



**Procedures and Rules
Handbook
2020**

Section 1: Overview

1.01 Organization

The Sierra Nevada Band Series (SNBS) consists of independently operated marching band contests or festivals hosted by schools utilizing SNMS adjudication sheets, scoring format and contest rules/procedures.

1.02 Purpose

To provide the means for a consistent and educationally based evaluation system that rewards growth through standards of achievement. To provide the uniform application of number criteria throughout Northern Nevada by way of a standardized set of evaluation sheets.

To bring together directors, educators, performers, adjudicators, staff members and supporters toward a common understanding and respect for efforts and qualities in all phases of the art of marching band.

To promote the entertaining and educational activity of high school marching band.

1.03 SNBS Administration

The SNBS will utilize two administrative positions to facilitate the operation and logistics of the organization. These positions are 1) SNBS Coordinator and 2) SNBS Contest/Participant Liaison. Job descriptions for each position is listed below:

SNBS Coordinator:

- Primary contact with strategic partner regarding SNBS website.
- Primary contact with Show Day administration.
- Provide direction/training to contest hosts regarding Show Day
- Maintain SNBS budget with strategic partner, including the collection of maintenance/member fees.
- Develop and distribute SNBS credentials
- Responsible for posting information, recaps, etc. on SNBS website in conjunction with strategic partner.
- Serve as primary point of contact with other marching band circuits and organizations.

SNBS Contest/Participant Liaison:

- Primary contact between contest directors.
- Primary contact for participating bands.
- Liaison between participants and SNBS Coordinator
- Maintain, up-date and edit SNBS Procedures and Rules Handbook.

- Creates master performance schedule after performance order draw.
- Maintain, up-date, edit and distribute SNBS Contest Director Manual
- Serve as resource for contest hosts.
- Communicate any rule exceptions that are approved with all contest directors and participants.
- Provide outreach to new participants to assist them with SNBS procedures and policies.

1.04 Strategic Partner

The SNBS strategic partner is eNvision Performing Arts.

As the SNBS strategic partner eNvision Performing Arts will provide the followings services:

- A. Hosting SNBS information in the eNvision website.
- B. Coordinating the use of Show Day for adjudication commentary and recaps.
- C. Maintaining a Dropbox for adjudication commentary.
- D. Develop and produce SNBS Director, Staff and Adjudicator badges.
- E. Provide financial clearinghouse services to individual contest as requested.
- F. Provide adjudicator recorders as requested by contest directors.
- G. Collection and maintaining Copyright Compliance/Permission Forms

1.05 SNBS/eNvision Maintenance Fee

Bands participating in any SNBS contest will pay a one time (per fall season) maintenance fee of \$50.00 to eNvision Performing Arts for providing services to SNBS. Payment instructions can be found on the eNvision website. All paid bands will be listed on the eNvision website. **The SBNS maintenance fee must be paid before a band is allowed to perform at any SNBS event for that season.** In extenuating circumstances, the deadline may be extended at the written request of a school's administration.

Section 2: Classification of Bands, Performance Order and Contest Information

2.01 Classification of Bands

Bands are classified based on the total number of performers. This includes all brass, woodwind, front ensemble, battery percussion, color guard and drum majors/conductors.

Classifications for the 2020 Fall Season are:

Class A:	1-60
Class AA:	61-80
Class AAA:	81+

Contest Directors will canvass bands in early August to determine if any adjustments to the classification division are warranted for the purpose of balancing the divisions if practical.

2.02 Change in Band Classification

Bands may elect to compete in a higher division but may not compete in lower division. Bands must declare their intent to change division to the individual contest director prior to the SNBS season performance order draw. Once the draw has taken place no changes in division will be allowed.

2.03 Contest Participant List

A list of participating bands in each individual contest (including division entered) will be posted on the eNVison website at least 2 weeks before the performance order draw. This will allow bands ample opportunity to make changes in divisions entered prior to the performance order draw.

