



POLICIES & PROCEDURES MANUAL 2019

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HISTORY

In January of 1979, a group of band directors created an education-based competitive performance organization called the Western States Marching Band Conference. Using standardized rules and score sheets, Mike Rubino (Live Oak HS), Ramiro Barrera (Lincoln HS), Dan Smith (Independence HS), Gary Runsten (Modesto HS), and Mel Stratton (Clovis HS) permanently changed the face of Marching Band on the greater West Coast.

That fall, the first-ever show sponsors were Modesto HS, Live Oak HS, and Independence HS. Music Bowl, the largest contest in the area at that time, utilized WSMBC score sheets and rules that and every year going forward. The first WSMBC Championship was held in conjunction with the 1984 Music Bowl Prelims at James Logan HS and the Championships winner was Independence HS.

WSMBC steadily grew and continued adding show sponsors in Northern California each season. In 1995, through the efforts of John Hannan (Mission Viejo HS), WSMBC expanded its services into Southern California resulting in a unified organization for the entire state. The WSMBC rubric even attracted bands from Washington, Oregon Nevada, Arizona, and Utah.

The scoring system then developed into two-tiered criteria-based curriculum designed for bands of various sizes. By measuring their unique orchestration and design options, it was assured that smaller bands would have the same scoring opportunities as large bands.

In 2002, under the leadership of Ramiro Barrera (James Logan), WSMBC changed its name to the Western Band Association (WBA). In 2006, the competition schedule grew to offer consecutive contests across Northern, Central, and Southern California, helping to alleviate travel costs for participating bands.

In 2018, WBA partnered with BD Performing Arts from Concord, CA in a collaborative effort to support the continued growth and excellence of WBA as it looks toward a bright future.

PHILOSOPHY AND MISSION STATEMENT

The Western Band Association exists to insure a high-quality performing experience that is educationally sound and in full support of the total band program.

WBA believes that competition is a means to encourage and reward creativity, artistry and excellence in design and performance while providing a vehicle that will educate all students in such a way that they will grow to understand and evolve to the greatest level of their potential. It is our intent to encourage and reward the training that augments the development of quality musical and visual skills.

Servicing the students of our participating ensembles is the primary motivation behind all decisions.

MEMBERSHIP BENEFITS

What are the benefits of becoming a member?

- 1) Cost for membership is \$175 and allows you these benefits
 - a. Voting rights at the annual meeting
 - b. Discounted entry fees for all events
 - c. Discounted or free educational events
 - d. Discounted or free clinic/critique sessions

WBA Annual Member Meeting – The annual meeting will be held at the start of each new year before the end of February, and will include, but not be limited to, Board of Director Officers and Rule Proposal Voting.

BOARD OF DIRECTORS

- President and Secretary
 - 2-year term
 - voting will take place on even-numbered years
- Vice President and Treasure
 - 2-year term
 - voting will take place on odd-numbered years
- The past President will be the 5th board member until the next annual meeting or their successor is duly elected or qualified.

WEBSITE AND MEMBER LOGIN

The website and database are hosted by BDPA.

- 1) Each ensemble participating in a WBA sanctioned event for the current season (member and non-member bands) must have a login.
- 2) Directors will maintain current information for their ensembles on their profile.
 - a. There will be deadlines given for providing information.
- 3) Adjudicators and Event Staff must also have a login, this platform grow to contain contact information, availability, and assignments.
- 4) Manager permissions are granted to Head Directors and this person has ability or add/remove manger permission for their ensemble.
- 5) Invoices, Receipts, Fees, Contracts, Event Assignments, Statements, and Other important documents and information will be housed in the ensembles profile.

REGISTRATION PROCEDURES

- Any ensemble with an outstanding balance owed to WBA is not permitted to register for any WBA event until the balance has been fully resolved.

