

Kentucky Music Educators Association Marching Band Performance Assessment Event Rules and Regulations Handbook

2010 (2nd edition—8/17/2010)

KMEA Marching Band Committee

John Fannin, Chair

270-809-6449 (office)

john.fannin@murraystate.edu

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Rules and Regulations

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DEADLINES

All of the forms listed below are available online at <http://www.kmea.org>

August 2, 2010 - 4:30 pm EST

- ***SMBC Application Form, Part I***

Form must be filed by Kentucky bands wishing to participate in KMEA sanctioned marching band events *that plan to attend Regional Quarterfinals*.

Form includes:

- Band/School address and contact info
- Fee for SMBC events (\$100.00) if applicable
- Private schools only must provide Second Month Membership figures from previous two school years. Public schools will be classified based upon that same data provided by the Kentucky Department of Education.

Consequence of non-compliance with deadline: the band shall not be allowed to participate in the Regional Quarterfinals and beyond.

September 1, 2010 - 4:30 PM EST

- ***KMEA High School Registration Form***

With the appropriate fee. (\$125 band only, \$250 for band, chorus and/or orchestra).

- ***KMEA State Marching Band Championships Application Form, Part II***

Lists program, contact, and other information for SMBC.

- ***Music Information Form***

Lists all music being performed: title, composer, arranger, copyright holder.

- ***Permission to Arrange***

Indicates that "Permission to Arrange" has been obtained (as needed).

Consequence of non-compliance with deadline: the band shall not be allowed to participate in the Regional Quarterfinals and beyond.

March 15, 2011 - 4:30 PM EST

- ***Application for Sanctioning a 2011 Marching Band Performance Assessment Event***

Must be accompanied by a \$110.00 check

Consequence of non-compliance with deadline: the contest shall not be considered for sanction by the Marching Band Committee.

2010 SMBC CALENDAR & SITES

Regional Quarterfinals - October 23, 2010

WEST

1A & 5A – Hopkinsville
2A & 3A – Butler County
4A – Owensboro

EAST

1A – Beechwood
2A & 5A – Tates Creek
3A & 4A – Madison Southern

Semifinals and Finals – October 30, 2010

1A – Butler; 2A – Christian Academy of Louisville;
3A – Meade County; 4A – South Oldham;
5A & Finals – Papa John's Cardinal Stadium

TICKET PRICES FOR 2010

Quarterfinals and Semifinals - \$10.00; Finals - \$12.00 (Premium seats at Finals - \$20.00)

WHAT'S NEW FOR 2010

1. The sanctioned contest entry deadline in rule II.E.1 was changed from 12 days prior to an event to 26 days prior (1 day extension for contests that are 26 days after Labor Day).
2. A new rule was adopted (II.B.2) that provides for the classification of new high schools.
3. A new rule, (II.E.19) was added that reads, "Bands are not allowed to practice music on or within a reasonable distance of the contest site (stadium, grounds, parking area) other than in the designated warm-up area at the designated time."
4. The words "and entry form mailing" were removed from rule I.B.1 which now reads, "The names of at least four of the band evaluators must be sent with the performance assessment event information."
5. Rule I.B.9, which requires a sanctioned contest host to list area restaurants, was stricken from the book.
6. Rule II.A.1 was augmented with a "b" section that advises contest hosts regarding the tradition score sheet colors (but doesn't *require* their use of these or *any* colors).
7. In rule II.A.10, the expression "comment tapes" was supplanted with the expression "recordings from judges."
8. The former rule II.E.9 was moved to become a "part c" under II.B.1.
9. The former rule II.E.9, now II.B.1.c, was changed by insertion of the words "conductors or" such that it now reads, in part, "All performing members, including conductors or manipulators of any visual equipment or musical instruments, must be enrolled members in grades 7-12 of the school or feeder school they represent.
10. In rule II.C.2.b, the timing of the show was designated to begin immediately after the announcement "(Name of band), you may take the field," rather than ten seconds later.
11. Rule II.E.1.b was clarified by adding the expression, "of a cancelled contest" after the expression, "and the host band".
12. In rule II.E.10 the words, "but must be actuated by a student performer" were appended to the first sentence. It now reads, "Prerecorded sounds other than music, such as narration or sound effects, may be used without penalty, but must be actuated by a student performer. Any prerecorded sounds used that are copyrighted must have permission obtained for their use, similar to copyright consideration for music. Evidence of such authority must be included in the Music Information Form required for your participation. (See "Copyright Compliance" on p. iii.)"
13. The first sentence of rule IV.C.1.h was revised for clarity. It now reads, "If the director of a band that qualifies for a semifinal event declares that the band shall not to appear at that event, and if said declaration occurs prior to the draw for Semifinals performance order at the end of Regional Quarterfinals, the next competitive band in order of score may be offered the vacant semifinal position.
14. Rules II.D.1, II.D.2 and the last sentence of II.D.6 (from the 2009 Rulebook) were removed, because they are covered in II.E.1.

FOREWORD

This booklet contains rules, regulations and policies concerning the operation of marching band performance assessment events for schools within the state of Kentucky. These rules pertain to events sanctioned by the Kentucky Music Educators Association (KMEA). The Kentucky Music Educators Association is a state unit of the Music Educators National Conference.

The rules and regulations stated within this booklet are formulated by the Marching Band Committee (MBC), approved by the Band Council and recommended to the KMEA Board of Directors. The KMEA Board of Directors votes on the acceptance or rejection of all recommendations.

Information as to dates and locations of all KMEA Performance Assessment Events may be found on the KMEA website—

1. <http://www.kmea.org>
2. From that KMEA *home page*, click on “Member Login.”
3. Follow the Log In procedures to get to the *secure search page*.
4. On the *secure search page* click on “KMEA Information Center”
5. From that menu click on “Marching Band Championship and Sanctioned Contest Forms.”

