

F A L L



USBANDS

FALL 2019  
EVENT STAFF GUIDE

*The mission of Youth  
Education in the Arts  
is to support the development  
of young people into  
**magnificent** human beings  
through participation in  
the performing arts.*

## **INTRODUCTION TO USBANDS**

Welcome to the USBands 2019 Fall Marching Band season!

Thank you for being a part of the 2019 Event Staff. From the minute you sign up and accept your first assignment we consider you part of Team USBands. We hope that you are excited and energized for the upcoming season and join us in celebrating our 31st year!

As you prepare for this upcoming season, take the time to review the event staff guide for changes made this year. Please keep this guide with you at events and refer back to it when necessary. As always, please contact the office if you have any questions.

USBands' guiding principle is to provide ensembles, regardless of style, size or experience, opportunities to be successful. USBands allows students to benefit from their involvement with scholastic music and the rules that govern USBands' events are minimal by design. USBands strives to create a user-friendly approach to support and service, allowing directors and performers to fully enjoy the performance process without the concern of rules and penalties. We ask that you approach the season with kindness and love for the activity (that is why you are here, right?). Events might be difficult and frustrations may occur, but with your hard work and dedicated spirit we'll have an amazing season!

Again, thank you for joining USBands in our 31st season of service in support of music programs across the nation.

Best wishes for a great year!

Jim Sheeley  
Director, USBands

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## ABOUT USBANDS

### HISTORY

The organization now known as USBands was founded in the fall of 1988 by The Cadets Drum & Bugle Corps, with a single competition held in the former Giants Stadium. Now in our 31st season, the USBands calendar includes more than 150 local, state and regional events across the country, concluding with two National Championship events in November. With over 600 ensembles participating in fall events across 20 states, USBands has grown to become the largest independent scholastic music organization in the nation.

In addition to fall marching events, USBands offers year-round performance opportunities for students including: indoor color guard and percussion events in the winter, concert ensembles festivals in the spring, leadership workshops, adjudicator training, along with other opportunities for music programs, booster organizations, and school districts.

### PHILOSOPHY

Our focus is centered on the educational development of today's students into tomorrow's leaders, using the performing arts to provide opportunities for hands-on, interactive learning and achievement. By providing high profile performance opportunities for students, we support our educational mission and help raise awareness of the importance of scholastic performance programs.

### GOALS

- To keep music educators engaged with the reason they originally became educators – the students.
- To create an atmosphere whereby music educators can use music to teach life lessons such as discipline, perseverance, and commitment to excellence.
- To provide high-quality, educational, and positive performance opportunities for students.
- To provide instructional support for ensemble directors and staff.
- To provide constructive and consistent evaluation and adjudication.
- To support music education by generating popular interest in scholastic performing arts performance and competition.
- To promote innovation, creativity, and growth for ensembles around the nation.

## **ROLES & RESPONSIBILITIES**

In addition to the USBands full-time office staff, the organization handles the large volume of events with a team of “weekend warriors” who represent USBands across the country. A typical event generally has three key positions to ensure a smooth and successful experience for the hosts and participants. There may be additional roles for larger events or venues, but below is a description of the standard USBands Event Staff structure.

### **EVENT COORDINATOR (EC)**

The EC’s job begins early in the week when the USBands office staff “hands off” the event to the EC. The EC is tasked with communicating with the Host Band Director and/or Booster Club liaison to finalize the event’s day-of details. The EC also begins communication via the BAND app with the additional event staff and adjudicators assigned to the event.

Onsite, the EC is the face of USBands and serves as the point of contact with the Host and the participating ensembles. The EC is ultimately responsible for ensuring quality control onsite. It is important that the EC review, understand and execute the EC checklist, and participate in the weekly conference calls.

### **ASSISTANT COORDINATOR (AC)**

The AC’s main task is to support the EC in preparing the various areas onsite prior to the start of the event. These tasks may include: hanging banners, distributing adjudicator materials, tabulator setup, organizing the critique room, preparing awards, securing yard markers, etc.

During the event, the AC is responsible for everything outside of the entry gate. The AC’s job begins by ensuring a smooth registration/check-in process. The AC spends ample time with the ensembles prior to their performance, and should serve as a friendly, welcoming, caring individual. During the event, the AC will welcome ensembles at the entry gate, count the number of performers and ultimately usher the group onto the field. This position does require a good deal of walking and standing on one’s feet for several hours.