- Registration date will determine performance order. Ensembles with the earliest registration date will perform last within their competitive classification. Ensembles with the same registration date will be randomly drawn to determine performance order within their competitive classification.
- WBA Membership is optional. Each WBA event has an associated “Member” and “Non-Member” registration fee. Membership status must be declared at the time of registration for proper invoicing to occur.
- If an ensemble registers for an event and then cannot attend, the ensemble has option of transferring the registration to another similar event as long as it is before September 1st.
- Classification changes will not be allowed after September 1st.
 - Class 1A: 60 performers or less
 - Class 2A: 61-80 performers
 - Class 3A: 81-110 performers
 - Class 4A: 111-140 performers
 - Class 5A: 141 performers or more
- Registration fees are refundable until **September 1st**. After September 1st registration fees are 100% non-refundable for any reason including but not limited to rain, natural disasters or event cancelation.
- Full payment for the current season is due no later than **September 1st**. Ensembles failing to remit payment by September 1st may have their existing entries voided, lose their original registration date, and begin the registration process anew.
- If an ensemble registers for an event and then cannot attend, the ensemble has option of transferring the registration to another similar event. There will be no Change Fee assessed for transfers submitted by September 1st. Transfers submitted after **September 1st** will be assessed a Late Change Fee of \$100. Transfer requests must be made in writing via email to admin@westernbands.org.

Entry Fees	Member	Non-Member
Sponsored.....	\$250	\$350
Super Show	\$350	\$500
Championships.....	\$450	\$650

- April 15th – Registration Opens at 7:00AM PST
- September 1st – Registration Closes and Invoice Payments Due

CREDENTIALS

- Each band will receive the following credentials that will allow access into all WBA sanction events: 1 Director Badge, 1 Staff Badge per 10 student performers, 1 Video Pass, and 1 Chaperone Badge per 10 student performers.
 - Director and Staff Credentials permit access to the field, stadium, and stands.
 - Chaperone (Pit Pass) Credentials permit access to the field and student section of the stands.
 - Adjudicator and All Access Credentials permit access to all locations including press box.

EVENT PROCEDURES

Under normal conditions these procedures will be followed for events, however exceptions may apply, always follow the posted event details.

- Event Schedule Standard
 - Events with 10 participation bands or less
 - Event starts at 6:00pm and works forward.
 - Events with 11 participation bands or more
 - Events will end the event with the last band performing at 9:00pm and awards to start at 9:30pm and work backwards from there.
 - Publication of preliminary schedules
 - Draft Schedules will be posted by Labor Day
- Event Packets
 - Packets and Schedules are finalized 2 weeks before an event
 - Preliminary schedules will be available after registration closes, by Labor Day.
 - Updates that occur after an event packet is release, will be released the Wednesday before the event.
 - Updates that occur within 48 hours of the event will be directly updated to directors in a timely manner and will utilized, but not limited to emails, phone calls, and text message.

Provided for your convenience is a sample schedule of your day at an event. Below is a list of interval times. Working backwards while setting up your schedule is always recommended.

Arrive	2-3 hours before gate	This depends on several factors, but not limited to: event parking time, equipment unload time, warm up time need, and walk time from warm up to the gate
Warm Up	1 -1.5 hours before gate	
Gate Time	15 minutes before your performance time	
Performance Time	Time on Schedule	
Awards	Drum Majors report to band entrance gate at the start of the last bands performance time	Championships is different, please refer to the championships section for those details.

COMPETITIONSUITE

Western Band Association uses CompetitionSuite for all commentary and scoring <https://competitionsuite.com/login/>.

If you need to change or add access to your bands CompetitionSuite WBA Page access please contact WBA no later than 7 days from your first scheduled event.

WBA will release scores and recaps via CompetitionSuite and will NOT be providing printed recaps during the awards ceremony, printing will be at the discretion of WBA Administration.

WBA PERFORMANCE SEASON

Historically, WBA has started season on the first weekend of October and has ended with Championships the weekend before the Thanksgiving Holiday.

Please refer to the online calendar for the latest updates to the full season schedule.

TICKET SALES

Ticket sales for sponsored events are at the discretion of the event host, per the event host agreement. Super Shows and Championships will be under the direction of WBA.

