



QUEENSLAND BAND ASSOCIATION INC.

ABN: 60 795 850 027

PO Box 573 Lutwyche QLD 4030 - Web: <http://www.qba.org.au>

INFO



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INFORMATION PACKAGE

FOR STATE & *DISTRICT* CONTESTS

2005



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A GUIDE TO CONDUCTING CONTESTS

The Contest shall be conducted under the rules and guidance of the Queensland Band Association Inc (hereafter named the Association) and such drill rules of the Queensland Band Association Inc as required.

PROMOTION OF CONTESTS:

Any public organisation, club, band or the Association may promote contests for bands subject to patronage of the Association and on payment of prescribed fees:

Country or District Contests-\$275.00

State Contests - \$550.00

Such fees to be paid to the Association at least two (2) months prior to date of contest or by arrangement with the Association

SPONSORSHIP:

Commence negotiations with possible major sponsors as close as possible to two (2) years prior to year of contest. Before establishing your budget, negotiate for further minor sponsorships.

COMMUNICATION:

A copy of all communications to bands is to be forwarded to the Association prior to general publication. The first contact with bands competing in a state contest needs to be made eleven (11) months prior to the contest. (This need only be an introductory letter advising of contest). Bands need to be reminded of contest happenings as they occur so regular numbered newsletters are a good idea. A mailing list of bands is available from the Association. One (1) month after the test music has been selected, entry forms for band events and solos, together with a schedule of events needs to be forwarded to bands by post or email.

ENTRY FORMS:

A standard entry form (available from the QBA web at www.qba.org.au) is to be used by all contest committees. This is to avoid confusion with entries.

Contest committees may alter the header as they see fit but the actual entry form remains the same. Check with the Association regarding entry fees to be charged. Entries shall close no later than 42 days prior to the first day of contest. A late entry date may be applied at the discretion of the contest committee and a late fee charged.

It is the responsibility of the contest committee to forward all copies of entries to the Secretary/Registrar for registration checking purposes. This should be done as soon as all entries are finalised.

The draw for all band events shall be made prior to the contest by the Association. This draw is published and each competing band be notified of their playing time and the program printed in playing order as per the draw.

The draw for solo and party items shall take place 30 minutes before the scheduled commencement time of the event

SCHEDULE OF EVENTS:

This need not be an expensive item and may take the form of a poster like appearance and contain such details as names of all test pieces of music for bands and solos together with the name of the composer/arranger and publisher plus any deletions/cuts or amendments to printed music. Availability of music should also be advised. Times and places of each event needs to be included and conditions (rules) of the contest should be clearly stated. Any time limits where applicable should be clearly stated for each section.



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BUDGET:

Costs to be considered when preparing budget:

Adjudicators & Accompanists_ honoraria

Venue hire

Prize monies/Certificates/Trophies

Program printing/Stationary/Postage

Association delegates expenses

Application fees - QBA

Permits (Street March)

Communication equipment

Insurance (Public Liability etc)

Advertising

Merchandising.

ADJUDICATORS:

The appointment of adjudicators both music and drill shall be the sole prerogative of the Association but recommendations from the contest committee will receive consideration.

All honoraria and expenses incurred in the engagement of adjudicators both music and drill shall be the responsibility of the contest committee. Current payment rates for adjudicators is as per Schedule 2

Music adjudicators shall be enclosed for any band events at state contests (with the exception of percussion or entertainment items) and will only know competitors by numbers.

Copies of the music intended for adjudicators must be clear of any distinguishing marks.

Adjudicators must, in all contests including those at which bands of more than one grade are competing, judge all bands from the same-standard

The maximum number of points for each item shall be as per Schedule 1 and adjudicators must record points in words and figures. The music adjudicator may have the use of a writer to record his/her comments but apart from the writer no other person may be sealed with the adjudicator during the contest - probationary adjudicators excepted.

Taped comments may be used at the discretion of the contest committee.

Current honorariums for adjudicators shall be as per Schedule 2.. For drill adjudicators a session would be the street march. The fees for adjudicators will be set by the Association and reviewed annually.