2.04 Performance Order

Performance order, for all events (contest or clinic), will be determined by a blind and random draw. The draw will be held approx. three weeks prior to the first contest. Location and time of the draw will be announced at the beginning of the fall semester. The draw is open only to band directors of schools entering any SNBS contest. Those bands that have not submitted their required maintenance fee, contest entry fees and applications will be assigned the first performance slot in their division.

Bands will be placed in reverse order draw by division (example: first drawn is last to perform).

2.05 Master Performance List

A master list of all performance times for all contests will be posted on the SNBS section of the eNVison website approx. 48 hours after the draw is completed.

2.06 Contest Information Packets

Information packets for each contest will be posted on the SNBS website approx. 10 days after the performance draw. Items that will be included in the packet are:

- Contest Schedule including warm-up time and area, travel and/or gate report times, performance times and awards presentation time.
- Event Location Maps
 - Full site (parking, warm-up, etc.)
 - Stadium (field entrance, exit, prop staging area)
- Adjudicator names and caption assignments

- Contest director contact information
- Hospitality information
- Inclement weather plan
- Ticket information
- Concession information
- Concession Group Order Information/Forms

Section 3: Entry Fees, Passes and Admission

3.01 Entry Fees

The entry fee for each contest is determined by the individual contest. Entry fees are used for adjudicator stipends, adjudication travel and lodging, and contest operating expenses.

The suggested entry fee for an SNBS contest is \$300.00.

3.02 Director and Staff Passes

Each band will be provided one (1) director pass and six (6) staff passes. These passes will be good for all SNBS contests. If a band needs additional staff passes they may purchase them when they submit the Maintenance Fee to eNVision Performing Arts. Additional staff passes are \$5.00 each.

These passes are good for the spectator area and the track area.

3.03 Chaperone Passes

Each band will receive 1 complimentary pass (wrist band) for every 10 students in the band. These passes are good for admission to the spectator area.

3.04 Track Passes

Passes are not required for entry to the track/competition area for individuals assisting bands with moving instruments, equipment and props. These individuals may watch their bands performance from the track area but may not enter the spectator area. All individuals assisting with a band must exit the competition area at the conclusion of the band's performance.

3.05 Admission

Admission prices for the 2020 fall season are:

Adult: \$10.00 (max)

Student w/ID: \$5.00

Senior: \$5.00

Under 6: Free

WCSD ID not honored at SNBS events.

Section 4: Adjudication

4.01 Adjudication/Evaluation Captions

Each band will be evaluated and scored using the following captions:

Music Effect
Visual Effect
Ensemble Music
Ensemble Visual

Contest directors will make every effort to have at least one music adjudicator with a background in percussion and at least one visual adjudicator with a background in color guard.

4.02 Scoring

Bands will receive a score based on a total possible 100 points computed to the nearest tenth of a point. SNBS contest will be utilizing the Western Band Association (WBA) Class 1-2-3 A score sheets. The percentage of the total score for each caption is:

Music Effect: 30% (10% Program/10% Performance/10% Coordination)
Visual Effect: 30% (10% Program/10% Performance/10% Coordination)
Ensemble Music: 20% (5% Balance & Timing/5% - Tone Quality and Intonation/
10% - Musicianship)
Visual Ensemble: 20% (10% Composition/10% Excellence)

All scoring will be done on a build-up, achievement basis, utilizing the criteria of the WBA score sheets and adjudicator placemats. Adjudicators will be instructed to use a regional/local scale, rather than a national scale for adjudication.

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

4.03 Tie Breaker Procedure

In the event of a tie of overall scores, the tie will be broken as follows:

- A. High Effect scores (Music Effect + Visual Effect)
- B. High Music scores (Music Effect + Music Analysis)
- C. High Analysis scores (Music Analysis + Visual Analysis)

If a tie still exists, duplicate awards will be presented.

4.04 Additional Captions

Individual contests may offer additional areas of adjudication such as percussion and color guard. Scores from these adjudicators are stand-alone scores and will not be counted in the band official score.

If any additional caption is scored the contest director must provide participating bands with the score sheets and criteria for evaluation to be used.