After the final ensemble performs, the AC is responsible for a timely start and efficient management of the critique sessions after the event. Post-event critique sessions are an important service USBands provides to participating ensembles.

### **TABULATOR (TAB)**

Onsite tabulators will be present for all Premium events, local shows may be tabulated remotely as the use of Competition Suite software now makes remote tabulation at smaller events possible.

Onsite or at home, the tabulator’s job is to ensure accurate entry and verification of

scores into the tabulation software, Competition Suite. The tabulator is also responsible for managing the adjudicator recordings during the event to ensure each and every ensemble receives all adjudicator audio feedback immediately following their performance. If onsite, the tabulator should sit with the announcer during the awards ceremony to ensure accurate and appropriate delivery of competitive results. Note: To serve as a USBands tabulator, you must provide your own computer/tablet at all events or at home.

## **JOINING THE EVENT STAFF**

By reading this guide, you’re well on your way to becoming a member of the USBands Event Staff! To be added to the USBands Event Staff database, simply create a profile in “BandData” at [trigonroad.com/yea](http://trigonroad.com/yea) and let us know which dates you’re available to work by clicking the Event Staff tab at the top of the page. As soon as your BandData profile is created, you are ready to receive assignments, begin training/orientation, and begin the certification process.

## **TRAINING AND ORIENTATION**

All USBands Event Staff should have a thorough understanding of this guide as well as the USBands Participant Guide, available at [usbands.org](http://usbands.org). Before the start of each season, there are several opportunities for new and returning staff to engage in training/orientation sessions. In 2019, the weekly training, orientation and update sessions will take place every Tuesday night at 8:00 PM EST. The link to register will be emailed to you prior to the start of the season. Please ensure your email address stored in your BandData profile is up to date.

In addition to the web conferences during the season, there will be weekly email bulletins. The Office will make every effort to keep all pertinent information up to date at [usbands.org](http://usbands.org). Of course, the USBands office staff is available via phone and email as a support resource.

## **EVENT STAFF CERTIFICATION PROCESS**

After completing the pre-season orientation sessions, new Event Staff members will be asked to shadow a mentor staff member at one or two early season events before assuming the role on their own. This mentor will be available as an additional, direct resource for the new event staff member for the duration of the season.

Upon successful completion of the shadowing process, the new Event Staffer is officially certified. Event staff certifications are unique to specific positions through shadowing (TAB, AC, EC), and each staffer is encouraged to learn all positions.

## EVENT ASSIGNMENT PROCESS

Each season the USBands team is responsible for staffing upwards of 125 local, regional and national events across the nation. This process begins early in the calendar year, and continues through the summer months.

**January/February/March:** When the upcoming season's schedule is finalized, the USBands team will reach out to the Event Staff to gather information regarding each individual's availability for the upcoming season.

**April/May:** After availability is submitted, the USBands team will compile a first draft of the upcoming season's event staff assignments; the first draft will be completed by June 1.

**June/July:** The USBands team will ask for a confirmation of assignments from each event staff member, and each staffer will ACCEPT/DENY their assignments for the upcoming season. Adjustments will be made as needed; it is not unusual to go through several iterations of the assignments. The FINAL staffing schedule will be completed and accepted by late August.

## EXPECTATIONS OF EVENT STAFF

### ATTENDANCE AND PUNCTUALITY

Once an assignment is confirmed, Event Staff team members are expected to fulfill all responsibilities surrounding the event. Emergencies do occur, and you should notify the USBands office as soon as you learn that you are unable to fulfill an assignment.

Report time for the EC is generally 2-2½ hours prior to the start of the event (90 minutes prior for the Assistant Coordinator and Tabulator). There is a detailed checklist of tasks to be completed before the first ensemble takes the field. In order to ensure a stress-free experience for the host, the checklist should be reviewed before arriving onsite. A successful event starts by being on time and prepared.

### DRESS CODE

USBands Event staff dress code is business casual. Jeans and sneakers are not allowed at any event. Although there is not an official "uniform," we encourage staffers to select from a variety of USBands gear, including shirts, hats, fleeces and jackets, available through the USBands office. Khaki slacks and a blue polo or button up shirt is another uniform look that USBands prefers. Always dress one notch UP from what may be expected; your attire represents USBands.