ACCOMPANISTS:

An official accompanist may be appointed by the Association however recommendations by the contest promoters will be considered. The accompanists shall receive an honorarium as decided by the Association and it is the responsibility of the contest promoters to pay all honoraria and expenses associated with the appointment of the official accompanists. In any solo competition competitors may use an accompanist other than the official accompanist

BAND REGISTRATION:

Each member of a band must be a registered member of his/her band for at least forty two days prior to the date of any contest. New members registering with school bands (only) at the resumption of the school year shall be eligible for immediate competition.

The registration by-laws of the association cover all competitions. Local rules are NOT acceptable for the registration of players



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MUSIC:

The responsibility of selection of all test music at contests shall be a matter for the Music Advisory Board appointed by the Association.

The contest committee shall be clear in the information regarding music. The name of the music must be shown; the publisher and composer/arranger and availability of securing the music must be available. This information will be provided by the Association.

Test music for use of the music adjudicators will be provided by the Contest Committee three (3) months prior to the contest,

All scores of own choice music shall be forwarded to the Secretary of the Association 3 weeks prior to contest. All bars must be numbered and the scores must be clear of all identifying marks and conductor's rehearsal notes. Scores are required for own choice selection, hymn and street march and concert items (solo concert parts will suffice for the street march).

Scores are also required for quartets and large ensembles.

All bands should make themselves aware of the laws relating to copyright and photocopied music is not to be used.

All own choice music for solo and party items with bars numbered must be submitted to the QBA office at least 30 minutes prior to event on day of competition.

At all contests where solo and party items are being conducted the timing of same shall be determined by the number of entries

RESULTS:

In the event of two or more bands in an aggregate selection contest obtaining the same number of points for the first prize the trophy or trophies shall be awarded to the band gaining the highest number of points in the test selection or the first selection should two tests be played without prejudice to the allocation of prize money.

In all contests where two selections are played in any grade such shall be treated as two separate competitions for them. Allocation of prize money and bands shall be paid in order of merit in each of the two selections

In the event of a tie for first place in any item the first and second prize monies shall be divided equally between the two bands. The same shall apply if bands tie for second when second and third prize monies shall be equally divided.

In the event of two or more bands in the march obtaining the same number of points for first place the trophy shall be awarded to the band gaining the highest points in drill and inspection.

State championships shall be awarded to the band gaining the highest number of points in the Test Selection, Own Choice Selection, and the Sacred or Reflective Item

HANDICAP COMPETITIONS

Where a handicap competition is held for bands at a Regional/District competition, the rate at which handicap points will be attributed are 2 points per Grade per 50 points possible eg

An event which is scored out of 50 point the handicap will be

A grade 0, B grade 2, C grade 4, D grade 6

A 100 point event will be

A grade 0, B grade 4, C grade 8, D grade 12



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PRIZE MONIES/TROPHIES:

It is at the discretion of the contest committee as to total prize monies allocated for a particular contest.

There is no necessity for the Contest Committee to provide prize money for all or any events.

The Association has a list of perpetual trophies and whether replicas are available. It is the responsibility of the contest committee to locate these trophies. Any new perpetual trophy donors should be encouraged to provide a replica for as long as the trophy is valid. Prize monies are allocated only to band events with trophies given for first place in each event. As a minimum a trophy is given to first place in solo and party events with certificates to second and third place winners.

The format for these certificates can be obtained from the Association.

RULES OF CONTEST:

All contests are held under the auspices of the Queensland Band Association Inc and the rules of the Queensland Band Association will apply throughout.

Scheduling of the contest and selection of adjudicators must be approved by the Association before any release of information to the competing bands.

OFFICIAL PROGRAM:

The format is at the discretion of the contest committee. Emphasis should be placed on making the program interesting and informative.

Solo and party items shall be printed in order alphabetical order of the entrant's surname.