Questions may be directed to:

**Dr. John Stroube, Executive Director, KMEA, P.O. Box 1058, Richmond, KY 40476-1058
859-626-5635; 859-626-1115 FAX; www.kmea.org; john@kmea.org**

COPYRIGHT COMPLIANCE

The Kentucky Music Educators Association endorses full compliance with all aspects of United States Copyright Law. All members, affiliated groups, and sponsored events are asked to be in full compliance, which includes the use of copyrighted material and licensing resources (including arranging and performing).

No band will be permitted to perform if it is not in compliance with the copyright laws of the United States. As such, each participating band shall take such steps necessary to obtain and provide the Kentucky Music Educators Association with evidence that it has purchased or otherwise obtained permission/license to use and arrange music performed by it, as well as any visual and/or audio images presented.

Bands failing to provide appropriate documentation of copyright compliance with their application materials will have their application rejected.

(No participation in Quarterfinals, Semifinals, or Finals.)

Information about and forms for these procedures are currently available on the KMEA web site:

1. <http://www.kmea.org>
2. From that KMEA *home page*, click on “Member Login.”
3. Follow the Log In procedures to get to the *secure search page*.
4. On the *secure search page* click on “KMEA Information Center”
5. From that menu click on “Marching Band Championship and Sanctioned Contest Forms.”

The Bands of America web site has a great deal of information about copyright requirements along with links to Harry Fox, ASCAP, and BMI sites. Their site also directs you to online searches for copyright holders. BOA offers a service (for a fee) that will request “permission to arrange” for you. Their web address is: <http://www.bands.org>.

CODE OF ETHICS FOR DIRECTORS AND STUDENTS

1. Directors shall respond to all correspondence pertaining to performance assessment events promptly, understanding that all deadlines will be strictly enforced.
2. All performing organizations are encouraged to listen to at least one other performing organization at all KMEA assessment events.
3. Directors shall be professional at all times.
4. Improper behavior (booing, obscene gestures, profanity, and students taunting other students), unsportsmanlike conduct, or destruction of property in the building or on the grounds at the assessment event site by a participant will disqualify his or her entire school. Directors and their students will be liable for destruction of property.
5. Participating directors or students of marching band events are not permitted to confer with the evaluators prior to or during events. Evaluators are never to be harassed. The M.B.C./Band Council retains the right to disqualify organizations that exhibit such behavior from participation in state marching band championship events.
6. Publicity by radio, television, or newspaper claiming “District Championship“ for any particular group is considered unethical under the group rating system. Such practice can be the basis for suspension from further KMEA events.
7. Violators of KMEA Assessment Event Rules and Regulations may be barred from further participation for a given period by action of the MBC/Band Council and the KMEA Board.

GRIEVANCE PROCEDURE

1. Grievances pertaining to assessment event management and/or operations shall be submitted to the Assessment Event Manager in writing within ten days of situations provoking grievances.
2. The Assessment Event Manager shall review and respond to grievances within ten days of receipt.
3. Unresolved grievances may be submitted to the MBC Chairperson for inclusion in the agenda of the next regularly scheduled MBC meeting. The decision of the MBC may be forwarded to the Band Council and the KMEA Board for consideration.

DIRECTOR’S REPORT OF EVALUATORS

1. Forms provided by Assessment Event Managers will be distributed to directors participating in assessment events.
2. Directors should critique all evaluators, not only those who they feel have done an unsatisfactory job.
3. Forms will be returned to the KMEA Executive Director (see section II, A, 9).
4. Forms will include:
 - a. Name of evaluator
 - b. Area of concentration of evaluation
 - c. Address and phone number of critiquing director

REHEARSING AND PERFORMING IN THE HEAT

KMEA recommends that band directors become familiar with and follow Kentucky High School Athletic Association Sports Medicine requirements regarding heat index levels for all marching band rehearsals and performances, and that they act accordingly in the best interest of the students.

KHSAA online safety course: http://www.khsaa.org/safety_course/

KHSAA recommends the use of a digital sling psychrometer at the practice/contest site to determine the heat index, and prescribes the following scale—

Under 95 degrees Heat Index

- All sports
 - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - Optional water breaks every 30 minutes for 10 minutes in duration
 - Ice-down towels for cooling
 - Watch/monitor athletes carefully for necessary action.

95 degrees to 99 degrees Heat Index

- All sports
 - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - Mandatory water breaks every 30 minutes for 10 minutes in duration
 - Ice-down towels for cooling
 - Watch/monitor athletes carefully for necessary action.
- Contact sports and activities with additional equipment
 - Helmets and other possible equipment removed while not involved in contact.
 - Reduce time of outside activity. Consider postponing practice to later in the day.
 - Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

100 degrees to 104 degrees Heat Index

- All sports
 - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - Mandatory water breaks every 30 minutes for 10 minutes in duration
 - Ice-down towels for cooling
 - Watch/monitor athletes carefully for necessary action.
 - Alter uniform by removing items if possible
 - Allow for changes to dry t-shirts and shorts.
 - Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 - Postpone practice to later in day.
- Contact sports and activities with additional equipment
 - Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
 - Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