4.05 Contest Recaps

Contest recaps will be available to participating band directors via Show Day. Contest directors may provide written recaps at the conclusion of the awards presentation. Recaps will also be posted on the eNvision website at the conclusion of the contest and awards ceremony.

4.06 Class Placement and Caption Awards

The following awards will be presented at all SNBS contests:

- A. Placement awards in each class.
- B. Outstanding Music in each class (Music Effect + Music Analysis)
- C. Outstanding Visual in each class (Visual Effect + Visual Analysis)
- D. Outstanding Effect in each class (Music Effect + visual Effect)

4.07 Additional Awards

Additional awards may be presented at the discretion of each individual contest. These additional awards could be, for example, outstanding color guard, outstanding percussion, caption sweepstakes, or contest sweepstakes. Contest directors will identify any additional awards to be presented in pre-contest information distributed to participating bands.

4.08 Awards Ceremony

Bands are limited to sending drum majors and captains to the track/field for the awards ceremony. Exception: At the Sierra Band Crusade (UNR) graduating seniors may accompany their student leadership on the field.

Directors and Staff must remain outside the 20 yard lines during the awards ceremony.

4.09 Critique

Contest Directors have the option to schedule a critique with the adjudication panel open to all participating bands. Critique format is at the discretion of the Contest Host. If

a contest offers critique, schedule and format must be included in pre-event communications to participating bands.

Section 5: Performance Timing and Procedures

5.01 Performance Block

Field shows will be scheduled at 15 minute time slots. Bands may move to a holding or pre-stage area during the conclusion of the previous band's performance. Bands may move to the entry line (zero yard line extended) when the previous band is exiting the field. Entering bands may not interfere with a band exiting the competition area (including front ensemble and prop exiting).

Bands will not be required to perform before the performance time set in the latest contest schedule distributed at least 48 hours prior by the contest director.

5.02 Minimum Performance Time

SNBS does not have minimum performance times for bands. SNBS encourages all bands to perform without fear of penalty. However, bands should be aware that shows with minimal performance time may have an adverse effect on Music Effect and Visual Effect scores.

5.03 Field Entrance Procedure

Bands may enter the competition field at the following announcement:
"Now entering the field at (performance time) in your program is the (School Name) High School Band". Bands may then cross the zero lines extended and proceed to set-up for their performance. On field warm-up is at the discretion of each band and is counted in the performance block time.

A salute by the bands drum major indicates that it is ready to begin its performance. The announcer will say: "(School Name) High School Band you may begin your performance". The judged performance will begin at this time and conclude upon the drum major salute at the end of the show. The announcer will acknowledge by saying "Ladies and gentlemen the (School Name) High School Band".

A band may opt out of the announcement following the drum major salute if the contest director is notified (in writing) two (2) weeks prior to the contest date.

5.04 Field Exit

Timing for a band's performance block ends when all band members, support staff, equipment and props have crossed the zero yard line extended. Violation of the performance block time will result in a penalty of .1 points for every 15 seconds or fraction thereof. Example: 15:17 timing is a .2 penalty.

Note: SNBS views personal safety to be more important than rigid enforcement of exit timing rules. Penalties shall be assessed only when it is determined by the Contest Director that the band exiting is not making a concerted efforts or substantial progress in complying with the rule. Bands that “troop” the stands, exit the field in the wrong direction or have props or equipment that cannot be promptly removed are subject to penalty for performance block overtime/delay of contest.

5.05 Timing and Penalties

Each contest/event will provide a Timing and Penalties sheet for each participating band. Bands will not be penalized at the first contest/event entered unless that performance is on or after October 17, 2020.

5.06 Shout-Outs, Air-Grams or Similar

Contests may offer shout-outs, air-grams, etc. to boost contest revenue. These announcements can only be read during the following times:

- At the obvious conclusion of a bands performance as the band is exiting the field. This may include announcements for the exiting band not previously read and/or announcements for the next appearing band.
- Any time before a bands 15 minute begins.
- At breaks in the contest schedule.

