



# BYLAWS

## TOURNAMENT OF BANDS (TOB)

## TOURNAMENT INDOOR ASSOCIATION (TIA)

March 2018 changes in blue

### 1. Name:

The name of the organization shall be the Tournament of Bands also known as TOB and Tournament Indoor Association also known as TIA.

### 2. Parent Organization:

The parent organization of the Tournament of Bands/Tournament Indoor Association shall be the National Judges Association.

Duties of the NJA will include:

- a. Appoint TIA/TOB Region Coordinators/Assistants, Caption Heads, Judging Coordinator, and Education Director to preside over the TIA/TOB. TIA/TOB administrative offices will be limited to one per individual. Efforts should be made to fill vacancies within 90 days.
- b. Help promote and enlarge both the membership and scope of the organization.
- c. Host the TIA/TOB Atlantic Coast Championship.
- d. Make available an annual report of all functions of TIA/TOB.

### 3. Supervisory Duties:

- Tournament of Bands Director
- Tournament Indoor Association Director
  
- Judging Coordinator
  - a. Maintain roster of qualified NJA judges for each season/caption
  - b. Assist with training of prospective judges
  - c. Assist with judges clinic in conjunction with Education Director and Caption Heads
  - d. Schedule NJA judges to Tournament events
  - e. Assist Caption Heads with grievance procedure
  
- Education Director:
  - a. Organize judges' clinic in coordination with Caption Heads.
  - b. Supervise training of prospective judges.
  - c. Continue education and quality control of current judges in coordination with Caption Heads.

**Caption Heads:**

The Music/Visual Caption Head will be responsible for the following:

- a. Recommend and facilitate expectations for the IA, EA, GE and Percussion/Auxiliary Caption Facilitator positions.
  - b. Assign all music/visual adjudicators throughout the TOB/TIA season with NJA Judging Coordinator.
  - c. Ensure all music/visual adjudicators are highly qualified in their assigned area.
  - d. Ensure oversight of the adjudicator grievance procedure with input from Music/Visual Caption Facilitators.
  - e. Work with the Music/Visual Caption Facilitators to ensure education presentations meet the needs of the organization.
  - f. Work with the Music/Visual Caption Facilitators to ensure new and returning adjudicators are evaluated in each qualified caption once every three years using the established evaluation rubric process.
  - g. Work with the Education Director/Judge Coordinator to create and sustain a yearly evaluation of the overall performance of the music/visual adjudicators which will be discussed annually with members.
  - h. Work with the Education Director/Judge Coordinator to develop a curriculum cycle which will benefit new and returning adjudicators.
  - i. Work with the Education Director/Judge Coordinator to ensure music/visual adjudicators are exemplary professionals both on and off the field/floor.
  - j. Work with the Education Director/Judge Coordinator to ensure professional development opportunities for music/visual adjudicators are of the highest quality possible.
  - k. Work with the TIA/TOB Directors to ensure effectiveness and efficiency of a world class system.
- (2018)

**Caption Facilitator:**

TOB: IA MUSIC, EA MUSIC, GE MUSIC, IA VISUAL, EA VISUAL, GE VISUAL, PERCUSSION, AUXILIARY

TIA: IA MVT, IA EQ, DA, GE, PERCUSSION, TWIRL, DANCE, WINDS

- a. develop/present caption prep session for education day
- b. develop education plan for new judges in caption
- c. review caption files weekly for quality control
- d. review score progress through season
- e. prepare weekly notes for caption discussion
- f. assist with selection of ACC panels

(2016)

**Region Coordinators and Assistant Coordinators:**

- a. Organize region meetings and communicate with other regions.
- b. Organize, post and maintain Region Show schedules in WINDI.
- c. Organize the Region Championships.
- d. Work with Region Treasurer to collect, maintain, and handle Region funds.
- e. Attend all TOB/TIA organizational meetings.
- f. Special meetings, if necessary, may be called by the Region Coordinator and/or Executive Committee.
- g. Send reports to the TIA/TOB Directors of all Region functions.

(2018)

**Assistants to TIA/TOB Directors:**

- a. Provide regional guidance under the guidelines of duties for Region Coordinators.
- b. Act as a communication liaison between the individual members, Region Coordinators and the parent group.
- c. Assist with organization/host of Atlantic Coast Championships
- d. Assure communication of all rule interpretations.

#### ☐ Qualified Judges:

The Education Director, Caption Head and TIA/TOB Directors will receive a list of qualified judges from the NJA. Such judges, as a prerequisite to judging, must attend required clinics. The Directors will ascertain that judges have attended the clinics before judging a TIA/TOB event.

#### **4. Region Executive Board:**

Each Region will have an executive board composed of the following: Region Coordinator(appointed), Assistant Coordinator(appointed), and up to three elected members at large. A majority of this committee will carry policy within the Region.