Above 104 degrees Heat Index

- All Sports
 - Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

KMEA MARCHING BAND PERFORMANCE ASSESSMENT EVENT RULES & REGULATIONS

I. HOSTING A KMEA SANCTIONED PERFORMANCE ASSESSMENT EVENT

I.A. SANCTIONING PROCESS

1. The performance assessment event season will run from the Saturday after Labor Day to the Kentucky Marching Band Championships.
2. The host school must be registered with KMEA and host band director must be a current member of KMEA. Non-secondary School institutions or agencies are exempt from this requirement.
3. The host school must submit the application form to the KMEA Executive Director by March 15 of each year. An alternate date is requested; however, the Marching Band Committee will consider any written request that an event not be held on the alternate date.
4. A nonrefundable fee of \$110.00 must be paid to KMEA at the time of application.
5. The Marching Band Committee will decide on a yearly basis which events will be sanctioned. Sanctioning may be denied for a violation of the rules. Violations must be reported in writing by February 1 by a KMEA member who attended the event (or by the KMEA state office, especially in regard to compliance with deadline). A representative from the performance assessment event involved will be invited to the sanctioning meeting. The Marching Band Committee will determine by a majority vote whether or not sanctioning will be denied for the upcoming year.
6. All paperwork must be completed in its entirety (no blank spaces) and be on time in order to be considered for sanctioning. Failure to comply may result in loss of future sanctioning.
7. Decisions made at the spring sanctioning meetings are final. Any contest that changes dates after those decisions will not be sanctioned.

I.B. REQUIRED PROCEDURES, FACILITIES, AND SERVICES

1. The names of at least four of the band evaluators must be sent with the performance assessment event information.
2. The performance assessment event field must:
 - a. be a football field of regulation size (conforming to KHSAA regulations).
 - b. be marked in five yard increments with high school hashes clearly marked on each yard line.
 - c. have yard line markers that are easily readable from both the field and the press box. Markers should be placed off the field twelve feet from the front sideline on even yard lines only.
 - d. have clearly marked boundary lines.
 - e. be free from any obstructions for a minimum of twelve feet from the front and back sideline.
 - f. have a crew to maintain field markings.
 - g. be clear of holes, ruts or other hazards (guy wires, fences, telephone poles, etc.) which could cause injury.
 - h. have a press box judging area reasonably centered in the field. The view should be unobstructed and provide a perspective to fully view the form development.
3. Seating
 - a. The stadium must have permanent seating, portable bleachers or folding chairs for all participants and spectators.
 - b. All seating must be in safe condition. Concrete blocks with boards or other temporary seating is not acceptable. The host must check their school's liability clause. KMEA will not be held liable for any injury.
4. Parking

A suitable area must be provided for parking buses and equipment vehicles.
5. Equipment Shuttle

KMEA-Sanctioned Marching Band events are not required to provide Equipment Shuttle services and State Marching Band Championship events *will not* provide Equipment Shuttle service.
6. Warm-Up Areas
 - a. Both outdoor and/or indoor warm-up areas must be provided for each band.
 - b. Each band must be allowed a minimum of thirty minutes in the warm-up area, not to include travel time.

7. Dressing Facilities
Separate dressing areas for males and females must be provided.
8. First Aid Services
 - a. State or local certified first aid services must be provided.
 - b. The first aid area must be clearly marked.
 - c. The host must comply with their school's insurance policies regarding first aid services.
9. Restroom Facilities
Permanent or portable restrooms are required near the bus parking area, in or near the stadium and in or near the dressing areas.
10. Security
At least one law enforcement officer (as defined by the local Board of Education) must be on duty at all times during the event. However, each band will be responsible for the security of all equipment and vehicles that they bring to a performance assessment event.
11. The contest host has the authority to deny access to the field by any equipment the host feels would be damaging to the field surface.

II. PERFORMANCE ASSESSMENT EVENT OPERATION

II.A. EVALUATION

1.
 - a. A six-person caption-style system must be used. The only official KMEA captions shall be Music Performance (40%), Visual Performance (20%), General Effect - Music (20%) and General Effect Visual (20%). The Music Performance and Visual Performance captions will each have two evaluators. The General Effect captions will have one evaluator each.
 - b. Contest hosts may print adjudication sheets on colored paper corresponding with the traditional KMEA coding: music sheets = blue, visual sheets = yellow, general effect music sheets = white, and general effect visual sheets = green.
2. It is suggested that evaluators evaluate different official captions if preliminary and final events are held.
3. Other captions (guard, percussion, field commander, soloist, etc.) added by the host must be evaluated by separate evaluators. An evaluator evaluating an official KMEA caption must not evaluate any other caption.
4. Each evaluator must complete a written and verbal assessment of each band, and give each band a score based solely on the criteria of the caption sheet he or she is assigned.
 - a. Official KMEA forms, in the new format with criterion-referenced scoring in each sub-caption item, will be used to record an evaluator's written comments and score. The evaluator must initial any change on the evaluation form.
 - b. The host must send to each evaluator a copy of the appropriate assessment form with corresponding instructions and glossary at least ten days prior to the event.
 - c. Evaluators will not be told if a band is in the Festival Division or the Competitive Division.
 - d. In case of random scheduling, evaluators will not be told the class in which the bands are competing nor will that information be included in the published programs.
5. Evaluation must begin immediately after the announcement, "(name of band), you may take the field." (see Section II.C.1.b).
6. Evaluation must end with the final salute from the drum major (see Section II.E.8).
7. Evaluators should be separated from each other as much as possible during the performance assessment event.
8. Only official performance assessment event staff is allowed in the evaluating area. Video crews, directors, staff, etc. from performance assessment event bands are not permitted in the evaluating area.
9. Directors Report on Adjudicators forms must be provided to each band director immediately following the performance assessment event to allow participating directors to evaluate each evaluator. Forms will include the name of each evaluator and area of evaluation. These forms are to be mailed to the KMEA Executive Director. In the event an evaluator is found unsatisfactory by 30% of the directors at three different sanctioned performance assessment events in one season or by 50% of the directors at two different performance assessment events in one season, the evaluator will not be included on the KMEA list of approved evaluators for the following year.