Section 6: Performance Regulations

6.01 Copyright Compliance

All ensembles must comply with copyright laws in regarding performance and/or use of arrangements of copyrighted music, visual images and other materials, as well as the use of copyrighted audio or spoken text, and the display of copyrighted words and images. Each ensemble shall take steps necessary to obtain permission/license to use and arrange music performed as well as any visual and/or audio images presented.

All participating bands are required to file the appropriate copyright permission form with SNBS before a band will be allowed to perform at an SNBS contest. Refer to the SNBS section on the eNvision Performing Arts website for further information.

6.02 Performing Personnel

All performing members must meet eligibility requirements of their school district and school administration. Students not enrolled in their high school must be eligible for participation in the performing ensemble as defined in their school district policies. Adults/Non-Performers are not allowed to contribute to the musical or visual performance of any band with the exception of an adult/non-performer may operate a mixing board or wireless mixing device. (See 10.02)

Section 7: Performer Safety

7.01 Members of the competing units must wear soled footwear during the entire performance.

7.02 No student may be on, or be placed on, any portion of a prop where the participant's feet are more than 6 feet above the playing surface of the stadium field, unless appropriate safety railing and/or other safety equipment is in place and in use.

Exception: Drum Majors may stand more than 6 feet above the playing surface of the stadium field if he/she is using a podium specifically created for this height and provided such podium has appropriate safety railings. Ladders are not acceptable for heights above 6 feet.

OSHA: www.osha.gov Rule 1926.501(b)(1)

7.03 Prohibited Items

The following items are prohibited from use in a performance or on the performance field:

- Any equipment, object or material (including but not limited to debris, powder, water or other liquids) that may cause damage to the Performance Field or Performance Area, that presents a safety hazard, or that disrupts the scheduled flow of the contest.
- Pyrotechnics of any kind, including fire, fireworks, discharge of firearms, or pressurized canisters.
- Live animals
- Any mechanized vehicles. Exception: Mechanized wheelchairs of individual performers.
- Drones or any remote controlled helicopter, aircraft or similar items.
- Any item that leaves a residue or debris on the performance surface at the end of a bands performance.
- The release of lighter than air balloons of any size.

Section 8: Props and Powered Vehicles

8.01 Mechanized Vehicles

Off road mechanized vehicles (defined as golf carts, garden tractors, small ATV's, etc.) will be allowed to pull equipment and equipment platforms, only for set up and take down, unless prohibited by an individual contest/stadium/event site.

All vehicles must not leave tracks or marks on the performance field or track.

Pick-up trucks, large tractors or similar vehicles are not permitted.

8.02 Front Ensemble Equipment and Prop Entry

Front Ensemble Equipment and Props may be moved in the stadium ready/holding area at the beginning of the preceding bands performance block time. Props should not be assembled in view of the spectator area so as not to cause a distraction from the performing band.

8.03 Front Ensemble Equipment and Prop Performance Staging

Front Ensemble Equipment and Props may be moved into the competition area (field and "pit") as soon as the previous band has cleared the pit and/or field area. Incoming equipment and props must not impede the progress of the exiting unit from the performance area.

Non-performing personnel may be used to place equipment and props in the competition area but must be clear of the performance area prior the beginning of a bands performance.

8.04 Front Ensemble Equipment and Prop Competition Area Exit

Following the end of a band's performance, all props and equipment must be in continuous movement toward the zero line extended until entirely removed from the competition area and stadium. No post-staging in other stadium areas will be allowed without prior approval of the Contest Director. Props may not be disassembled if in view of the spectator area until the conclusion of the contest or a designated break in the contest.

8.05 Equipment and Prop Use - Performance

Powered vehicles, in any form, may not be used to relocate props or performers during the performance time. Exception: Motorized wheelchairs for disabled performers.

Battery or other power may be used within a prop to operate lighting and/or simple mechanical functions not relating to relocating the prop.

Any prop that is moved during a performance with a student on or attached to the prop must have a safety railing or equivalent.

