satisfaction, the spectators' delight, and the organizers' relief.

HAVING A SYSTEM

Games organizers are advised to have two stewards for each event. It really does help things run smoothly and is well worth the extra recruiting effort. In addition, the Piping and Drumming Director, or his/her deputy, should be constantly patrolling the competition areas to see that events are running on schedule and to help with particular problem situations that stewards may encounter.

THE BEGINNING

The day starts at registration when the competitor checks in, finds out where the competition area is and goes to let the steward of each event know that (s)he has arrived. At this time, you should give a rough idea as to what time the participant might expect to play, and should ask where the competitor will be tuning. Always remind the player that it is their responsibility to be ready to play when their turn comes; it is not your job to hunt under every tree and behind every building to find them when it is their turn.

Appendix V

Don't sit at the table with the judge, looking as if you are assisting in the determination of the outcome. To do your job, you need to stand at a distance that allows you to speak to inquiring competitors without disturbing the ongoing competition, yet near enough to allow the judge to get your attention.

Ah, yes, we did mention problems. "What do you mean I have been scratched? When I last checked in here, there was a half hour wait for this event, and the judge for my other event was ready for me to play. How was I to know that five people in front of me would not show?" With the best organization in the world this can happen, so what to do? First thing is to check the facts. Strange as it may seem, pipers and drummers have been known to exaggerate. Was the competitor really next up in the other event? Did (s)he play in that one? Is there time to let this person play out of order? What does the judge think? (Remember that if you ask a judge, it is only for advice, not a ruling, on matters concerning schedule).

A decision has to be made and you must make it. Be sensitive to the fact that competitors have practiced long and hard for this opportunity and are under a lot of stress (regardless of grade or experience). While making allowances, look out for the occasional competitor who is an experienced "manipulator." And under no circumstances should you tolerate abuse.

Other problems may include someone practicing so close to a competition that it is interfering with the competitor and judge. Your job is to relocate the offender. If a loudspeaker blaring out information on the sheepdog events is located within three feet of your judges' good ear, get the Piping and Drumming Director to rectify the situation. A quality that games organizers find useful in stewards is common sense.

BANDS

Band contests are a little different in that there is a specified time to be on the field, and sometimes even an "on deck" time and place. Keeping to these arrangements should be no problem to the band that is serious about competing; they will probably have a runner checking with you regularly for updates on the schedule. Again, you have to be aware of the occasional P/M trying to take advantage of your good nature and, in the process, upsetting the timing for all the bands following. Gently (?) remind him that we would like to have the awards ceremony in daylight!

THE MAJORS

Strangely enough, running a major open or invitational solo competition can be the easiest of all. The competitors are experienced, ready to play and you are probably indoors (i.e., you've got the competitors confined!). Your main job is to keep track of who is in which tuning room and to ensure that everyone knows you are doing all you can to give him or her chance to perform at their best. Indeed, this is what a steward should be doing in all contests; thinking of all the contestants, the next up and those to follow.

PLANNING AHEAD

When competitors realize that you are working for their benefit, they cooperate, and we all have a great day. While they don't say it often enough, most competitors genuinely appreciate the efforts of a good steward.

Stewarding can be a great experience for competitors, new and old, to better understand what's involved in running a contest. It's also a great way for family and friends who are non-musicians to get involved in the games. If you're interested, take a look at the EUSPBA calendar (in the VOICE or on the website www.euspba.org) and contact one of the games listed there. Thanks for volunteering to steward!

Arthur McAra is the former Treasurer of the EUSPBA and has served as Chief Steward of many games for many years (this article was originally published in the VOICE Spring 1999 issue)

