



PERFORMANCE GUIDELINES 2019



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For any queries relating to the content of this document, please contact performance@byba.org.uk

A - Membership & Contest Administration

A1.1 Application for Contests

A1.1.1 A list of approved contests and relevant information will be provided at the National Conference.

A1.1.2 The BYBA contesting season will commence on 1 Jan and conclude at the National Championships.

A1.1.3 Entry into each division will be on a self-selection basis decided by the Corps Director / Bandmaster.

A1.1.4 All Bands must indicate which contests they wish to enter on the BYBA Contest Entry form. The Entry Process Timeline is as follows:

- On 01 December – Contest Entry Form will go live on the BYBA Website.
- Between 01 December & 28 February – Bands register which contests they intend to enter. Bands can amend contests they wish to enter and will confirm their selected division.
- On 01 March – BYBA Publishes confirmed list of contest entries and draws. After this date further entries will be drawn on first.
- Withdrawals from contests will carry the full (none-reduced) contest entry fee as well as a 50% withdrawal cost, which would go direct to the Contest itself.

On receipt of invoice, payment should be made promptly. All fees are non-returnable.

A1.1.5 All bands must complete the Membership Age Declaration Form one week prior to their first contest submitting it to the Performance Chair via performance@byba.org.uk, and subsequently when changes in membership occur an updated form should be submitted one week prior to other contests. Where changes occur on the day of a contest through absence, the most recent completed form must be clearly annotated and handed to Band Reception on arrival. Youth marching members are those who have not yet reached their 26th birthday on 31 October of the year in question. Overage marching members are those aged 26 or older on 1 November of the year in question. All marching members will be given wristbands that permit free entry to the contest. Any wrongful declaration, whether intentional or otherwise, is a serious matter and against the spirit of fair competition. BYBA reserves the right to conduct spot checks.

A1.1.6 Bands will register Staff in accordance with Rule A1.1.5. Passes will be issued as a ratio based on the number of performers on the Arena, which will be annotated on the Registration Form and handed into Band Reception.

The Staff Pass Ratio is:

01 to 30 Performers: 6 Staff Passes

31 to 50 Performers: 8 Staff Passes

51+ Performers: 10 Staff Passes

Bands with a Junior or Cadet Band should register separately though should not duplicate staff numbers; a wristband per staff member should only be claimed once.

A1.1.7 Additions or substitutions may be registered until ONE WEEK before the last contest in the season (excluding the National Championships). The alterations should be made on the Member Age Declaration Form, which is then sent to the Performance Chair.

A1.1.8 Each person may only register with one Band and may not transfer to or play with another Band during the season except under the following circumstances:

1. Removal to another area well away from the Band that person is registered with.
2. When a Band has been declared completely disbanded.
3. When two or more bands dissolve to form a new separate band.
4. When there is mutual agreement between the authorised officials of the Bands involved.
5. When a person has been dismissed from a Band and another Band is willing to enrol that person.
6. Any competing member registered with their senior Band and performing a dual role with their Cadet Band.

A1.1.9 There is no limit to the size of Bands in any Division.

B - Age Restrictions

B1.1.1 A maximum of 8 members per band who have reached their 26th Birthday, by the 31st October, in the year in which they compete, will be permitted to compete on any one occasion. The Drum Major can be 1 of the 8 members. The Open Division and the Traditional Class has no upper age restriction. This rule does not apply to Cadet Division Bands.

B1.1.2 The minimum age for a competing member is that person's 6th Birthday. N.B. Bands should not then take on and train younger members within their organisation as the under 6 group would require you to become an Ofsted recognised and registered activity, but the advice from Ofsted is that those who are under 8 years of age should only take part in activities such as ours for no more than 2 hours per week, dependant on parental input.

B1.2 Eligibility of Cadet Bands and Members

B1.2 Upper age limit of 13 years, having not reached their 14th birthday. THREE members in addition will be allowed aged 14 – 16 years, having not reached their 17th birthday. Furthermore, FIVE members are allowed to support the cadet band from another registered band, and can take the additional 14 – 16 year old places.

1. To enable a genuine Cadet Band whose members are primarily of a young age to retain their cadet membership
2. To instil confidence in an inexperienced section or band by allowing a limited number of older members to compete
3. To provide a limited option to older or special needs persons to acquire training prior to placement in the senior band

This rule is not intended to be used by a Cadet band to gain a competitive edge.