Pricing and other details will be released by event host in advance of the event and will posted on site at the box office.

MERCHANDISE

WBA partners with PepWear for merchandise sales at all WBA events. Event Hosts and WBA Administration will communicate merchandise sales and advertise appropriately if PepWear will be at an event. If PepWear will not be at a WBA event, host will follow Host Agreement for selling merchandise at the event.

CRITIQUE

WBA will host critiques at certain events, these can be at any type of WBA sanctioned event, depending factors not limited to adjudicator availability, event hosts, and facilities. Details and registration information will be published in advance of the event and will include information such as any cost, dates, times, and other important specifics.

COPYRIGHTS & LICENSING

Due to legal reasons, and to protect everyone involved in our events, WBA will not provide recordings to groups participating at WBA events. Any liability associated with unauthorized recordings will rest with the individual or organization making the recording. WBA does not condone, nor accept any liability for, any unauthorized recording during the event.

- Use of cameras of any kind are NOT ALLOWED on the field for this event. Please communicate this to your parent/booster group.
- Still cameras (digital or film, professional or otherwise) are allowed into the stadium and may be used from stadium seating, but not on the field.
- Tripods or other similar equipment that may obstruct the view or path of travel of others in seating areas are not allowed.
- All bands must comply with copyright laws in regarding performance and/or use of arrangements of copyrighted music, visual images and other materials, as well as the use of copyrighted audio or spoken text, and the display of copyrighted words and images. Each ensemble shall take steps necessary to obtain permission/license to use and arrange music performed as well as any visual and/or audio images presented.

CONTEST AWARDS

All WBA field competitions will include the following awards that may be in the form of trophies, plaques, acrylics, printed certificates, or band-oriented merchandise. These awards will be given in all classes.

Verbiage listed below must be used on any printed or scripted award material:

Sponsored and Super Show Events:

1st, 2nd and 3rd Place in Each Class.

Best Music in Each Class: Individual Music + Ensemble Music

Best Visual in Each Class: Individual Visual + Ensemble Visual

Best Effect in Each Class: Music Effect + Visual Effect

Best Percussion in Each Class: Percussion

Best Auxiliary in Each Class: Auxiliary

Class Championships:

Participation - all participating bands minus the 1st, 2nd, and 3rd place finishers

Members receive commemorative entry wristbands and patches

1st, 2nd and 3rd Place in Each Class + Banners and Medals (1st place only)

Best Music in Each Class: Individual Music + Ensemble Music

Best Visual in Each Class: Individual Visual + Ensemble Visual

Best Effect in Each Class: Music Effect + Visual Effect

Best Percussion in Each Class: Percussion

Best Auxiliary in Each Class: Auxiliary

Grand Championships:

Participation - all participating bands minus the 1st, 2nd, and 3rd place finishers

1st, 2nd and 3rd Place in Each Class + Banners and Medals

Best Music in Each Class: Individual Music + Ensemble Music

Best Visual in Each Class: Individual Visual + Ensemble Visual

Best Effect in Each Class: Music Effect + Visual Effect

Best Percussion in Each Class: Percussion

Best Auxiliary in Each Class: Auxiliary

- The show host will present awards as listed above, host may welcome any school official/representative onsite as well.
- At championships, event hosts, school officials/representatives, and/or WBA Board of Directors may present awards.
- The scores and caption awards for all competing bands will be announced during the awards ceremony. Scores for caption awards will not be announced.
- In the case of a bottom-line tie between two or more bands, the tie will be broken by ranking the bands based on the winner of the combined music and visual effect scores. Should a tie still exist, the combined music performance scores will be used to break the tie. The tabulator will be responsible for bringing the tie to the attention of the chief judge.
- In the case of a tie in caption awards, a duplicate award will be procured and mailed to the secondary winner.

THE TWO-TIERED SCORING SYSTEM

The intent of the two-tiered scoring system is to create a curriculum-based scoring process that will reward and encourage smaller band programs for achievement that is unique to their size and development. This concept offers all students a more equitable opportunity to compete and achieve.