Appendix VI Sample Competition Matrix/Schedule

TIME	AREA 1	AREA 2	AREA 3	AREA 4	AREA 5	AREA 6	AREA 5	AREA 7	AREA 8	AREA 9	AREA 10
	Nancy Tunnicliffe	John Wassman	John Bottomley	Chuck Murdoch	David Bailiff	Joyce McIntosh	George Bell	Patrick Regan	Doug Ross	Jim McIntosh	Jon Quigg
	Gr4Sr Mar "B"	Gr4Sr Piob "B"	Gr 4jr Piob	Gr4Jr March	Gr4Sr Piob "A"	Gr4Sr Mar "A"	Gr 1 Piob	Gr 3 Piob "B"	Gr3 M/SR "B"	Gr 3 Piob "A"	Bob Meade
9: 00	139	141	102	100	123	120		83	82	71	
05	140	142	103	101	124	121			83		
10	141	143	104	102	125	122	79				
15	142	144	105	103	126	123		84	84	72	
20	143	145	106	104	127	124					
25	144	146	107	105	128	125	80		85	73	
30	145	147	108	106	129	126		85			
35	146	149	109	107	130	127			86		
40	147	150	110	108	132	128	81				
45	148	151	111	109	133	129		86	88	74	
50	149	153	112	110	134	130					
55	150	155	113	111	135	131	83		89		
10: 00	151	156	114	112	136	132		87		75	Gr 4 Snare
05	152	Trade 2 Piob	115	113	137	133			90		46
10	153	55	116	114	138	134	84				
15	154		117	115	Gr 1 Piob	135	Gr 2 MSR	88	91	76	38
20	155		Gr 2 MSR	116	50	136	72				39
25	156	56	55	117		137			92	77	40
30	157		56	118		138	73	90			41
35	Open Piob		Pract ice Char		51	3 M/SR "			93		42
40	171	57	57	160		70	74				43
45				161		71		91	Gr 1 MSR	78	44
50			58	162	52		75		50		45
55	172	58		163		72			51	79	Gr 3
11: 00			60	164			76	92			34
05				165	53	73			52		35
10	173	60	61	166			77			80	36
15				Open MSR		74		93	53		37
20			62	170	54		78				
25	174	62		171		75	Open Piob		54		Gr 2
30			63							81	32
35				172		76	21				33
40	175	63	64								
45				173		77					Pro
50			65				22				178
55	176	64		174		78					179
12: 00			66								180
05				176		79	23				
10	177	65				80					T/B Amt
15											47
20							24				48
25		66				81					49
30											26
35							25				Pro
40											23
45											24
50											25
55											
1: 00											
05							23				
10											
15											
20							24				

Appendix – VII

MASSED BAND MANUAL

Prepared for the Eastern United States Pipe Band Association
by DM David Ricklis

The purpose of this manual is twofold. First, for bands new to the EUSPBA, it will be an instructional tool; for member bands experienced in massed bands performances, it is hoped it will serve as a refresher course. Either way, it is hoped that by its' publication and distribution, this manual will help all concerned - pipe bands, drum majors, and games officials - present an exciting, well-executed, and reasonably timed show.

What makes a good massed band?

Organization and planning, communication, and execution are important to any enterprise, and massed bands are no exception.

Organization and planning are responsibilities that must be shared by the Senior Drum Major (SDM) and the Piping and Drumming Coordinator (PDC) of the games.

The SDM must be aware of the following details: number and identity of the attending bands, the dimensions and physical layout of the field to be used, and the expected scheduling of the massed bands. The number and identity of the bands and the layout of the field will help the SDM plan the massed band drill so that it can be communicated to the bands ahead of time; knowledge of the planned scheduling will allow the SDM to advise the PDC of any problems, such as an unacceptable positioning of the bands on the field during speeches, prayers, anthems, etc. The SDM is not only employed by the games; he or she is also the bands' primary advocate and, as such, must look out for their interests.

Communication is the next important element. Once the details of the massed bands show have been organized and confirmed, a letter from the SDM to the pipe majors of all of the expected bands should outline the music to be played, the drill to be executed, and the time and place of any meetings. It then falls on the pipe majors to advise their bands what will be expected, and if there is anything that might require review, it could be handled at a band practice.

Once at the games, the pipe major and drum major of each band should attend the scheduled morning meeting. It is at this meeting that final details regarding the massed bands will be presented by the SDM. It is then the responsibility of the band representatives to carry that information back to their bands. It makes no sense and will do no good for information to be developed and given to the band leaders if they do not let their members know what is about to happen.

The next element in a good massed band performance is execution of instructions. All band personnel must report at the announced time, and follow the instructions of the SDM. It is also imperative that the DMs know precisely what is expected of them and the bands, and that the instructions and commands of the SDM are understood before the massed band steps off.