#### **5. Region Meetings:**

TOB/TIA Regions must meet at least once a year. A pre-season meeting should be held to clarify rules, questions, etc., and to set up the Region Championship. A post-season meeting should be used to formulate proposals for the annual TIA/TOB Meetings and/or Rules Congress.

#### **6. Membership:**

**TOURNAMENT membership period is July 1 to June 30. (2018)**

Tournament membership is available to any scholastic (TIA/TOB) or independent (TIA) unit. Scholastic units are determined by the **participating** school district. Independent units are defined as non-scholastic. Membership is also available to university/college units.

Active Membership is defined as payment of membership fee per school or organization and Competing Bond per each competing unit and competing in at least two (2) TOB competitions within the TOB season for TOB members and competing in at least two (2) TIA competitions within TIA reclassification period for TIA members.

Guest participants may compete in one (1) TOB or one (1) TIA regular season (non-championship) contest without payment of Membership/Competing Bond fees. (2015)

#### **7. Fees:**

Membership Fee (\$100. per school/independent organization) and one time Competing Bond (\$100. per individual unit) plus any assessment as determined by the individual region must be paid to the region treasury by September 1 for TOB and January 1 for TIA. Units not current with membership fees do not receive credit for contests attended. When units have fulfilled their fee obligations by the designated dates, they will receive staff passes per region policy. (2017) **Any unit electing not to continue membership in TOB/TIA will have two years to request the return of their Competing Bond(s). After two(2) years of lapsed membership the Competing Bond will become part of the Region Treasury. (2018)**

#### **8. Competing Bond Per Unit:**

**Every new TIA/TOB competing unit will pay a \$100. Competing Bond to Region Treasury.** TIA/TOB units are expected to fulfill their responsibilities when committing to a contest sponsor. If a TIA/TOB unit withdraws from a scheduled contest, without a legitimate reason, within 14 days of the contest, the unit's **Competing Bond** will be forfeited **to the TIA/TOB sponsor**. The legitimacy of the reason will be jointly determined by the TIA/TOB Director, Region Coordinator, show sponsor, and withdrawing participant. **In order to compete in any TIA/TOB event, a new \$100. Competing Bond per unit must be paid to Region Treasury. Failure to do so will result in loss of all Tournament opportunities. (2018)**

## **9. Conduct Of Units:**

Conduct of a member unit and its allied staff and personnel shall be at all times beyond reproach on and off the field/floor of competition. Violation of same will result in a review and investigation by the Region Coordinator, Region Executive Board if necessary. Consequences for violation of this section may range from a written reprimand to suspension from a given contest to suspension of the unit from the organization. In all cases, the school's administration will be notified of the action. Repeat violators will be referred to the TIA/TOB Director for action.

## **10. Grievance/Protest Procedure:**

The protest of a judge must be filed by 6:00 PM the Monday following the weekend contest. Protests are filed via email by the Band Director/Unit Director and addressed to the proper Caption Head(Music/Visual), Judge Coordinator, and include the band's/unit's Region Coordinator.

The protest letter must include the following: contest date, aggrieved party, source of grievance, statement of offense or violation, facts and references supporting the grievance.

Once a protest has been filed and received by the Caption Head, he/she must check validity and merit, and review the mp3 files. After deciding on its merits, he/she must respond at once to the person making the protest in writing.

This reply should include the following: decision on the merit of the protest, steps taken to correct any items of this nature in the future, action to be taken in correcting the judge involved. A copy of this reply is sent to the Judge Coordinator, TIA/TOB Director/Unit Director, and NJA Director.

Any aggrieved party shall have a response no later than the following Monday 6:00 PM. Any judge protested will not judge the unit that has protested him/her until final disposition has been made. In the event the protest was found justifiable, the judge will not judge that unit for the rest of the season on that or any other caption.

Anyone who does not agree with the disposition of his/her protest may appeal to the NJA Executive Board who may overrule or sustain the original protest. The process for protesting a Caption Head will be the same but will be referred to the NJA Executive Board via the NJA Director. (2013)

The submission time may be extended at the discretion of TIA/TOB Director. (2015)

## **11. Schedule Of TOB/TIA Contests:**

All TOB competitions must be approved by the TOB Region Coordinator and a [tentative region schedule](#) submitted to NJA Director by [December 1](#) for the TOB season. All TIA competitions must be approved by TIA Region Coordinator and a [tentative region schedule](#) submitted to NJA Director by [October 1](#).