### COMMUNICATION WITH THE YEA! OFFICE

In the weeks leading up to the event, stay informed by regularly going to [usbands.org](http://usbands.org) and checking the details for your particular event, changes will occur.

On the website you will be able to identify fellow event staff team members, adjudicators, participating ensembles, as well as the performance schedule and other event details. In the final days leading up to the event, the Event Information Packet will be sent via email to the team assigned to the event. The packet is prepared by the Host and the Office to ensure a smooth and successful event.

### COMMUNICATION WITH THE EVENT HOST

The Event Coordinator should call the Event Host (not only the director) no later than the Tuesday prior to the Event. For Regional and Championship Events, the Event Sponsor may be a member of the USBands Office staff acting as the Event Manager for the day. There should be a detailed review of the "Day of Event" checklists during this call (see addendum at the end of this packet). Please also make sure you exchange cell numbers with the Event Sponsor.

### COMMUNICATION WITH THE EVENT STAFF AND ADJUDICATORS

The Event Staff must join the corresponding BAND (app) groups no later than Tuesday prior to the event. Joining the groups serves as a final "roll call" to ensure that everyone is prepared for a successful event.

If an Event Staffer or Adjudicator is non-responsive to BAND, the EC should notify the USBands office no later than Thursday morning to receive support in reaching the individual and avoid a possible "no-show" at the event. No-shows at an event are unacceptable.

Please note BAND is USBands' preferred communication tool for all event communication, use other communication methods only as necessary.

## TIMELINE OF AN EVENT (EXCLUDING DAY OF EVENT)

### 31 days prior

- Host may no longer cancel the event with fewer bands than agreed, without penalty.
- Ensembles may no longer drop from a showcase event without penalty.
- Specific scheduling requests are due to the USBands office.
- General schedule flow is due to the USBands office.

### 24 days prior

- Preliminary schedule published on [usbands.org](http://usbands.org) and all affected are alerted.
- Flights are booked.

### 17 days prior

- Open week to react to adjustments, changes, and finalize details.
- Hotel reservations are booked.

### **10 days prior**

- Final preparations are made to the event packet.
  - Ground transportation is finalized.
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### **ONE WEEK OUT**

#### **5 days prior**

- Full event packet is distributed to all stakeholders in the event.
- In possession of a hotspot for adjudicator devices

#### **4 days prior**

- Event coordinator contacts the host to review pre-event details.
- Tuesday night conference call with USBands event staff and hosts.

#### **3 days prior**

- Event Coordinator starts BAND groups for Event Staff and Adjudicators.

#### **2 days prior**

- Final details and adjustments are made.
- Avoid use of email as a primary communication method.

#### **1 day prior**

- Final chance to track down missing adjudicators and/or Event Staff.
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#### **1 day after**

- BAND conversations should be resolved and deleted/closed.
- Event surveys, reports, notes should be submitted to the office on Sunday

## **DAY OF EVENT NOTES**

### **GROUND TRANSPORTATION**

Often adjudicators will fly in for an event. Travel arrangements, including flight numbers, arrival/departure times, hotel information, transportation arrangements, and contact information are documented in the Event Information Sheet. Although often handled by the Event Sponsor, an Event Staff member may be asked to pick up an adjudicator en route to the event. This pickup should not affect the Event Staff report time in any way.

### **ARRIVAL AT EVENT SITE**

The Event Coordinator will meet with the Event Host. The remainder of the Event Staff should report directly to the room designated for the adjudicators to begin event set-up. Frequently, the post-event critique for band directors and adjudicators is held

in this room as well.

Check the room to make sure it is adequate for critique purposes. Determine the location of restrooms and the distance/time/route to the performance area. Remember, intermission periods are usually brief; long walks from the field to the school are not necessarily practical.

### **MEETING WITH EVENT HOST**

During your call with the Event Host (by Tuesday), you should have arranged to meet on the field at least 90 minutes prior to the start; now is the time for that meeting. Here, you will verify that all arrangements for the event are in place. Use your checklists!

### **PRE-EVENT SET-UP**

The Event Coordinator and/or Tabulator (if onsite) should set up the event staff/adjudication room.

This preparation includes setting-up the Wifi hotspot, verifying Competition Suite connection, ensuring all recording devices are charged, verifying performance schedules, etc.