B1.3 Registration and Qualification of Band Members & Registered Staff

B1.3 Vetting of all staff and helpers MUST be carried out in accordance with the Safeguarding and Vulnerable Groups Act 2006 (including current Policy Changes), the Disclosure and Barring Service (DBS) Guidelines and Bands own Child Welfare Policy.

C - Divisional Structure & Timings

C1.1 Bands will compete in the following progressive divisions:

- 1. Cadet:** A Cadet Band is defined as a very inexperienced Band on the word of the Corps Director. Designed for the youngest age of member allowable. Maximum Performance timings which include getting on and off the arena, is 9 minutes. As a guide, we recommend the show time (excluding getting on and off the arena) is at least 1 minute in length.
- 2. Contest:** The programme content must consist of an arena display, which includes music and movement. Maximum Performance timings which include getting on and off the arena, is 14 minutes. As a guide, we recommend the show time (excluding getting on and off the arena) is at least 6 minutes in length.
- 2. Championship:** The programme content must consist of an arena display, which includes music and movement. Maximum Performance timings which include getting on and off the arena, is 16 minutes. As a guide, we recommend the show time (excluding getting on and off the arena) is at least 6 minutes in length.
- 3. Premier:** The programme content must consist of an arena display, which includes music and movement. Maximum Performance timings which include getting on and off the arena, is 18 minutes. As a guide, we recommend the show time (excluding getting on and off the arena) is at least 8 minutes in length.

4. Open: Designed for Bands that have more than the allowed number of Overage members, Bands in these divisions are "Open Age" and have no upper age limit on members and can be judged against either the Contest, Championship or Premier Judging Criteria. The programme content must consist of an arena display, which includes music and movement. Timings will depend on Division the band aligns with (Contest, Championship, or Premier).

5. Traditional Class: Designed for Traditional style bands. The programme content must consist of an arena display, which includes music and movement. Maximum Performance timings which include getting on and off the arena, is 18 minutes. As a guide, we recommend the show time (excluding getting on and off the arena) is at least 8 minutes in length.

C1.2 Promotion, Relegation and Self Selection

C1.2 Any band that finishes 1st in their Division at the end of the league season will be promoted automatically to the next Division up for the following season; along with the winners in each division at BYBA National Championships. If a band finishes in last in their respective division relegation will be recommended. Relegation for those bands will be managed on a voluntary basis. The Promotion and Relegation rule applies to Contest, Championship and Premier. Outside of bands earning automatic end of season promotion, entry into each division will be on a self-selection basis (see A1.1.3).

D - League & National Championships

D1.1 BYBA League & National Championships

D1.1.1 To qualify for a league position and for National Championships, each Band must be members of BYBA, and take part in a minimum of two (2) approved contests, including at least one in either June or July (i.e. the first half of the season).

D1.1.2 The league calculation will be the average of the band's highest two scores. For a Cadet band, the highest score is taken as the league score.

D1.1.3 All Divisions' places allocated for the Championships will be decided by the Performance Portfolio.

D1.1.4 For timetabling purposes at National Championships, the seeding of all participating bands in all divisions will be in reverse order of the final league tables. Where Open bands are also judged against a main division criteria, those seedlings will be based upon both league tables being combined and seeded through league score in reverse order.

D1.1.5 All Cadet bands who have participated in the season are eligible to enter into National Championships, however priority will be given to those bands that are in Membership and have fulfilled the criteria in D1.1.1

E - Arena Layout

E1.1 Arena Layout

E1.1.1 The display arena size will be 300 feet in width and 169 feet 10 inches in (refer to diagram in Appendix A).

E1.1.2 If a Band obscures the front markers by using a screen etc., then the Band may place their own similar markers on top or directly behind their screen (on the field side) in accordance with the official front line markers. At no time must the accidental movement of the contest's official front markers compromise the Contest Director or any other band.

E1.1.3 Bands are not permitted to alter these parameters or markers, except where a band obscures the front markers by using a screen for the Colour Guard equipment or costume changes.