The primary goal is to support development of the highest quality in music

performance and visual design regardless of size. It is intended to be realistic in the expectations for each size class. All bands in every class will be measured against the “paradigm” for that class. The “paradigm” will be the band that achieves the highest standard.

Each band will receive a score based on total possible 100 points computed to the nearest thousandth of a point. The score will be the total of the scores given by each of eight adjudicators less any penalty points.

The calculation of the total score for each caption is:

POINTS	AVERAGE
30	Music Effect + Visual Effect
30	Music Perf. Ensemble + Music Perf. Individual
20	Visual Perf. Ensemble + Visual Perf. Individual
10	Percussion
10	Auxiliary
TOTAL = 100	

The percentage of the total score for each caption is:

Music Effect	15%
Visual Effect	15%
Ensemble Music Performance	15%
Individual Music Performance	15%
Percussion	10%
Ensemble Visual Performance	10%
Individual Visual Performance	10%
Auxiliary	10%

All scoring will be done on a build-up, achievement basis, utilizing an educational-based criteria reference for each caption and category. Scoring is assigned based upon the upper 60 percent of the total value of each sheet.

Scoring in the Percussion and Auxiliary categories will be done by a single adjudicator in each category and will be scored based on a total of 200 points, computed to the nearest tenth of a point. Scoring in these categories is included in the scoring or placement of the band as a whole. Judging focus in these two captions will be to assist these sections in such a way as to augment the success of the total band program.

ADJUDICATION

All WBA competitions use association-approved adjudicators. Each competition requires one adjudicator in each of the following captions. They will adjudicate each band from the locations indicated below.

Ensemble Visual	Press Box
Ensemble Music	Press Box
Visual Effect	Press Box
Music Effect	Press Box
Individual Music	Field Level
Individual Visual	Field Level
Auxiliary	Press Box
Percussion	Press Box
Timing & Penalty	Field Level
Tabulator	Press Box or close proximity to field

Adjudicators will provide digital commentary in responding to each aspect of the band's performance. Offering constructive feedback and should reinforce the learning process. It must be of direct value to both the band director and the band members.

Missing/Late Adjudicator Policy – In the rare event that an adjudicator does not arrive at the event, the present adjudicators will adjudicate at the direction of the chief adjudicator. The scoring guidelines will remain the same, and depending on the missing adjudication position will determine what is averaged to make up for the missing score. If an adjudicator appears late to the event, they will begin evaluating immediately but the scores will not be counted until the beginning of the next group or class.

Stand-Still Scoring – A determination will be made between WBA Event Staff, Event Host, and the chief adjudicator on whether the event will be conducted as a standard competition, an adjudicated standstill performance, an indoor event, a postponement, or a cancellation. In the case of an adjudicated standstill, the music and effect captions will be the only numbers used to determine ranking and placement. If Visual, Percussion, and Auxiliary are represented, they may adjudicate all units as they normally would, however in this setting, a score is not assigned.

WBA CHAMPIONSHIPS

This event is operated and sponsored by WBA. WBA rules and regulations will be used. It will be run separately from the rest of the season, serving both as the Class championship show for WBA as well as a combined Grand Championship contest where the 1/2/3A bands compete in joint contest and where the 4/5A bands compete in joint contest.

This event is open to all bands that want to take part in a major championship show. The organization of the championship will be of the highest quality in every aspect. It is the intent that this event will rotate between Northern California, Central California and Southern California, at the discretion of WBA Administration and guidance provided by the membership.

- The Championship event is a two-day competition held the weekend prior to Thanksgiving. There will be two competition venues; one for the 1/2/3A classes and one for the 4/5A classes. The Saturday competition is the Class Championship. It also serves as the basis for progressing the bands on to the combined Grand Championship to be held the following day for the top 15 bands from each site. Sunday is comprised of the top 3 places of each class and the next 6 best scoring ensembles from the 1/2/3A site, then the top 3 places of each class and the next 9 best scoring ensembles from 4/5A site.
- There is no pre-required or seeding event to participate in championships.
- The participating band does not have to be a member of WBA to participate.
- Saturday Class Championships Awards Ceremony is comprised of uniformed Drum Majors, captains, and seniors. Captains and Seniors are optional at the discretion of the band director.
- Sunday Grand Championships Awards Ceremony is a full band retreat with no instruments or equipment.