As each adjudicator arrives, introduce yourself and your role on the Event staff. Offer to assist with any problems they may encounter throughout the day, as the adjudicators are our most direct interaction with directors and students.

The Assistant Coordinator should accompany the Event Coordinator to the meeting with the Event Host and assist with the stadium preparation (e.g. inspection of yard-lines, hashes, markers, lights, gates, warmup lots, event flow, press box access, adjudicator areas, electrical outlets, banners, announcer area, tabulator area).

### **FIELD SETUP**

There must be a table and chair for the field adjudicator as well as a table (with tablecloth) for trophies/awards. A tested and working power cord must be available on the front 50-yard line. All sidelines and goal lines should be clear of all other obstructions.

Natural turf fields should be freshly lined, ideally in white, to start the event and arrangements should be made to have painted lines touched up (especially between 30's) at intermission. Natural turf should also be recently cut. USBands only guarantees "high school" hash marks (53'4") which differ from college and professional markings. Massachusetts and Texas high schools may use 60' "college" hash marks. The Host may be asked to provide both sets of hashes at a particular event.

Yard line markers should be placed at 10-yard intervals on both the front and back sidelines at each USBands event, without exception.

## **SPONSOR BANNERS**

The Event Coordinator may receive sponsor banners from the USBands office. Banners should be hung at the back of the field in a prominent and visible location and in a very specific order/placement. If there are several banners, instructions on the specific order will be communicated to the EC. Prior to the end of the event, the EC should take a picture of the banners and email it to the USBands office.

## **INCLEMENT WEATHER PLANS**

If inclement weather occurs there are several options to consider:

Above all else, the SAFETY of the performers and the spectators is paramount.

In a light rain, the event can usually continue without issue. In a heavier rain, or if there is lightning or heavy wind, the show may be delayed for a brief period or cancelled if adverse weather continues.

Delaying for a brief period of time may allow the weather to pass and the event can resume as planned.

If the weather clears but the field is muddy, an outdoor standstill might be appropriate.

If the weather persists, moving the event indoors may be the best alternative. Hosts should have a weather plan in place and be ready to take action if needed.

Ultimately, the decision is made jointly by the Event Host, the Event Coordinator and the Chief Adjudicator. Keep the lines of communication open with the directors of participating ensembles. Directors should be informed of the decision promptly in order to make a performance determination for their ensemble. As the USBands representative, you should provide advice and recommendations. The final decision should be based on the weather report, field conditions, and availability of indoor facilities. Again, most importantly, the safety of the students comes first.

## **MEET WITH CHIEF ADJUDICATOR**

It is important that the EC meet with the Chief Adjudicator approximately one hour prior to the start of the event. This meeting is an opportunity to review logistical considerations, weather plans, score verification plans, and last-minute adjustments. The Chief Adjudicator can then relay this information to the rest of the adjudicator panel while the EC continues with event preparation. The TAB and Chief Adjudicator should also use this time to assure recording devices are in working order and all adjudicators are familiar with CompetitionSuite.

## **MEET WITH THE ANNOUNCER**

A member of the event staff team should meet with the announcer(s) as soon as the announcer arrives onsite. The announcer SHOULD have a copy of the script

prepared; the EC should have a spare generic copy if this is not the case.

In the meeting, review pronunciations, updates, and changes prior to the start of the event. In addition, the Announcer should be in constant visual communication with the Event Coordinator on the field and predetermined visual signals should be discussed. The announcer must not start the performance until a clear indicator is given.

It is important that the announcer treats the announcement of each ensemble seriously, so as to not disrupt the students' anticipated cues they may have rehearsed. Some events will have "airgrams" to be read as the ensemble enters the field. If unread airgrams remain when the ensemble is ready to start its performance, the announcer should stop reading the airgrams and give the cue to begin the performance. Remaining airgrams can be announced after the ensemble is finished with its performance.

## **FINAL STAKEHOLDER MEETING**

Thirty minutes prior to the start of the Event, the Event Coordinator leads the final meeting with ALL key parties; these meetings tend to take place on the 50 yard line. Any final changes regarding logistics, weather, performances, etc. should be discussed. Attendees should include the entire Event Staff, Announcer, Event Sponsor, Chief Adjudicator, Concessions Manager, Field Manager, and any other key personnel working the event.