10. Assessment forms, recordings from judges, composite sheets and Directors Report on Adjudicators forms must be given to each director immediately following the conclusion of the event. If a critique session is to be held, recordings from the judges may be given to band directors as soon as possible after each band's performance. If finals are held, assessment forms, recordings from the judges, and evaluation forms must be given to each director immediately following the conclusion of the preliminary assessment. If practical, composite sheets should be given to bands in the Festival Division following preliminary evaluations. Audio comments may be in the form of cassettes, compact discs, or digital files (mp3, etc.). The contest host must inform the participating directors of the particular audio format before the contest.
11. The wages of official KMEA caption evaluators will be paid by the host school using the following guidelines:
 - a. Each evaluator will be paid a minimum of \$200 per performance assessment event.
 - b. For events with more than 15 performances (including finals performances), an additional \$15.00 will be paid for each performance over 15. This applies to any exhibition bands that are assessed, including the host band.
 - c. Evaluators will be paid a minimum of the current KMEA mileage rate, if needed.
 - d. Lodging costs will be paid by the host, if needed.
 - e. Any air fares will be paid by the performance assessment event host.
 - f. A meal allowance up to \$30.00 per day will be paid, if needed.
 - g. Salaries of any additional evaluators shall be determined by the performance assessment event host.
12. All performance assessment event managers must provide an evaluator orientation prior to the first scheduled band performance. This orientation must include a full review of the **Pre-Event Evaluator Orientation Packet**, a review of KMEA assessment sheet captions and scoring guidelines, an opportunity for questions/answers, time for consultation between adjudicators in the same caption, and completion/signing of the Adjudicator Information Form.
13. **Local managers will provide event results, including a recap sheet and signed Pre-Event Evaluator Orientation Packets**, to the KMEA Executive Director **within 48 hours of the completion of their event**. Failure to comply will trigger an **automatic loss of sanction** for the following year. Directors may appeal loss of sanction penalty by submitting an explanation in writing to the chair of the Marching Band Committee who will hold a hearing prior to the fall MBC meeting.

II.B. DIVISION AND CLASSIFICATION

1. Bands will have the option of entering either Competitive Division (for both a ranking and a rating) or Festival Division (for ratings only).
 - a. All bands will be further classified based on the school's Second Month Membership in grades 9-12 from the previous two years as provided by the Kentucky Department of Education (or, in the case of private schools, as submitted by the director and principal on the SMBC Application Part I).
 - b. If the school system divides the 9-12 student population between two buildings (i.e., 9th grade center or 9-10 campus) but both student populations participate in the marching band, the total populations of the two schools will comprise the school size for SMBC classification purposes.
 - c. All performing members, including conductors or manipulators of any visual equipment or musical instruments, must be enrolled members in grades 7-12 of the school or feeder school they represent. (Students in 6th grade and under are not allowed to be part of the performance.) For a marching band to participate in KMEA sanctioned contests or to be admitted to the Regional Quarterfinals and beyond, its members must all attend a single high school or its feeder schools.
2. In the event that a new high school is opened, taking its membership from one or more preexisting schools, the KMEA state office is authorized to consult with the school system administration to determine, for KMEA marching band classification purposes, the enrollment of the affected high schools in the school system for the fall of the first year, and that a one-year average from the Kentucky Department of Education be used to determine their classifications for the following year.
3. All bands wishing to participate in the Regional Quarterfinals and beyond must submit an *SMBC Application Part I* to the KMEA office by August 1. Bands that do so will then be placed into one of

the five KMEA classes. Bands registered to attend the SMBC will then be divided equally into five classifications based on school enrollment as follows:

Class "A"	Bands in the lowest 20% of school enrollment
Class "AA"	Bands in the next highest 20%
Class "AAA"	Bands in the middle 20%
Class "AAAA"	Bands in the second highest 20%
Class "AAAAA"	Bands in the highest 20% of school enrollment

3. Bands that do not apply for SMBC events will then be assigned their correct class for regular season events, using the same criteria as those registered to attend the SMBC. Out-of-state bands participating in KMEA-sanctioned local events must submit enrollment information to the event manager for purposes of classification.

II.C. ANNOUNCING AND TIMING

1. Announcer's Duties
 - a. At the printed time of a particular band and regardless of their physical position in the stadium, make the following an announcement: "And now entering the field, at (time of performance), the (name of band) from (name of town)".
 - b. Make the following announcement after the drum major has given the salute: "(name of band), you may take the field" (see Section II.E.8).
 - c. Never announce prior awards of the band at any time.
 - d. Unofficial announcements are prohibited at KMEA sanctioned contests and at any level of the state championships. These include but are not limited to personal announcements (i.e. "band-ograms"). Reports of news and athletic scores are considered to be unofficial in nature and are **not** allowed.
2. Timing Official's Duties
 - a. Time each band to ensure that it does not exceed a fourteen minute block of time that begins with the announcement, "And now entering the field, at (time of performance), the (name of band) from (name of town)" (see Section II.C.1.a), and ends when all personnel and equipment are cleared from the performance area, and all instruments are silenced.
 - b. Time the actual performance of each band, which must be at least six minutes but no more than ten minutes in length. The timing of the show must begin immediately after the announcement, "(name of band), you may take the field." Drum majors will signify the conclusion of the band's performance (and timing for the show will end) with a final salute immediately following the last prepared selection (see Section II.E.8).
 - c. Record all timing information and any penalties on the Timing and Penalty Report (see Section II.G).