The final elements of a successful massed band show are professionalism and pride. Everyone on the field is in a band because they enjoy music and performing, and who intentionally wants to bring embarrassment and derision upon themselves or their fellow bands members? Some are continuing an ethnic and cultural heritage of their families, some are performing in appreciation of a heritage that has been adopted, and still others are attracted by an affection for the sights and sounds of pomp and pageantry. Regardless of what brought us together, the fact is that we are together on that field, and how we perform will be remembered by musicians and audience for a long time. Good performances are more enjoyable to remember.

To the games officials...

This manual has been prepared because the leadership of the EUSPBA recognizes the importance games officials assign to the massed bands march past. It is hoped that each and every band will, after reading this manual, understand the Association's position on this event. At the same time, it is important that the games officials understand that the Association will not condone the taking advantage of the bands.

Most games are held during warm weather months, and consideration must be made for the condition of the players and instruments. It is recommended that when scheduling the opening ceremonies, all speeches, anthems, prayers, etc. should be completed prior to the march on of the bands. In addition, a specific time for the march on should be scheduled, and at that time, expect the SDM to bring on the bands without clearance or cue from the announcer. If someone is speaking at that time, they should break, allow the bands to complete their performance, and as the bands leave the field, the speeches may be resumed. This is not intended to place the bands above anyone at the games, but rather to assure that schedules that have been publicized will be adhered to, and that the games, which too frequently last far beyond the anticipated closing time, will end on schedule.

For the Closing Ceremonies, it would be helpful if all awards, except for piping, drumming, and bands, were given prior to the bands coming on the field. Practically speaking, dancers, athletes, and their followers have little or no interest in waiting until band contests have been completed, and again, it is unfair to expect the hundreds of pipers and drummers to wait for those other competitors to be recognized. Each group deserves to be "in the spotlight" on their own.

To the drum major...

Yours is an important if somewhat thankless job. Your primary responsibility is, by definition, to present your band on the field at the highest level of professionalism. If you are SDM, the responsibility is the same, only multiplied by the number of bands in the formation. Remember to communicate effectively. All instructions must be given to all bands and be understood by all concerned. Remember also: your job does not start the day of the games. As indicated in Section II, the SDM should be in touch with the Piping and Drumming Coordinator for the relevant details pertaining to the set-up and execution of the show. You conduct the morning meeting with the band representatives (at which time the massed band instructions are given), and you must setup the bands to prepare them to perform. You must be clear and precise with your commands so that the entire formation knows exactly what is expected. You must advise the other DMs of the drill that they are expected to execute. You must make sure all of this goes off as planned, and when it does, let the bands know that it was a job well done. It is a lot to keep straight, but it should be noted that the original regimental DMs were expected to be, among other things, diplomats. Being a massed band SDM continues the tradition.

To the bands...

It is the responsibility of each band to report to the proper area at the appropriate time. Bands that delay their arrival for their own convenience only cause problems for all of the bands. Timely arrival allows the SDM to set up the bands and give last minute instructions, if necessary. Once at the assembly area, the SDM is in charge and all instructions will be given by the SDM.

All bands are to line up as instructed (single or double file) and come to the position of attention when the command of "Fall In" is given. At that time, the SDM will pace off the first (PM) rank, with a minimum of two paces in between each file, and then pace off the ranks, front to back, again a minimum of two paces between each rank. The vocal commands that will be given are "Cover" for lining up in the file, and "Dress" for lining up in rank. As the bands are lined up, the SDM will be sure that all of the bass drums are in one, single rank, followed by ranks of tenor drums, then ranks of side drums. It is important for everyone to pay close attention, because some may be directed to change their position in order to "dress up" the formation.

Once everyone is in position, the SDM will call on one drum corps to serve as "Lead Stroke". This group will be the only drum corps to play during the rolls and the piano of the tune (the first time through a given part); all other drummers will join in on the forte (the repeat of that part). Deviation from this procedure may cause tempo problems, which can destroy unison playing. In this case, the SDM would be justified in signaling a cutoff and starting over properly.

As the massed band arrives at the predetermined stopping point on the field, the SDM will first give a "Mark Time-Halt" signal, and after the bands come to a halt, the next signal that will be given will be the cutoff for the tune. The bass drum double beat signifying the cutoff will be given loudly and strongly by the lead bass drummer only. Pipes and drums will be kept in the "up" position until directed to lower them by the SDM with the "Pipes Down" command. At the SDM's discretion, the commands of "At Ease" and "Stand Easy" may be given. At no time are band members to break ranks until the command of "Fall Out" or "Dismissed" is given at the end of the massed band performance.