## **MISSING ADJUDICATOR**

If an adjudicator cannot attend the event, please notify the USBands office staff immediately. If possible, a replacement adjudicator will be arranged. If it is too late to find a replacement, follow the "Missing Adjudicator" policy in the USBands Participant Guide, and be sure to notify all key parties of the situation.

Every ensemble should receive an evaluation by the full adjudicator panel if at all possible. If an adjudicator is scheduled to arrive within 15 minutes of the first step-off, the Event Coordinator may delay the start of the event to allow for their arrival. It is important to communicate these adjustments to ALL parties involved – especially the ensemble directors. If the adjudicator arrives after the start of the event, they may begin adjudicating at the start of the next competitive ensemble.

## **MISSING EVENT STAFF**

If an event staff team member cannot attend the event please notify the USBands office staff immediately. If possible, a replacement staffer will be arranged.

If the missing staff member is the Assistant Coordinator, it is customary to ask the Event Host to assign a booster parent to the back gate to assist getting ensembles on/off the field.

Many local shows will not have a tabulator onsite, a remote tabulator will be assigned. If your event requires an onsite tabulator and they're missing, please consult the USBands office staff.

If the Event Coordinator cannot attend, the Assistant Coordinator and Tabulator should consult with the USBands office staff.

### **STAR SPANGLED BANNER**

The National Anthem should be played at the start of every event, without exception. Ideally, the American Flag will be provided by the Event Sponsor; this process should be reviewed on the pre-Event call, so that other arrangements can be made if necessary. It is the Event Coordinator's responsibility to make sure all considerations of respect are provided for the flag. The Event Coordinator should ALWAYS test the National Anthem recording/plan and check for the Flag well in advance of the start of the event.

### **EVENT FLOW**

If an ensemble is missing at their allotted gate time (one time-slot prior to their performance time, but no later than 7 minutes prior), the AC should send someone to the warm up area to search for them, or notify the EC and head to the warm up lot. Regardless of when the ensemble arrives, the AC warmly greets the ensemble director and staff, and thanks them for performing with USBands. Sometimes late arrivals are caused by issues within the ensemble or miscommunication. Your job is to reduce the stress on the directors and performers, not increase it.

The AC ensures the director has access to Competition Suite and informs them of the critique location. The AC also records the number of performing members on the member count sheet, and sends the ensemble onto the field when prompted by the EC.

The EC oversees each ensemble's entry to the field as well as their set up and preparation to perform. When the ensemble is in position and the staff has left the field, the EC cues the Announcer and the performance begins.

It is important to note that while an event should not run BEHIND schedule, it is just as crucial that it does not run AHEAD of schedule. Integrity in the schedule is of the utmost importance. After the ensemble is finished the TAB should check for scores and audio files in Competition Suite.

### **THE SCHEDULE**

The schedule typically allows 15 minutes between ensembles, for specific events this time may be less. 15 minutes is ample time for each ensemble to enter the field, warm up, perform their show, and exit. Many ensembles will not use all the time, especially early in the season when their program may be incomplete.

Do not change the schedule; resist the temptation to send ensembles ahead of schedule. Parents often arrive just in time for their child's performance and will be extremely unhappy if they miss even a part of it because the ensemble performed earlier than advertised.

Sometimes an ensemble may encounter difficulties in their set up, such as non-working electronics or props subject to wind (anyone may help secure it, including adults, but non-performers should not "manipulate it for effect"). As EC, you must be calm, offer assistance as appropriate, and communicate to the ensemble that they are not subject to any timing penalties for taking the time to "get it right" for the performers.

In rare instances emergencies on the field or other events may occur that require a delay in the event. Again, you should remain calm, assure proper response from emergency personnel, and communicate delays to the subsequent ensembles. This or other delays may require allowing the next ensemble a few additional moments to "re-warm" up, especially in cold weather conditions.

### **"RUNNING STARTS" AKA "FLYING START" AKA PRE-SHOW**

Some ensembles use their warm-up time as a "pre-show" which can segue and blend into their adjudicated performance. Sometimes bands incorporate pre-recorded announcements. The AC should ask the director at the gate if there is anything unusual about the start of the performance, and pass that information to the EC. The EC can then inform the Announcer and Adjudicators so the cues can be given at the proper time.

### **FESTIVAL ENSEMBLES**

Occasionally there are Festival ensembles in an event, they are not competing. Festival ensembles have a scheduled time slot and are treated just as any other ensemble. Festival ensembles receive adjudicator feedback/scores/ratings and participate in critique; however, festival ensembles should not appear on the recap sheets, and should not have scores or rankings announced. Festival ensembles should only have a RATING announced during the Awards Ceremony.