Bands shall be printed in drawer/playing order

DUTIES OF QUEENSLAND BAND ASSOCIATION AT CONTESTS:

The Association shall appoint one or more delegates to direct its interests at all contests held in Queensland. At all contests the delegate(s) shall have control of all decisions.

Contest delegates shall receive an honorarium plus accommodation and travel expenses and all such honorariums and expenses shall be paid by the contest committee

The President and Secretary shall whenever possible attend all contests and may act as delegates if so decided by the Association. In this case their expenses are paid for by the contest committee. However if either official is not the appointed delegate the expenses shall be the responsibility of the Association

The Association shall provide all forms to be used at contest

DUTIES OF CONTEST DELEGATES:

Delegates shall be punctual and in attendance at every session of the contest.

Delegates shall ensure that the order of playing is adhered to wherever possible.

Delegates shall be the sole persons to have communications with the adjudicators during the contest.

Delegates shall direct the attention of the adjudicators as to the number of points allocated to various items.

Delegates shall be present, when the adjudicators awards are announced.

Delegate shall submit a report in writing to the first meeting of the Association following contest.

Delegates shall ensure that the contest committee have available competent announcers, comperes and stage managers prior to the commencement of contest.

The records clerk/delegate may check the signatures of all players against the registration records prior to completion of contest and before any prize monies or trophies have been presented.

The records clerk/delegate shall check and record adjudicators points prior to announcement of winners



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REPORTS:

Adjudicators (Music/Drill) must provide the Association with a report within four (4) weeks on their overall findings/recommendations/operations/management etc of all events adjudicated.

All contest committees (State & District) must also provide the Association with a detailed report on the overall contest - nominations, entries, adjudicators, financial statements, venues, accommodation.

STREET MARCH:

At all QBA Inc contests a street march is compulsory. Drill and music shall be judged from start to finish.

Maximum distance shall be approximately six hundred (600) meters including if possible a change of direction and the march must be held on a bitumen surface.

Bands are encouraged to make a more entertaining spectacle of the street march to appeal to the general public. The choice of music should be appealing to the public and appropriate to the grade of each band.

The Contest Committee must obtain a permit from the Police Department and/or local government to allow bands to march in the street.

Permission from business houses affected by the march route may also be needed.

Bands shall provide their own flag or banner bearing the band's name

The contest committee is responsible for obtaining barricades etc needed for the safety of the street march. A plan of the street march should be sent to each participating band at least 6 weeks prior to the event. This is the responsibility of the contest committee. The plan should clearly specify the march route, assembly areas, approximate distances between intersections and a clearly defined halting point. Any specific drill movements eg change of direction need to be noted and the position of the music adjudicators along the route

GALA CONCERT

The time for the concert should not exceed three (3) hours. The format of the concert shall be at the discretion of the contest committee and the Association who shall jointly select the bands which will perform.

The choice of bands to perform should be chosen carefully favoring those who will provide the best entertainment for the public.

The Gala Concert will be non-competitive and the Bands which perform will be paid equal appearance money,

SCHEDULES

November 2005

SCHEDULE 1:

POINT SYSTEM ON STAGE MUSIC:

Test	200 points
Own Choice	200 points
Sacred or Reflective item	50 points
Stage March	50 points

MARCHING:

Street March .

Music	40 points
Drill	100 points
Inspection	20 points



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SCHEDULE 2,

ADJUDICATOR RATES

MUSIC: \$60.00 per hour

DRILL: \$60.00 per hour

Contest Delegates: \$30 per day

SCHEDULE 3

ACCOMPANISTS RATES: \$42.00 per hour

SCHEDULE 4: .

TRAVEL RATES

Travel for Adjudicators, Delegates and Accompanists (where applicable) shall be set at 35c/km or Airfare/Train-fare whichever is the lesser.