II.D. SCHEDULING BANDS FOR ASSESSMENT

1. a. Bands are to be scheduled using one of the following methods:
 - Classification, with the classifications proceeding from smallest to largest and performance order within classification determined by random drawing.
 - Total Contest, with performance order determined by random drawing regardless of classification.
- b. The method of scheduling is to be determined by the host and must be announced in advance on the application forms sent out to directors.
- c. Awards will be made by classification no matter the method of scheduling.
- d. Bands in the Festival Division will not be eligible for finals assessment (see Section II.E.4).
2. Subdivision of classes is possible to form two or more equal classes. The division must be based on the enrollment information provided as provided by the Kentucky Department of Education (or, in the case of private schools, as submitted by the director and principal on the SMBC Status Declaration Form) (see section II.B.1). There must be at least six bands in a class before it can be divided, and there must be at least three bands in each subdivision. Classes will not be divided based on whether a band is in the Festival Division or the Competitive Division.
3. The order of performance will be determined by a drawing held by the host 24 days prior to the event.
4. A sanctioned performance assessment event that is postponed due to inclement weather may be rescheduled only on a weekday within two weeks of the original date. Bands committed to the original date may opt not to attend the rescheduled event. If the next to last contest of the season is cancelled

- due to inclement weather, bands have the option to enter another contest by 4:00 p.m. on the following Monday. They will be placed at the beginning or end of the contest and will be entered in the Festival Division.
5. A schedule of all bands must be sent or transmitted to each participating band no later than 24 days prior to the performance assessment event and must include:
 - a. A suggested arrival time that allows sufficient time for each band to meet with performance assessment event guides and unload equipment.
 - b. A dressing time period that is sufficient to allow members time to dress (see Section I.B.7).
 - c. A warm-up period of at least 30 minutes that is scheduled for each band, not to include travel time. This schedule must be correlated to performance time.
 - d. A gate time to be used as a guide to ensure that the performance assessment event runs on time.
 - e. A performance time that indicates when timing for the 14 minute block will start, regardless of the physical location of the band (see Section II.C.1.a and II.E.6).
 - f. Performance times for bands scheduled at fifteen-minute intervals.
 - g. A list of all evaluators and awards
 - h. The last band for evaluation scheduled no later than 9:45 p.m. (Exception: State Finals.)

II.E. ENTERING & PARTICIPATING

1. **Deadline**
 - a. **The entry deadline for sanctioned events (other than State Championships) is 26 days prior to the event date at 7:00 pm contest site time. (When a contest falls 26 days after Labor Day, the deadline shall be 25 days before the contest.)** Bands must enter in Festival Division or Competitive Division. **The contest manager must inform the KMEA office of all entered bands and indicate whether or not the contest will be held within one hour after the entry deadline. Notification can be by email, fax, or phone message. Failure to comply will trigger an automatic loss of sanction for the following year.** Directors may appeal loss of sanction penalty by submitting an explanation in writing to an ad hoc sub-committee of the Marching Band Committee that will convene at the fall MBC meeting.
 - b. After a band is entered in a sanctioned event it may not be withdrawn unless the event is canceled (consequence described in Section II.E.4). If an event cancels or if an entered band is the only band in its class, it shall be the responsibility of the event manager to notify the band(s) immediately (26 days prior to the event). Bands so notified, and the host band of a cancelled contest, shall have the option of entering another performance assessment event for that date and may do so by phone 25 days prior to the event. (When a contest falls 26 days after Labor Day, the option to enter another contest shall be 24 days before the contest.) Any phoned-in applications must be followed by a written confirmation postmarked within 24 hours of the phone conversation. **These are the only exceptions to the 26-day deadline.**
2. All participating Kentucky bands must be registered with KMEA, and their directors must be members of KMEA.
3. Kentucky bands that do not apply for the State Marching Band Championships, and any out-of-state bands, may participate in KMEA sanctioned local contests. These groups will enter local contests and be classified based on school enrollment provided by KDE, or in the case of private or out-of-state schools, similar data provided by the school. All information needed for classification must be received on or before the deadline for entering the event.
4. Failure to appear at a sanctioned performance assessment event will result in automatic disqualification from the State Championships for that year. If finals are held, bands that qualify must attend finals. If an emergency situation or an extenuating circumstance exists, a written explanation must be sent to the KMEA Marching Band Committee Chairperson within seven days of the missed assessment for an exemption. Bands in the Festival Division will not be eligible for finals assessment (see Section II.B.1 regarding entering in Festival Class).
5. Bands wishing to qualify for the State Championships are limited to a maximum of six in-state and/or out-of-state marching band performance assessment events (not including the State Championships) during the regular performance assessment event season (see Section I.A.1). Non-sanctioned marching band exhibitions held before Labor Day will not count toward the six-event limit.
6. Each band will be allotted fourteen minutes in which to enter the field, set up any equipment, perform the show, exit the field, and remove all equipment (refer to Sections II.C.1.a, II.C.2.a and b, and II.E.8). Additional time may be utilized in accordance with section II.E.6.b.