### **INTERMISSION**

Either the EC or AC must remain at the field at all times, even during Intermission. The first ensemble after intermission can arrive to the gate at any time and a USBands staff member must greet them and inform them much time they have until the event resumes. If appropriate, you may at your discretion allow the ensemble onto the field to set up props and the front ensemble. Intermission is a key opportunity for our Hosts to increase revenue through concessions, merchandise sales, etc. It's very important to adhere to the written schedule, and to provide them

with every possible minute of Intermission.

### **HOST PERFORMANCE**

It's very important to clarify and confirm the Host's intent as it relates to the competition. This should be decided at least one month prior to the event. The Host should understand the seeding consequences related to their decision as a Competitive, Adjudicated Exhibition, or Exhibition performer, and the schedule/recaps must reflect the Host's decision accurately and appropriately.

### **THE AWARDS CEREMONY**

Before the last competitive ensemble, the Announcer script should request Drum Majors to assemble for the awards ceremony, usually outside the ensemble entrance gate. Each ensemble may send several participants, such as Drum Majors, color guard captains, section leaders, etc.

The AC should line the Drum Majors up in order of the performance schedule. Each performer should be assigned to a yard line on the field, half on each side of the 50-yard line.

Drum Majors should not be escorted onto the field until the recaps are approved and the awards are ready to present. As the Drum Majors assemble it is important to make sure they understand not to enter the field prematurely. It is helpful to assign each Drum Major a specific yard-line prior to entering the field to ensure a smooth and professional entrance.

Prior to the start of the Awards Ceremony, all VIPs or presenters should be on the field and ready to present. The announcer should have a list of trophy sponsors, if applicable. Ancillary items such as 50/50 raffle winners should be announced prior to announcing scores.

When indicated by the EC, the Announcer should welcome the drum majors onto the field and the EC should guide each of them to their appropriate yard-line positions. Once in place, the reading of scores should be immediate. Scores and placements are announced in the order the groups performed in the event (i.e. if Group I ensembles were the first to step-off, their awards are announced first. If Group IV ensembles were next to perform, their awards would follow the same pattern). The announcer starts with the lowest scoring ensemble in each group.

USBands suggests presenting the caption awards as part of the announcement for a particular ensemble. For example: "In Group IVA, 3rd place, receiving a score of 90.25, that's nine zero point two five, and winning the caption award for best music, Allentown High School!"

If two or more ensembles receive the same score for a caption or placement, they are announced as co-champions in the caption or category. Of course, in this event

an additional award will be ordered and shipped to one school. Simply explain to each ensemble what has happened, and that additional award will be issued by the office after the event. Discuss these details with the Event Host after the event and communicate plans to the USBands office.

It is important to note that ONLY USBands-sanctioned caption awards will be recognized and announced at USBands events. There may not be additional awards outside the standard setup of a USBands event without prior written approval from the USBands office. If there is a unique award that does not fit into USBands policies, USBands adjudicators are not expected to award a winner.

### **POST-EVENT WRAP**

After the Awards Ceremony has concluded, the Event Coordinator and Tabulator (if onsite) should clear the field and press box and attend the critique as soon as possible. When critique is over, thank the adjudicators for their work and determine if they have any feedback or comments, reminding them to complete the online survey link. Locate the Event Host(s) and thank them one more time for their participation with USBands.

### **PENALTIES**

Penalties are only given out in very rare circumstances. In USBand's 30-year history, only 3 penalties were assigned to ensembles performing in a USBands event. The main rule is that ensembles must be safe, respectful, and must leave the field as they found it. Anything left on the field after the ensemble exits or any damage done to the field may be subject to a penalty. There are no timing penalties. If an ensemble has sound equipment problems, they should be given time and support to remedy the problem. A conversation with the director may be appropriate to keep the event on track, but it is very likely a penalty will not be appropriate.

Note: A penalty may NOT be assigned to an ensemble without the approval of the Director of USBands.

### **COMPETITION SUITE (CS)**

USBands currently utilizes Competition Suite (CS) as the tabulation software. CS is a web based software and runs via a wifi connection. There is a software version available for PC download if preferred.