Nb. A diagram of the area layout can be found on Appendix A

F - On a Contest Day: Arrival

F1.1 Contest Procedures

- F1.1.1 Upon arrival at the contest, the Bandmaster/Corps Director must hand in to Band Reception a set of Digital MP3/WMA players for the use of transferring all Judging Commentary for that band onto. Each Digital MP3/WMA player shall be clearly labelled with the Band name and division. A maximum of 8 MP3/WMA players can be handed in for any one band, apart from Cadets and Traditional Class, where a maximum of 5 MP3/WMA players can be handed in to Band Reception.
- F1.1.2 The Bandmaster/Corps Director must hand in to Band Reception a copy of the BYBA Registration Form showing all the names and dates of birth of members competing that day, visibly marked/highlighted.
- F1.1.3 Each band should confirm to Band Reception that they wish to attend Critique on arrival.
- F1.1.4 Contests will allocate passes for the use of staff, in addition to those for competing members. The number of these passes will be in accordance with the registered staff for each band.
- F1.1.5 The Band will, for contest administration purposes, be under the control of the Contest Director and authorised Officials and will therefore follow the timetable, instructions and directions issued by those Officials, to ensure that the contest is not disrupted.
- F1.1.6 The Band will be under the sole control of the Drum Major from entry to the contest arena to the clearing of the arena at the end of the performance. The Drum Major will take their instructions from the contest official responsible. N.b. Instructors may assist with the warming up of the band. They must leave the pre-arena and arena once the warm-up has been concluded.
- F2.1 Judges recorded commentary are confidential between Judges and the bands, and are not to be observed, publicised, circulated or broadcast outside the official BYBA channels, without the prior agreement of BOTH the Judging Manager and the Band concerned. To help facilitate training for both the Judging Team and as storage of all Judges commentary, a copy of the recordings for each band will be uploaded to the BYBA Document Management System. These files can only be accessed via a secure login, and is limited to the respective band and judges.

G - On a Contest Day: Performing

- G1.1.1 Each Band has a maximum performance time, which is shown in section **C - Divisional Structure & Timings**. This will include any warm up time, the positioning of the Band to start its display. The timing begins when the Timing and Penalties Judge gives the signal to start (which normally coincides with either the first performer entering the arena or the first note is heard).
- G1.1.2 To ensure that all scenery or props that are used on the arena, or any equipment placed within the Pit Area of the Arena are positioned safely, these items can be set up outside of the performance time and is excluded from Rule G1.1.1 (Start of Timings). Any costumes or equipment (flags, weapons etc.) that are either stored or integrated into any props or scenery is considered part of that prop/scenery.
- This does not include any hand equipment that is placed on the floor (silks or weapons that are set out on the arena floor individually).
- G1.1.3 A band that is drawn first within their division is permitted to set up their Pit Arena Equipment and any props & scenery (see G1.1.2) before the start of a division.
- G1.1.4 It is the responsibility of the Drum Major to signal by means of a raised arm that the band is ready to start their judged performance. At this point in time the band, including any electronic equipment or props/scenery must be in position and prepped ready to go and all non-performing staff have left the arena. The Timing & Penalties Judge will acknowledge the signal, pause the timing, and the Announcer will then respond with G1.1.5.
- G1.1.5 The sequence prior to the judged performance will be:
1. Announcer "Are the Judges ready?"
 2. The Judges will signal when ready, and the Timing & Penalties Judge will then signal to

the Announcer.

3. Announcer "Drum Major is your band ready?"
4. The band signals that it is ready by a salute.
5. Immediately after the salute, the announcer names the Band and then says "You may commence your performance", at which point the timing is resumed.

- G1.1.6 At no time during the performance may any performer leave the arena to change clothes, equipment etc.
- G1.1.7 At the end of the performance, the Band may march off to a drum tap or cadence, which must cease when either, the first member of the marching percussion crosses the arena boundary, or as directed by the Arena Marshall. The removal of equipment and scenery must be quick and efficient, and in no way delay the contest.
- G1.1.8 The timing will stop when all the band members have left the arena.

H - Instruments, Equipment and Scenery

- H1.1.1 Bands are fully responsible for making sure any scenery / props are safe & sound in structure and are fit for purpose. Items should be fitted with suitable medium to large wheels and have a suitable weight if required. Bands are responsible for the movement and handling of all scenery / props on and off the arena. Weather situations should be taken into account before using scenery / props.

The appointed BYBA Referee, if deemed necessary, can withdraw any item deemed not fit for purpose or not suitable for the arena in certain weather conditions. Should any damage occur from the use of inappropriate scenery / props the Band will become liable for any costs.

- H1.1.2 The use of the following equipment is specifically prohibited:
1. Pyrotechnics
 2. Discharge of arms.
 3. Inflammable liquids (*i.e. Petrol not stored in Generators where used for Amplification*).
 4. Pressurised containers.
 5. Hazardous materials.

This list is not exhaustive and attention is drawn to paragraph H1.1.1 above.