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- a. Bands may enter or exit the field from any point.
 - b. Once a band has cleared the field and pit, the next band may move into the performance area. Bands may not begin their performance until they are announced to enter the field at their scheduled time.
 - c. Only band members, band staff and equipment crews will be allowed in the performance area. Once the performance has begun, band directors and staff must leave the performance area. For the safety of the students, band staff/adults may remain on the field to secure props, if needed.
 - d. The pit area is defined as the area off the regulation football field playing area, between the 35 yard lines, extending a distance of 10 yards, or 30 feet, from the front sideline toward the audience/evaluators. All staff/adults must remain out of the pit area, behind the field commander during the performance of the band.
 - e. The performance field will be a regulation size football field with end zones including the area from out-of-bounds lines on the ends to 12 feet outward from the front and back sidelines (360 feet long). The contest manager at any specific facility having permanent structures which limit the performance area must inform applicants of such limitations at least 30 days prior to the event.
7. Each band must perform from a minimum of six minutes to a maximum of ten minutes, during which time they will be evaluated (see Sections II.A.5 and 6, II.C.1.b and II.C.2.b).
 8. When the band is in starting position, the drum major(s) must present a salute. The announcer will respond, “(name of band), you may take the field.” The drum major(s) will signify the conclusion of the band’s performance with a final salute immediately following the last prepared selection (see Section II.C.1.b and II.C.2.b).
 9. An adult may control audio amplification equipment during the performance from outside the performance area, at the field level.
 10. Prerecorded sounds other than music, such as narration or sound effects, may be used without penalty, but must be actuated by a student performer. Any prerecorded sounds used that are copyrighted must have permission obtained for their use, similar to copyright consideration for music. Evidence of such authority must be included in the Music Information Form required for your participation. (See “Copyright Compliance” on p. iii.)
 11. Electrical outlets will not be provided for use during the event (electronic instruments may be used). Use of electronic instruments shall be limited to live real-time performance. All music must be generated by the performer actuating the instrument used. No sequenced or copyrighted sequence material will be allowed.
 12. Live animals, aircraft, flammable or combustible materials (including firearms and/or live ammunition, flammable smoke “bombs”, fire batons and fireworks, etc.) are prohibited from use. A carbon dioxide fire extinguisher is the only permissible prop for smoke effects. No residue that is damaging to the field may remain on the field following a band’s performance. The school responsible for the damage must make restitution to the host school.
 13. Use of national or state colors is optional. If used, the band must follow the Code of Conduct of the Use of the American Flag.
 14. Bands should not display signs or banners in the evaluators’ viewing area. Supporters may wave hand flags. No cowbells, stereos, or other noisemakers, which may distract from the performances, are allowed.
 15. Dropped equipment can be retrieved without an automatic penalty for the drop. However, drops may be reflected in the Overall Effect and Visual Performance score.
 16. Any band member who is ill may be assisted from the field by band staff, alternates or emergency technicians without penalty.
 17. Assessment forms, recordings from the judges, composite sheets and Directors Report on Adjudicators forms must be given to each director immediately following the conclusion of the event. If finals are held, assessment forms, recordings from the judges, and evaluator evaluation forms must be given to each director immediately following the conclusion of the preliminary evaluation. If practical, composite sheets should be given to bands in Festival Division following preliminary evaluations (see Sections II.A.4, 9 and 10).
 18. Participating bands will not be allowed to practice on the performance field the day of the performance assessment event.
 19. Bands are not allowed to practice music on or within a reasonable distance of the contest site (stadium, grounds, parking area) other than in the designated warm-up area at the designated time.

II.F. SCORES, RATINGS, AND AWARDS

1. Scores
 - a. Scores must be tabulated and validated by two different individuals to ensure accuracy. The tabulators should be in a secure location away from spectators and performance assessment event participants.
 - b. At no time during the performance assessment event are the scores of any band to be discussed outside of tabulation (except as allowed in IV.E.3 for Regional Quarterfinals and Semifinals).
 - c. The evaluator must initial all changes on evaluation forms.
 - d. Any discrepancy between the final score and the actual total of the sub-caption scores must be brought to the attention of the evaluator for correction. If this is not possible, the discrepancy will be resolved by using the final score of the evaluator and not the total of the sub-caption scores.
 - e. Ties must be broken as follows:
 1. By comparing Music Performance scores.
 2. If still tied, by comparing Visual Performance scores.
 3. If a tie still exists, it will remain a tie and duplicate awards will be presented.
 4. Scores from bands in Festival Division will not be considered in determining ties. ("Ties" will not exist in Festival Division.)
2. The scores of bands in the Festival Division will not appear anywhere on the composite sheet. Ratings for Festival Division bands will be inserted in place of scores.
3. Ratings

Ratings will be assigned according to the following scale:

I	Distinguished	80.00 to 100.00 points
II	Proficient	60.00 to 79.99 points
III	Apprentice	40.00 to 59.99 points
IV	Novice	0.00 to 39.99 points
4. Awards (optional)
 - a. First, second and third place and ratings will be awarded in each class for Competitive Division bands in single or preliminary evaluation. Ratings only will be awarded in each class for Festival Division bands. Bands in Festival Division are not eligible for any other ranked awards (Best Percussion, Guard, etc.).
 - b. Festival Division awards will be announced first, followed by the Competitive Division awards.
 - c. Appropriate placement awards in each class will be given to bands in finals assessment. If classes are not separated (as in an open format), placement awards will be given to each band in finals.
 - d. Other awards may be given at the option of the host. However, it is felt by KMEA that a band should be viewed as a total unit and that other awards may tend to fragment the overall unity of the band (see Section II.A.3). Drum majors may be evaluated but not ranked or scored.
 - e. Monetary awards or incentives are prohibited.

II.G. PENALTIES

1. Any participating band violating any printed rule in sections II.E.6, II.E.7, II.E.8, II.E.9, II.E.10, II.E.11, II.E.12 and/or II.E.13 in the KMEA Marching Band Rules, Regulations and Policies will receive a penalty.
 - a. Timing penalties (sections II.E.6, II.E.7, and II.E.8) will be assessed at one-half point per fifteen seconds or any portion thereof. (see sections II.C.1-2 and II.E.6-8).
 - b. All other penalties (sections II.E.9, II.E.10, II.E.11, II.E.12 and/or II.E.13) will be assessed at five points per infraction.
2. Only the performance assessment event manager may assess a penalty.
3. In the event of an infraction, the performance assessment event manager or other official representative must immediately notify the band director of the band in question of any penalty assessed.
4. All penalties must be assessed to ensure fairness. However, the performance assessment event manager may waive the penalty if there were circumstances beyond the control of the band in question.
5. Penalties will be deducted from the final score.
6. The performance assessment event manager must inform KMEA of any scheduled band's failure to appear (see Section II.E.4).
7. Participating directors should notify the KMEA Marching Band Committee Chairperson in writing of any rules infractions by the host or by other performance assessment event bands that go unreported (see Section I.A.5).