Voice commands you will need to know

"Fall In": All bands line up as instructed at the position of attention.

"Dress", "Dress Right (or Left or Center)": Everyone aligns themselves in their rank (side to side), guiding to the right, left, or center (as directed by the SDM).

"Cover", "Cover Down": Everyone aligns themselves in their file (front to back).

"(Name of band)...Lead Stroke": Those drummers set the tempo for the massed bands. They alone will play the rolls and the piano parts, and their bass drummer alone will signal the cutoff with the double beat.

"Pipes and Drums...Attention": Actually a redundant command, since everyone has been at attention since the "Fall In" command was given.

"Pipes Ready": A preparatory command given prior to the next three listed commands.

"Pipes Up": A three count movement, sometimes timed by either a side drummer or the DM, designed to bring all instruments up together.

"(Name of tune)...By the Center, Quick March": The command to begin playing. "By the Center" indicates to all that the ranks will guide to the center to keep the ranks straight. The tempo to be played is indicated by the tempo of the command "Quick March".

"Pipes Down": The reverse movement to "Pipes Up".

"Stand at Ease": From the position of attention, the left foot is moved to the left so that the feet are approximately your shoulders' width apart. No other movement or talking is appropriate. This position corresponds to the U.S. military's "Parade Rest".

"Stand Easy": This is where slight movement is permitted in formation. Breaking ranks is not permitted.

"Dismissed": In the same tempo as set by calling off the two syllable of "Dis - Missed", the entire formation executes a right turn, stands still for two counts, steps forward on the left foot, and then disperses.

Massed bands Do's and Don'ts<-!>

1. DO keep things simple. If performed well, even the simplest of drill and music will appear rehearsed and professional.
2. DO your best. Regardless of whether you are a piper or drummer, open competitor or novice, you owe it to those around you as well as the general public you are playing for to do your best. The practice of some individuals to use the massed band performance as an excuse to "play with" instead of playing the music is unprofessional and unacceptable.
3. DON'T use the massed band as an opportunity for frivolity. It is expected that all will appear in proper highland attire, and that behavior in the ranks that would not be tolerated within an individual band (drinking, breaking ranks, etc.) will not be tolerated in the massed band formation.

4. DON'T forget to communicate. If you have information to disseminate, whether a games official, drum major, or pipe major, do it. It will eliminate confusion later, and ultimately enhance the performance.
5. DO remember your responsibilities. If in leadership and organization, keep the needs of the games and the bands in perspective; if in the formation, follow all instructions.

Mace signals you will need to know

"Countermarch"

The mace will be held with the head (ball end) above the shoulder, the ferrule (narrow end) pointing straight up and the shaft perpendicular to the ground. Each succeeding rank will countermarch at the point where the SDM started the countermarch, all the while guiding to the center and maintaining a straight rank.

"Wheel"

The SDM will indicate the direction of the wheel (turn) with either the mace or by a hand signal. To execute this move properly, three points must be remembered. First, the person on the inside of the turn must take very small steps; second, guide to the inside of the turn to keep ranks straight; third, as forward movement slows down, people to the rear of the formation must shorten their pace, almost to a mark time if necessary. Otherwise, the natural tendency is to avoid the people in front by moving to the side, thereby creating a sideways crab-walk effect. (Please Note: Wheels are to be avoided if at all possible.)

"Mark Time"

The SDM will hold the mace above his or her head with the shaft parallel to the ground; forward movement will stop, but everyone will continue to mark time until the "Halt" is given.

"Halt"

The SDM will bring down the mace from the "Mark Time" position at the end of a part, keeping the mace parallel to the ground. All marching movements' cease, and the music continues.

"Cutoff"

The SDM will signal the cutoff so that the tune will be cut at the end of the forte. The cutoff is signaled when the SDM, holding the mace by the ferrule, raises it so that the head is directly above the SDM and the hand holding the ferrule is fully extended to the right and slightly elevated above shoulder level. (The angle of the mace in relation to the ground is approximately 45 degrees.)