- H1.1.3 Any podium must be of sound construction, safe, fit for purpose and will be a maximum 2 metres high.

I – Retreat & Announcement of Scores

- I1.1.1 Following announcement of captions/trophies, all Divisions will have the total score and position for each band announced in reverse order of score e.g.:
- "in 4th position with a score of xxxx is yyy Band"
 - "in 3rd position with a score of xxxx is yyy Band"
 - "in 2nd position with a score of xxxx is yyy Band"
- I1.1.2 Whilst the announcements are in progress, no changes shall be made to the initial information given to the Announcer from the Tabulators. Should an issue arise, this will be handled by the BYBA Referee, Contest Director and the affected Band after the conclusion of retreat.
- I1.1.3 Open Division announcements will be made prior to the respective system being judged against (Contest, Championship or Premier).
- I1.1.4 In the event of a tie, the band with the highest mark for the combined Effect scores (ME & VE) will be declared overall class winners.
- I1.1.5 The S1 Recap Sheet of the band's division, should be available after the conclusion of the Retreat for that division, via Band Reception.

J - Weather Conditions

- J1.1 In the case of a severe inclement in the weather, it shall be the decision of the Contest Director, in conjunction with the CLM (Compliance Liaison Manager), BYBA Referee and with advice from the Chief Judge, as to whether a contest needs to be delayed, abandoned or certain equipment exclusions be put in place. This group will then communicate with Bandmasters/Corps Directors & Judges, followed by public announcements.
- J1.2 Should any band elect of their own free will (and outside of the agreed recommendations of the relevant officials on the day of competition) to perform only a STATIC PERFORMANCE, then only educational recordings will be provided and NO SCORE allocated AT ANY TIME for that performance. Where the relevant officials on the day of competition have deemed this the only alternative due to adverse weather conditions then a calculated score will be applied.
- J1.3 Each Band is responsible for the Health & Safety of its members on the field during a performance, for this purpose a registered member of staff may enter the field for the sole purpose of retrieving dropped equipment/instruments once the performance has started if deemed a Health & Safety concern. This person must leave the field again once any obstacles are cleared.

K – Use of Electronics

- K1.1.1 Units are recommended to supply their own electricity supply for any electronic equipment used. BYBA will not supply a power source.
- K1.1.2 All electronic equipment will be the responsibility of, and at the sole risk of, the individual units. Failure of any electronic equipment will be the responsibility of the unit: re-runs or re-stars will not be allowed under any circumstances. Access back onto the arena for electronic issues or adjustments by corps staff is not permitted.

L - Critique

- L1.1.1 Critique for each division will take place at an appropriate time in line with the order of performance and the appropriate Retreat.
- L1.1.2 Each band will be given a total of 15 minutes, which is split in 5 minute rotations between Music, Visual and Effect Judges. The Timing & Penalties Judge will give a 1-minute call for every 5 minute rotation, so that the judges can sum up.
- L1.1.3 Before attending Critique all personnel, where possible, must have listened to their Judges Commentary and made notes to be used as a basis for discussion to clarify understanding and improve the Band's future performances. Alternatively, instructors may wish to discuss the future potential and direction of their show.

M – Appeals Panel

- M1.1.1 A Band, Contest, Individual Member, Judge or volunteer has the right to appeal against a decision imposed on it by Council, or a Portfolio acting on behalf of Council.
- M1.1.2 All appeals must, in the first instance, be made in writing within 14 days of the date of the communication, addressed to the Chair of the respective Portfolio concerned. The appeal must include reasons for reconsideration of the decision involved. In instances where a face to face meeting is required, an administration fee may be charged to cover costs, which will be advised accordingly.