NJA/TIA/TOB Host Contracts will be sent to approved hosts. NJA will schedule contests on any given date dependent upon availability of adjudicators. The regular TIA/TOB season will conclude the last Sunday prior to Region Championship weekend, excluding shows rescheduled due to weather. (2018)

Only an Active TIA/TOB Member (see ByLaw 6) may host a TIA/TOB contest. A non-member may request to host a TIA/TOB event only if:

1. There is an open date within the established region schedule after February 1/October 1 deadline(see above)
2. Approval of NJA Director (2015)

## **12. Sanctioned Contests:**

All TIA/TOB contests must follow all Tournament Rules, including but not limited to, judging, unit reimbursement, and awards. A TIA/TOB contest host shall not assess an entry fee to any TIA/TOB Active Member as part of the regular season. A contest sponsor may, at their option, assess an entry fee to any guest participant. Any change from TIA/TOB rules at a contest will result in non-sanctioned/no show credit towards championship status. A Chief Judge may not alter/change any rules at a TIA/TOB contest unless conditions deem necessary for safety. (2015)

### **13. Contest Rules:**

All contests will be judged under the By-Laws, Rules, and score sheets adopted by TOB/TIA. All contests will follow the rules as set forth in the TIA/TOB Rulebook. Rulebooks are to be available in the spring(TOB) and fall(TIA) of each year.

### **14. Championship Eligibility:**

Eligibility for participation in the TIA/TOB Atlantic Coast Championship will be based upon compliance with By-Law #6 and By-Law #7 and competition at the TOB/TIA Region Championship. All TIA/TOB units must register for the Atlantic Coast Championship if they plan to participate.

### **15. Eligibility – Atlantic Coast Championship:**

All TOB/TIA Regions must hold a TIA/TOB Region Championship preliminary prior to the Atlantic Coast Championship with all groups participating where available. Scoring for these contests will be used to determine selection for the TIA/TOB Atlantic Coast Championship.

#### 15-A. TOB

Schools who do not permit attendance at their Region Championship due to a school sponsored conflicting activity(not another band competition) may request to attend another Region Championship(using alternate day) OR may request to use latest TOB score prior Region Championship for ACC seeding. The band will not be eligible for a Region Championship title. The school principal and band director must submit this request to the TOB Director by August 1.

#### 15-B. TIA

Schools who do not permit attendance on Saturday(Sunday) TIA Region Championship due to a school sponsored conflicting activity(not another competition) may request to attend another Region Championship(alternate day) OR may request to use latest TIA score prior Region Championship for ACC seeding(if applicable). The unit will not be eligible for a Region Championship title. The school principal and unit director must submit this request to the TIA Director by March 1.

*(2016)*

### **16. Selection for the TOB Atlantic Coast Championship:**

All bands planning to participate must register for TOB Atlantic Coast/A Class Championships by October 1. \$100. ACC payment must be received by October 15.

The TOB Region Championship qualifying score will be used to rank all bands in score order top to bottom. Each TOB Group will be divided into performance groupings of 5 bands each, starting from the top score in each class down to the lowest qualifying score. A random draw, published in advance, within those groups will determine the actual performance order at the TOB Atlantic Coast Championship. For TOB Atlantic Coast Championship seeding, ties will be broken by using the highest overall music score.

All full show recaps will be published on [www.njatob.org](http://www.njatob.org) following confirmation of all scores and results at the conclusion of the Region Championship weekend.

*(2016)*

### **17. Selection for the TIA Atlantic Coast Championship:**

Participation in the TIA Atlantic Coast Championship is based on registration and deposit received by TIA Atlantic Coast Championship Coordinator by February 1. ACC deposit must be paid by February 15. *(2017)*

## **18. TIA/TOB Championship Judging Selection:**

Judges for the TIA/TOB Atlantic Coast Championships will have judged in at least four (4) of the TIA/TOB Regions. Assignments for the Atlantic Coast Championships must be in a caption they have judged at least two (2) times. Judges assigned to the Region Championship contest are required to have judged at least once within that Region during the regular season. If a suitable judge is not available, the Region Coordinator will have approval of the selection prior to the contest. Judges will be selected for both Region and Atlantic Coast Championship by the Caption Head and NJA Director, with final approval of the panel by the TIA/TOB Director. (2016)

## **19. TIA/TOB Rules Congress:**

The TOB Rules Congress will meet in the month of March. The date will be announced/published at least one month in advance of the meeting. The TOB Rules Congress will be held every year.

The TIA Rules Congress will meet in the month of August. The date will be announced/published at least one month in advance of the meeting. The TIA Rules Congress will be held every year.

Each TIA/TOB Region will elect one representative to attend the Rules Congress.

All representatives to the TOB Rules Congress must be member band directors of TOB.

All representatives to the TIA Rules Congress must be a staff member of an active TIA unit.

Each Region will be represented by the elected representative and the TOB/TIA Region Coordinator or his/her designee.