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JOB SPECIFICATION – ADJUDICATORS OF MUSIC

Queensland State Band Championships

1. The appointed Adjudicator of Music shall be responsible for the safe keeping of all music as forwarded by the QBA Secretary and/or the Contest committee and must have all such music in their possession when reporting for duty for the appropriate grade.
2. As all music submitted by participating bands has been scrutinized and accepted as meeting the advertised requirements for the section by the Queensland Band Association, the Adjudicator shall not make any public comment, written or oral, as to the eligibility of any submitted music.
3. As amateur musicians we are keen to improve our performance. The Adjudicator's positive comments will help us do this.
4. All points for each performance shall be recorded, in figures and words, on the adjudication sheet and delivered to the QBA delegate only.
5. Points shall be allocated as follows for music :

(a)	Sacred/Reflective Item	50
(b)	Test selection	200
(c)	Own Choice Selection	200
(d)	Stage March	50
(e)	Street March Music	40

Solos are scored out of a possible 100 points
6. First, second and third places must be clearly defined. (no ties)
7. In allocation of points, the Adjudicator must ensure that their allocation of points reflects the difference in standards of bands/soloists and not necessarily the rank order of competitors.
8. It would be appreciated if the Adjudicator could submit comments to the Queensland Band Association at the conclusion of the contest as to the standards of bands and grades.
9. Fees for the Adjudicator will be set by the organizing committee prior to the contest.
10. The arrangement of sessions for adjudication will be determined by the QBA and information forwarded to the Adjudicator prior to the commencement of the championships.
11. All Adjudicators should note that the rules of the contest are the responsibility of the Queensland Band Association rather than the Adjudicator. All queries in relation to the rules of the contest should be directed to the Secretary, Queensland Band Association.
12. It is vital for the perceived fairness of the competition that the adjudicator should not read the Contest programme before or during the competition. Adjudicators should not seek to avail themselves of a programme until the completion of the Contest.

DECLARATION:

I hereby agree to the above conditions.

Signed / / 20 .



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JOB SPECIFICATION – ADJUDICATORS OF MUSIC

Queensland Regional/District Band Competition

13. The appointed Adjudicator of Music shall be responsible for the safe keeping of all music as forwarded by the QBA Secretary and/or the Contest committee and must have all such music in their possession when reporting for duty for the appropriate grade.
14. As all music submitted by participating bands has been scrutinized and accepted as meeting the advertised requirements for the section by the Queensland Band Association, the Adjudicator shall not make any public comment, written or oral, as to the eligibility of any submitted music.
15. As amateur musicians we are keen to improve our performance. The Adjudicator's positive comments will help us do this.
16. All points for each performance shall be recorded, in figures and words, on the adjudication sheet and delivered to the QBA delegate only.
17. Points shall be allocated as follows for music :

(a)	Hymn	50
(b)	Concert Program	100
(c)	Street March Music	40

Solos are scored out of a possible 100 points
18. First, second and third places must be clearly defined. (no ties)
19. In allocation of points, the Adjudicator must ensure that their allocation of points reflects the difference in standards of bands/soloists and not necessarily the rank order of competitors.
20. It would be appreciated if the Adjudicator could submit comments to the Queensland Band Association at the conclusion of the contest as to the standards of bands and grades.
21. Fees for the Adjudicator will be set by the organizing committee prior to the contest.
22. The arrangement of sessions for adjudication will be determined by the QBA and information forwarded to the Adjudicator prior to the commencement of the championships.
23. All Adjudicators should note that the rules of the contest are the responsibility of the Queensland Band Association rather than the Adjudicator. All queries in relation to the rules of the contest should be directed to the Secretary, Queensland Band Association.
24. It is vital for the perceived fairness of the competition that the adjudicator should not read the Contest programme before or during the competition. Adjudicators should not seek to avail themselves of a programme until the completion of the Contest.

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Signed..... / / .



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CLAIM FOR ADJUDICATOR'S EXPENSES

To:
(Contest Committee Name)

Adjudicator's Name: _____

Address: _____

Expenses as detailed:

Travelling: _____ km @ 35c/km = \$ _____

Adjudication fee: _____ hours @ \$30/day = \$ _____

Accommodation: _____ days @ ____/day = \$ _____

Meals: as per receipts attached = \$ _____

TOTAL = \$ _____

Please make cheque payable to the Adjudicator