Props judged unsafe by the Contest Director, at the sole discretion of the Contest Director, will be prohibited from use during the performance.

Identified Student Prop/Stage Hands may remain in the performance area for the sole purpose of moving and supporting props and will not count as a performer in the bands classification number. However, stage hands may not be part of the performance in any way, such as gestures or showmanship enhancement. Example: If a door of a prop is to be opened, a performing member in the band's classification number must open it, not a stage hand.

At no time can equipment and/or props intentionally leave the competition area where spectator safety is at risk.

8.06 Dropped Equipment, Instruments, Props

Dropped equipment, instruments or props can be retrieved by any band member. Non-performing personnel can only retrieve dropped items if they present a safety hazard to performing members.

Section 9: Field Marking and Boundaries

9.01 Competition Field

The competition field will be a regulation size football field of 160 feet wide by 300 feet long with end zones. The field will be lined every five (5) yards and will be marked with cross hash marks at 53'4" from each sideline. Stadiums are allowed to have collegiate hash marks, 60' from each sidelines, in addition to the standard high school hash marks.

Vertical yard line tick marks (marking each yard) may also be present along front and back field sidelines and along lines created by cross hash marks.

Contest hosts will provide yard line markers on the front sideline, minimum of every ten (10) yards.

9.02 Performance Boundaries

The performance area boundaries are extended end zone to end zone and from front sideline to back sideline. A performance area for the front ensemble may extend no more than 5 yards from the front sideline and may run the length of the field.

There are no boundary line penalties. Band may enter and exit over any boundary line. Band members (including drum majors) may cross any boundary line at will and at any time but may not enter the stands or seating area for any reason.

Section 10: Electronics

10.01 Electronic Sounds Performance

Electronic equipment for the production of amplification of music and other sounds are permitted.

All music from traditional wind and percussion instruments or electronic instruments must be performed by a Student Live and in Real Time. The use of sampled, prerecorded, or sequenced sounds of woodwind, brass wind, and/or percussion instruments is not permitted. Other music must either be performed "live and in real time" or prerecorded or sequenced for playback on a "one stroke, one note" basis.

Tempo-specific samples and musical loops are not permitted during the Performance. Non-music sounds such as narration or sound effects may be performed either through its live performance or through the playback of the recorded sound.

Pre-recorded music and/or live music may be used for a “pre-show” within the performance block time.

10.02 Pre-Recorded Sounds – Copyright

Bands must secure permission to use any prerecorded sounds that are copyrighted. Bands acknowledge compliance with copyright by their entry into a SNBS contest.

10.03 Operation of Electronic Devices

If power is available at the contest site, it may be used at the band’s own risk. Contest Hosts will seek to provide access to front sideline power as close as possible to the 50 yard line but take no ultimate responsibility for supplying power or the failure of a power source it provides.

If power is not available at a contest site, the Contest Director must notify participating bands in pre-event communications.

Audio volumes may be controlled with a wireless device from any place in the outside the performance area or spectator area including designated staff listening/viewing areas . Contests will provide a designated area for sound mixing near the adjudicator’s vantage point. SNBS cannot guarantee the operability of such devices, including the devices’ communication with other devices within the performance area. Such devices are used entirely at the risk of the user.

An adult/non-performer may operate the mixing board or wireless mixing device, only for the purpose of managing volumes, balances, etc. Operation of mixing equipment must be done outside the performance area.

Note: Allowing an adult/non-performer to operate a soundboard does not grant permission for them to contribute directly to the music or visual program.

The triggering of electronic music, sound effects or voice overs is only permissible by a student performer who is within the competition area.

10.04 Catastrophic Equipment Failure

Authorized non-performing personnel may enter the competition area during the performance to attend to an issue affecting the safety of student performers or “catastrophic” equipment failure (such as failure or loss of power or connectivity to a sound system).

Section 11: Warm-Up Procedures

11.01 Warm-Up Areas

Contest hosts will provide two (2) assigned warm-up areas for bands and will schedule each band for a minimum of thirty (30) minutes block of time. Additional warm-up areas, with extended warm-up time, may be provided based on host site space.