8. Disqualification
 - a. Any participating band violating any printed rule in sections II.E.4 (failure to appear) or II.E.5 (exceeding of the 6 event maximum) in the KMEA Marching Band Rules, Regulations and Policies will be disqualified from participation in the State Championships for that year.
 - b. Students or staff who are involved in improper behavior, unsportsmanlike conduct, or destruction of property in the building or on the grounds of the event site will cause the band with which they are affiliated to be disqualified from the event. Directors and their students will be liable for destruction of property. (See Code of Ethics, #4 in this document.)

III. KMEA MARCHING BAND COMMITTEE

- III.A. The KMEA Marching Band Committee shall consist of:
 1. A state appointed chairperson.
 2. Twelve elected members, one from each KMEA district.
- III.B. The term of office for members will begin on September 1. The two-year term will end on August 31.
- III.C. Even numbered districts will elect representatives in even numbered years and odd numbered districts in odd numbered years.
- III.D. It shall be the duty of the Marching Band Committee to set and enforce all rules and regulations pertaining to the operation of KMEA performance assessment events for marching bands. Actions taken by the MBC must be forwarded to and approved by the Band Council and the KMEA State Board of Directors.

IV. KMEA STATE MARCHING BAND CHAMPIONSHIPS

IV.A. QUALIFYING FOR STATE CHAMPIONSHIPS

1. Bands that receive at least one Proficient or Distinguished rating in their state assigned classification at any one KMEA sanctioned marching event and that participated in their district concert event the preceding spring are eligible to participate in Regional Quarterfinal events.
 - a. The Proficient or Distinguished rating may be received in Competitive or Festival division to qualify for Regional Quarterfinal events.
 - b. Bands must qualify in their state assigned classification at a KMEA SANCTIONED event in order to participate in state level events.
 - c. All bands participating in state level events must follow all rules and procedures for entering. Deadlines for entry will be strictly enforced. (see Section IV.A.3)
2. Host bands may not compete or qualify at their own events. (Exception Quarterfinals and Semifinals)
3. Bands must declare their intention to participate and private schools must also submit enrollment information on the *SMBC Application Part I*. Bands will then be assigned to the appropriate classification based on definitions in rule II.B.
 - a. The deadline for the *SMBC Application Part I* is August 1 at 4:30 p.m., eastern time. Bands applying to the SMBC (Regional Quarterfinals and beyond) must include an application fee of \$100.00 with the form. (The application fee is refunded if the band does not qualify for state level events.)
 - b. The *SMBC Application Part II*, *Music Information Form*, and *Permission to Arrange* must be received by the Sept. 1 deadline.
 - c. Bands must enter in Festival Division or Competitive Division. Festival Division will be non-competitive and bands entered in this division at the Regional Quarterfinal events will not continue in semifinals or finals events of the State Marching Band Championships since these succeeding events are strictly competitive. Regional Quarterfinal events are not considered to be competitive events and may be used as a final, end of season evaluation for schools who have qualified as outlined in these rules. Bands not wishing to compete should enter in the Festival Division.
 - d. A director may request a change of division at the Regional Quarterfinal event by notifying the Regional Quarterfinal manager in writing. This written notification must be received by the regional manager 12 days prior to the Regional Quarterfinal date. If not received by mail or fax by midnight 12 days prior to the event, the request for change will automatically be denied.

Competitive division bands that receive one of the eight highest scores will qualify to continue in semifinals competition.

4. The KMEA Executive Director will hold a drawing following the August 1 deadline to determine the order of performance in each class at the Regional Quarterfinals for all bands that submitted a completed application on time. Bands that do not qualify for State Championships will be removed from the performance order.
5. Bands that performed in one of the first five performance positions within their classification and regional assignment for State Marching Band Championships in the drawing conducted by the KMEA Executive Director cannot repeat in the first five drawn positions regardless of their region or classification the following year. The draw is for Regional Quarterfinal events only, or Semifinals in the event Regional Quarterfinals are not held. This does not apply to the state Semifinals held following Regional Quarterfinals.
6. The State Marching Band Championships will be operated under the rules and regulations of KMEA. KMEA will control all financial aspects of the event.
7. Bands qualifying for the State Marching Band Championships are limited in the number of performance assessment events they may enter during the marching event season. Bands wishing to qualify for the State Championships are limited to six events. It makes no difference whether these events are sanctioned or unsanctioned, nor whether they are in-state or out-of-state. (see Section II.E.5)

IV.B. AWARDS AT STATE LEVEL

1. Distinguished performance plaques will be awarded to bands scoring 80.0 and higher in Regional Quarterfinal assessment. These will be awarded via announcement at the Regional Quarterfinal site.
2. All Regional Quarterfinal participants will be eligible to purchase the Kentucky State Marching Band Championships patch.
3. Plaques will be awarded to the four finalists in each class at the state championship.
4. Plaques denoting 5th through the 16th place in semifinal assessment will be awarded to bands placing in those positions in each class.
5. Semifinalist bands will be awarded stripes denoting “semifinalist” at no cost to the students.
6. Finalist bands will be awarded stripes denoting “finalist” at no cost to the students.
7. Olympic-style medals will be presented to all members of finalist bands at no cost to the students.