IMPORTANT CONTACTS

2019 Administration	2019 Board of Directors
Western Band Association Mailing Address: 4065 Nelson Ave Concord, CA 94520	President Steve Krumbine Email – president@westernbands.org
WBA Office Phone – (925) 689-2918 WBA Office Email – admin@westernbands.org	Vice President Brad Pollock Email - vicepresident@westernbands.org
Rob van Loben Sels Office Phone – (925) 215-0566 Email – rob@westernbands.org	Secretary Troy Rexelle Email - secretary@westernbands.org
Mike Stone Office Phone – (925) 215-0566 Email – mike@westernbands.org	Treasurer Patrick Refsnider Email - treasurer@westernbands.org
Lainey Braatz Office Phone – (925) 215-0566 Email – lbraatz@westernbands.org	Past President Esmeralda Rocha Lozano Email – pastpresident@westernbands.org

WEATHER PROCEDURES FOR EVENTS

WBA recognizes the fact that inclement weather and other emergencies can affect the ability to proceed as planned with a scheduled outdoor or indoor event and the employee’s ability to get to work. The safety of the students, staff, and spectators is paramount in any emergency situation.

No policy can cover every potential emergency situation, so this policy covers the most common. Fortunately, emergencies and inclement weather days are infrequent, but these are the guidelines for when they occur.

Reminder - Registration fees are refundable until **September 1st**. After **September 1st** registration fees are 100% non-refundable for any reason including but not limited to rain, natural disasters or event cancelation, at the discretion of the WBA Administration.

- Sites used for references, but not limited to:
 - a. [SparetheAir](#)
 - b. [EPA](#)
 - c. [Accuweather](#)

Protocol for Rain/Weather/Other Emergencies

- A. *Rain has started the day before the event*
 - a. Check field draining at the end of the day

- b. Check warm up and parking zones for potential flooding as soon as you arrive on campus
- c. Check all other areas of importance based on the venue.
- d. Communicate with WBA Administration immediately.
 - i. If conditions have improved by morning with the rain and the site, the Host and WBA Administration will send out communications to all participating bands, starting 5 hours before the events scheduled start time.
 - ii. If conditions have NOT improved by morning with the rain and the site, the Host and WBA Administration will send out communications to all participating bands, starting 5 hours before the events scheduled start time, with updates every hour on the hour.
 - iii. Any and all plans for but not limited to delays, indoor space for warm up or the event itself, or cancelations will be a discussion with chief judge, host, and WBA Administration upon arrival to the site, and then communicated to participating bands.
 - iv. In the event discussions need to be escalated to discuss and communicate before arrival at the event, those will take place between the host, chief judge, and WBA Administration. Then communication regarding plans based on the information gathered will be communicated to the participating bands.

B. Rain has started the morning of the event

- a. Check field for draining as soon as you arrive on campus
- b. Check warm up and parking zones for potential flooding as soon as you arrive on campus
- c. Check all other areas of importance based on the venue.
- d. Communicate with WBA Administration immediately.
 - i. If site conditions have improved by late morning, the Host and WBA Administration will send out communications to all participating bands, starting 5 hours before the events scheduled start time.
 - ii. If site conditions have NOT improved by late morning, the Host and WBA Administration will send out communications to all participating bands, starting 5 hours before the events scheduled start time, with updates every hour on the hour.
 - iii. Any and all plans for, but not limited to, delays, indoor space for warm-ups, the event, or cancelations will be a discussion with chief judge, host, and WBA Administration upon arrival to the site, and then communicated to participating bands.
 - iv. In the event discussions need to be escalated to discuss and communicate before arrival at the event that will take place between

the host, chief judge, and WBA Administration. Then communication regarding plans based on the information gathered will be communicated to the participating bands.