11.02 Warm-Up Times

Musical and visual warm-up prior to a bands assigned warm-up time must be done in an area removed from the hearing range of the stadium and the designated warm-up areas. Bands should be prepared to move from the warm-up area at the designated time on the contest schedule. Be courteous and do not go over your warm-up time.

11.03 Electronic and Amplified Devices

Time-keeping devices such as metronomes or jam blocks, megaphones or similar voice amplification devices, and audio systems may be used and tested in warm-up areas but must be used at a reasonable volume depending on the acoustics of the warm-up area and proximity to other warm-up areas.

If a band is informed by contest personnel that their wireless electronic device is interfering with a band in the stadium or another warm-up area such devices must be immediately turned off.

11.04 Silent Zones

Silent zones will be established in the areas next to the stadium. Bands are not to play in this area or interfere in any way with bands competing in the stadium.

Entire campuses may be designated as silent zones, except for designated warm-up areas, when the contest is schedule to begin. Contest Directors should include silent zone maps and times in pre-contest communications with participating bands.

Exhibition bands and/or host bands must follow not warm-up up outside designated warm-up areas or silent zones.

Section 12: Audio and Video Recording

12.01 Performance Recordings

Due to legal reasons, and to protect everyone involved in our events, SNBS contests will not provide recordings to groups participating at SNBS events. Any liability associated with unauthorized recordings will rest with the individual or organization making the recording.

SNBS does not condone, nor accept any liability for, any unauthorized recording during the event.

12.02 Recording on the Competition Field

Use of cameras of any kind are NOT ALLOWED on the competition field. This is for the safety of performers and as a courtesy to the spectators.

12.03 Video Recording from the Spectator Area

Still cameras (digital or film, professional or otherwise) are allowed into the stadium and may be used from stadium seating only.

Tripods or other similar equipment that may obstruct the view or path of travel of others in seating areas are not allowed.

Section 13: National Colors

13.01 Use of National Colors

The use of the National Colors is optional.

13.02 Guidelines for Use of National Colors

Should a band opt to use the National Flag, the following guidelines are recommended for its use. These guidelines shall not be authority, either expressed or implied, to violate any national, state or provincial laws at variance with them.

- Bearer of the national Flag, while in possession of that flag, shall never engage in dance or theatrical steps.
- The National Flag shall never be permitted to touch the ground.
- The National Flag shall always be afforded the general respect and dignity associated with our National symbol.
- The National Flag shall be guarded by at least one weapon (or simulated weapon) at all times.
- The National Flag may be posted according to proper posting procedure.

13.03 Penalty

Bands may be penalized .01 to 5 points for flagrant offensive violations of these guidelines at the sole discretion of the Contest Director.

Section 14: General Conduct

14.01

Contest Directors may issue warnings and/or penalties for actions and/or behaviors that violate the principles of fair play or professional behavior. Such actions and behaviors include, but are not limited to:

- Warm-up onsite by an ensemble (or any component of an ensemble) in areas and/or at times other than those designated after warning for Contest Director.
- Failure to follow directives from contest personnel related to conduct in any area, including parking lots, warm-up areas, etc.
- Overstays in warm-ups areas that intrude into the time and space of other participants.
- Failure to abide by guidelines involving student performance, and the use of electronics and equipment.
- Behaviors that compromise the safety of participants and others and/or that may violate known stadium policies.
- Verbal remarks and behaviors (at the venue, whether in or outside the performance area), by members, staff and/or other badge/pass holders, that are generally disrespectful and contrary professional educational behavior and general human conduct and dialogue.
- Any delay of contest, improper conduct, or infraction for which no specific rule or penalty is provided.
- Members of the competing ensembles must wear soled footwear during the entire performance.
- Bands must meet eligibility requirements as stated in the policies and procedures.

14.02

Penalty

Contest Directors may assess a penalty of 0.10 point up to disqualification for violation of the general rules of conduct and/or violation of the rules of competition.