IV.C. PERFORMANCE ASSESSMENT EVENT FORMAT

1. Regional Quarterfinals
 - a. Up to ten sites will be required (two each – A, AA, AAA, AAAA, AAAAA divided geographically).
 - b. Two classes may be combined into one site to cut down on site requirements if applicable.
 - c. Sites must have a quality high school or university stadium. The sites will be selected through a bid process.
 - d. Bands will be assigned to an east or west regional site based on their geographic location and equal division of the classifications for all registered bands. Assignments will be made by the KMEA Executive Director, Band Division Chair, and MBC Chair and posted on the KMEA web site within one week after the August 1 deadline. Bands must participate in the regional events as assigned.
 - e. In each class there must be a minimum of 20 bands registered with the KMEA Executive Director by the August 1 deadline to warrant a Regional Quarterfinal event. In the event a class Regional Quarterfinal is cancelled for a given year (due to fewer than 20 bands being registered), that class must again have 20 or more bands registered prior to the registration deadline for two consecutive years in order for the event to be rescheduled. If this qualification is met, the event would then be scheduled for that second year.
 - f. If a minimum number of bands per class is not met, qualified bands (a Proficient or Distinguished rating) in the affected class(es) will automatically advance to the State Semifinals.
 - g. The eight highest scoring bands in each class from each Regional Quarterfinal event (a total of 16 per class) will be in semifinal events.
 - h. If the director of a band that qualifies for a semifinal event declares that the band shall not appear at that event, and if said declaration occurs prior to the draw for Semifinals performance order at the end of Regional Quarterfinals, the next competitive band in order of score may be offered the

- vacant semifinal position. This system may be used to fill any vacancies in the eight positions continuing in semifinals competition.
- i. Regional Quarterfinals managers will report to the manager of the State Marching Band Championships by 11:00 p.m. the day of the regional festival the names of bands (maximum of 8 per class) qualifying for the state championship semifinals. Failure to do so may cause the bands to be disqualified.
 - j. The first band at a Regional Quarterfinal site hosting one class will be scheduled no earlier than 12:00 noon local time. If two classes are being held at a single location, the first band will be scheduled no earlier than 10:00 am local time.
2. Semifinals and Finals Information
- a. There will be five sites for semifinal events. Locations of those sites will be determined as a part of the bid process for the State Championships.
 - b. A drawing for performance order at the semifinal event will take place on the Saturday of the Regional Quarterfinal, immediately following the event. Bands placing 1st-4th at Regional Quarterfinals will randomly draw for performance slots 9-16. Bands placing 5th-8th at Regional Quarterfinals will randomly draw for performance slots 1-8. In even years, even numbered slots will be assigned to bands from the east region and odd numbered slots will be assigned to bands from the west region. In odd numbered years the reverse will be the case.
 - c. Should a quarterfinal event not be held as the result of having fewer than 20 registered bands in a given classification, the semifinal performance order in that class will be determined by the original draw, which takes place immediately after the August 1 entry deadline, under the supervision of the Executive Director of KMEA.
 - d. The four highest scoring bands in each class for semifinals events (A, AA, AAA, AAAA, AAAAA) will be eligible to participate in the finals event.
 - e. A drawing for the order of performance in each class for finals will be held at the conclusion of each semifinal event. This drawing will be held immediately after the finalists are announced.
 - f. Bands will perform by class in the finals event beginning with Class A, followed by AA, AAA, AAAA, and AAAAA.
 - g. Finals will begin at 6:00 pm local time.

IV.D. EVENT DATE AND CANCELLATION POLICY

1. The State Marching Championships dates and locations will be recommended by the Marching Band Committee.
2. If possible, the Championships will be held in the same location for two years.
3. If any Regional Quarterfinal event must be canceled due to inclement weather or any other necessary reason, the event may be rescheduled on Sunday, Monday, Tuesday or Wednesday following the originally scheduled date. If the event cannot be rescheduled on those days, it will be canceled entirely.
4. Events will be canceled and/or postponed at the discretion of the site manager after consultation with the band directors scheduled to participate in the event. A simple majority vote of the participating directors is required to cancel or postpone a Regional Quarterfinal event. Cancellation/postponement and rescheduling of Regional Quarterfinal events must take place on the Saturday that the event is originally scheduled to take place.
5. Only bands selected from Regional Quarterfinal assessment events will continue in semifinal level assessment. The Regional Quarterfinal event must be held in order for bands assigned to that event to be able to continue in semifinal competition. (Exception: see IV.C.1.e & f).
6. Semifinals and finals events may not be rescheduled.

IV.E. EVALUATION AT STATE CHAMPIONSHIPS

1. Evaluation panels will consist of:
 - a. One panel per site for Regional Quarterfinals events (up to 10 panels for Regional Quarterfinals)
 - b. One panel per site for semifinals assessment event (one panel for each classification – 5 panels)
 - c. Two panels for finals comprised of adjudicators from semifinals who are to be assigned to classifications other than the one they judged in semifinals.
2. Evaluators cannot have any connections with bands in the assessment event, such as drill designer or music arranger.
3. At Regional Quarterfinals and Semifinals, judges will be allowed to retain score sheets until four bands have performed.

- a. After the fourth band's performance, a fifteen-minute break will be scheduled.
- b. The Press Box Manager will gather the judges and ask each of them to state their highest and lowest score from among the bands they have assessed. NO MENTION OF PARTICULAR BANDS WILL BE ALLOWED.
- c. Judges will then be given the remainder of the fifteen-minute break to adjust their scores as they feel appropriate.
- d. After the break, the four sheets will be collected by the tabulator and no further retention of score sheets will be allowed.

IV.F. ANNOUNCER AT STATE CHAMPIONSHIPS

KMEA will provide an assessment event announcer to introduce each band. The announcement will follow the same format as events held during the year. (Announcer duties described in II.C.1.)

IV.G. ADMISSIONS POLICIES FOR STATE CHAMPIONSHIPS

Admission and ticketing policy for the State Marching Band Championships will be determined by the KMEA Board of Directors. KMEA, KASA, and CMENC members will be admitted free to all KMEA State Marching Band Championships events by showing a current membership card. Children age 6 and under are admitted free.