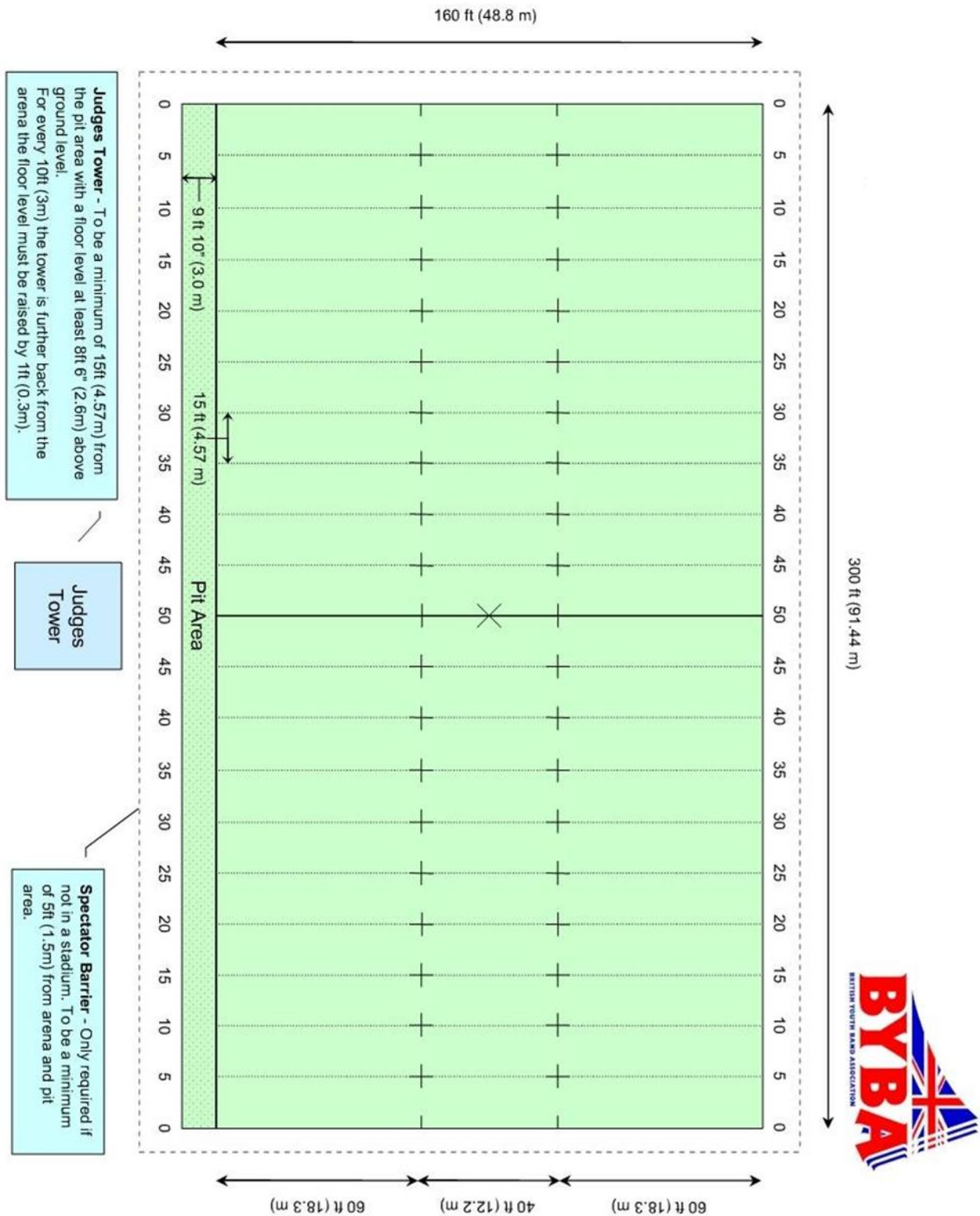
- M1.1.3 All appeals will be heard by a Panel convened within 7 days (where practical) by, but excluding the appropriate Portfolio Chair. Panel members will be drawn from any constitutional Committee and the BYBA Fellowship, but must not include any person party to the original decision. Panel members must be impartial, without favour or otherwise, to the appellant, their organisation, Region, nor Council or the decision-making Portfolio.
- M1.1.4 The written evidence, which was available to Council or the decision-making Portfolio, will be made available to the Chair of the convened Appeals Panel, in a manner to which it was originally presented to Council or said Committee. The Chair of the Panel may seek clarification from the Chair of Council, or the decision-making Portfolio (where ever the decision was made).
- M1.1.5 The decision of the Panel will be FINAL, and will be communicated in writing to the appellant, the Chair of the decision-making Portfolio, and the Association Chairman at the earliest opportunity.

N – National Conference or AGM Proposals

- N1.1 In order for a proposal to be submitted, to the National Conference or AGM, it must firstly be debated, revised (where necessary) and then approved by one of the following channels: -
- BYBA Council,
 - a BYBA Portfolio,
 - a BYBA Region,
 - a forum such as ` Think Tank´ or Working Party, with delegated responsibility working on behalf of a Portfolio.

A template for National Conference/AGM proposals will be available via the BYBA website.

Appendix A – Field Layout



Nb. Front Arena Markers will be placed along the marching display arena, behind the Pit Area.