C. Other Weather or Natural Disaster

- a. Check field as soon as you arrive on campus
- b. Check warm up and parking zones for potential flooding or other issues that might be caused by the natural disaster as soon as you arrive on campus.
- c. Check all other areas of importance based on the venue.
- d. Communicate with WBA Administration immediately.
 - i. Any and all plans for, but not limited to, holding the event unchanged, delays, indoor space for warm up or the event, or cancelations will be a discussion with chief judge, host, and WBA Administration upon arrival to site, and then communicated to participating bands.
 - ii. In the event discussions need to be escalated to discuss and communicate before arrival at the event, that will take place between the host, chief judge, and WBA Administration. Then communication on plans based on the information gathered will be communicated to the participating bands in a timely manner starting 5 hours or more before event and then updates every hour to hour and half.

WEATHER PROCEDURES FOR CHAMPIONSHIPS

Plan A – Conditions Normal

- Field, weather, and facilities will be in suitable condition for all bands.
 - 2 venue sites
 - 2-day format
 - Saturday – Class Championships
 - 2 venues: one (1) for 1/2/3A and one (1) for 4/5A
 - Sunday – Grand Championships
 - 1 venue or 2 venues: 1/2/3A - Top 3 bands from each class then the next 6 best scores from the day. 4/5A – Top 3 bands from each class then the next 9 best scores from the day.
 - One Grand Champion for 1/2/3A and one for 4/5A, so there will be two award ceremonies

Plan B – Moderate Conditions

- Rain or other conditions leading up to or on the day of that causes potentially not suitable conditions for all bands.
 - Plan A format stay in effect

- WBA will provide, as the facilities will allow, covered pre-stage and warm-up areas.
- Front Ensembles must provide their own tarps and coverings as necessary for their equipment.
- If venues have a synthetic surface Plan A format can stay in effect. If venue has natural grass, but has adequate draining, Plan A format can stay in effect. If there is a pre-booked, available venue in the area with better, but not limited to field and warm up conditions, i.e. another turf stadium, that will be used in place of the natural grass facility.
- Timing and Penalties will stay in effect, at the discretion of the chief adjudicator on location.
- Plan B adjustments will be made and communicated by WBA administration.
- If Day-1 is completed and Day-2 is rained out, the class champions will stand and no grand champion will be announced.
- Notifications will be communicated, but not limited to phone calls, emails, text messages, and the WBA website at the direction of WBA administration.
- Ensembles do have the option to not perform even if the event will continue, this will be at the discretion of the band director.
 - Any ensembles deciding to not participate will communicate with WBA administration as soon as their decision is made.

Plan C – Severe Conditions

- Rain or other condition leading up to or on the day of that cause's unsuitable conditions for all bands and either day is a not suitable to hold the event for any length of time.
 - 1-day format, taking place either on Saturday or Sunday and at the best pre-booked available venue will be used.
 - Performance order will remain the same, however times will be adjusted to fit into 1 day at 1 venue.
 - WBA will provide, as the facilities will allow, covered pre-stage and warm-up areas.
 - Front Ensembles must provide their own tarps and coverings as necessary for their equipment.
 - Timing and Penalties will stay in effect, at the discretion of the chief adjudicator on location.
 - The class champions will stand and no grand champion will be announced.
 - Notifications will be communicated, but not limited to phone calls, emails, text messages, and the WBA website at the direction of WBA administration.
 - Ensembles do have the option to not perform even if the event will continue, this will be at the discretion of the band director.
 - Any ensembles deciding to not participate will communicate with WBA administration as soon as their decision is made.

Plan C – Natural Disaster

- Rain or other conditions leading up to or on the day of that cause's unsuitable conditions for all bands to perform either day.
 - Notifications will be communicated, but not limited to phone calls, emails, text messages, and the WBA website at the direction of WBA administration.