Remote and Onsite TABs should review their event for accuracy (ensembles, adjudicators, performance order) in CS prior to arriving onsite.

See Tabulator FAQ Job Aide for step-by step instructions on CS processes (e.g. tapes, verification of scores, releasing recaps, etc.)

## RECORDING DEVICES & HOTSPOTS

All adjudicators will be required to bring their own recording device with the Competition Suite Judges app installed. USBands will provide mobile wifi hotspots at all events.

Prior to the event all adjudicators should record a test file with their recording device, there will be a test band created in CS for this purpose. In the event of system failure, Adjudicators should utilize a voice memo app on the device to record commentary. Note that “system failure” does not mean a failure of the wifi signal. In that case, the Adjudicator simply continues to record, and as soon as the device is connected to a wifi signal, all of the files will be uploaded into CS.

While it is presumed that Adjudicators know how to use their own device, you should check to see that a proper stereo microphone (two rings/three sections) is used if applicable. Ensure all adjudicators know where to speak into their device for the best quality; TAB can check sound quality after the first test recording.

## SYSTEM FAILURE

### ADJUDICATOR SHEETS

USBands is now operating fully digital with Competition Suite (CS). But in the event CS fails, there are processes in place to ensure ensembles receive scores and commentary.

USBands no longer distributes paper adjudicator sheets. If score sheets are needed, sheets can be downloaded and printed from [www.usbands.org](http://www.usbands.org). In the event of system failure, Adjudicators can use the paper sheets to record scores, the sheets should not be distributed to the ensemble unless there is a failure to capture any audio commentary.

If audio commentary is not an option, it is very important that each adjudicator provides constructive, written commentary for each ensemble on a sheet.

Adjudicators should write all scores legibly, including subcaptions, and complete the sheet with a signature.

If there is a problem with illegible numbers or incorrect math entries, a USBands event staffer must return the sheets in question to the adjudicator to clarify their intent. In the case of illegible numbers or mathematical errors, it is NOT the role of the event staff to “guess” as to what the adjudicator “meant” to write. To preserve the integrity of USBands competitions, please quickly and politely ask the adjudicator to make the correction.

Again, only in the result of complete CS system failure, should ensembles receive any paper sheets.

Note on Verification: adjudicators now verify numbers in CS. If an adjudicator needs

to change a verified score, a CS TAB/admin can unlock or change the score for the adjudicator. Contact the remote tabulator assigned to your event if assistance is needed.

## TABULATION

In the rare instance WiFi is not available at the USBands event, the AC/Tabulator onsite should utilize the EXCEL backup sheet to enter scores. The EXCEL sheet will be distributed to all event staffers prior to the start of the fall season.

At most USBands events, a post-event meeting is held between adjudicators, band directors and staff of each ensemble, in order to discuss the ensemble’s individual performance at a particular event. These meetings will last for 15 minutes with a 5-minute rotation at three stations (Music, Visual, Effect).

Each ensemble’s staff will be assigned time to meet with adjudicators at the conclusion of all events

(excluding designated regional and championship contests). The time may be shortened at the discretion of the Chief Adjudicator as appropriate for the event.

In most cases, the order of critique is based on performance order. Critique is open to ALL ensembles, regardless of classification. Special arrangements may be made for ensembles that have traveled extensive distances and can be communicated to the event staff team upon arrival on the day of the event.

The Assistant Coordinator is ultimately responsible for coordinating and managing the critique session with the Chief Adjudicator, most importantly, getting it started as quickly as possible. If the AC role was filled by a parent, or an event is running with fewer staffers, the Chief Adjudicator can start critique instead.

The Chief Adjudicator, in coordination with the Event/Assistant Coordinator, is the only person authorized to make a change from the traditional layout of a USBands critique. This should only occur after a phone call has been made to USBands leadership and should only occur if an extenuating circumstance arises.

All recaps are electronic. Recaps will be posted in BAND after the awards ceremony is completed; this is done by the remote tabulator or office member. All adjudicators and directors can access the recap in BAND for review, printouts will no longer be provided.

APPENDIX ITEMS (see folders)	Tabulator Materials
Coordinator Materials	Tabulator FAQ
EC Checklist	Tabulator Checklist
Assistant Coordinator Materials	Recordings File Matrix
Gate Sheet (Count, Critique Attendance)	Excel Tabulation Backup



# USBANDS

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