Business at the TIA/TOB Rules Congress will be conducted according to Roberts Rules of Order and by agenda. Discussion will be limited to agenda items including amendments to existing proposals. All rules and bylaw proposals, as well as operational concerns and proposed judging sheet changes(where applicable) must be received in writing thirty days prior to the meeting and will be shared with all Region Coordinators for region discussion prior to the Rules Congress. Members should receive information relative to any rule and by-law changes within 60 days following the Rules Congress.

## **20. Duration:**

The TIA/TOB Rules Congress will convene every year for the purpose of rules, and judging revision/change, as well as regular operational and business concerns. The rules shall remain in effect for one(1) year, unless amended at a special meeting called to deal with some unforeseen issue.

Tournament By-Law revisions must be approved at both annual TOB and TIA Meetings.

## **21. Student Participation:**

Tournament recognizes the interest of member bands to allow participation by all students. TOB/TIA authorizes member bands to use, in the competitive arena, any accommodations established for a student as a result of school actions related to Section 504 of the American with Disabilities Act (ADA) or an Individual Education Plan developed in accordance with the Individuals with Disabilities Education Act (IDEA). Such accommodation should be made by the competing organization, in the interest of safety and serve only to benefit the student with disabilities. The Chief Judge of the contest should be made aware of any such accommodation. (NOTE: This rule is intended to address a student's need for accommodations such as, but not limited to, a personal student guide for a student with visual impairment or sign language interpreter for a student who is deaf or hard of hearing.) It is strongly encouraged that students be used as these assistants.

## **22. TIA/TOB Region Boundaries:**

REGION 1/SOUTH JERSEY - Counties of: (NJ) Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem, southern Ocean County, below the line from South Seaside Park on the Atlantic Ocean in the east (not including the townships of Toms River, NJ or Manchester, NJ) directly Northwest and stopping immediately at Joint Base McGuire-Dix-Lakehurst. (2012)

REGION 2/NORTHEASTERN PENNSYLVANIA - REGION 2/NORTHEASTERN PENNSYLVANIA - Counties of: (PA) Berks, Bucks (North of Rt. 663), Carbon, Lehigh, Montgomery (Souderton North), Monroe, Northampton, Schuylkill, Lackawanna, Luzerne, Pike, Susquehanna, Wayne, Wyoming, (NY) Broome, Chenango, Delaware, Orange and Sullivan. (2016)

REGION 3/SOUTHEASTERN PENNSYLVANIA - Counties of: (PA) Bucks (South of 663), Chester, Delaware, Montgomery (South of Souderton), Philadelphia.

REGION 4/SUSQUEHANNA VALLEY - Counties of: (PA) Bradford, Centre, Clinton, Columbia, Juniata, Lycoming, Mifflin, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, Union. (NY) Allegany, Chemung, Steuben, and Tioga. (2016)

REGION 5/MD/VA/WV PIEDMONT – Counties of: (MD) Allegany, Washington, Baltimore, Carroll, Frederick, Howard, Montgomery, and (VA) Clarke, Fauquier, Frederick, Loudoun, Shenandoah, Warren, and (WV) Berkeley, Jefferson, Morgan Counties (2014)

REGION 6/HARRISBURG/CAPITAL - Counties of: (PA) Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry, York.

REGION 8/WESTERN EXPANSION – Counties of: (PA) Allegheny, Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Fayette, Forest, Green, Indiana (So. of Rt. 422), Lawrence, Mercer, Venango, Warren, Washington, Westmoreland and west into Ohio and (NY) Chautauqua and Cattaraugus (2016)

REGION 9/DELAWARE/EASTERN MARYLAND - Counties of: (DE) Kent, New Castle, Sussex. (MD) Anne Arundel, Calvert, Caroline, Cecil, Charles, Dorchester, Hartford, Kent, Princes Georges, Queen Annes, Somerset, St. Mary's, Talbot, Wicomico, Worcester. (VA) Accomack, Northampton.

REGION 10/NORTH JERSEY/METRO NYC - Counties of: (NY) Bronx, Kings, Suffolk, Nassau, Queens, Richmond, Rockland, Westchester. (NJ) Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, **Warren**, northern Ocean County, above the line from South Seaside Park on the Atlantic Ocean in the east (including both the townships of Toms River, NJ and Manchester, NJ) directly Northwest and stopping immediately at Joint Base McGuire-Dix-Lakehurst. (2016, 2018)

REGION 11/ALLEGHENY MOUNTAIN - Counties of: (PA) Bedford, Blair, Cambria, Cameron, Clearfield, Elk, Fulton, Jefferson, Indiana (North of Rt. 422), Huntingdon, McKean, Somerset.

REGION 12/VIRGINIA - Counties of: (VA) all except those assigned to Region 5 and 9. (NC)

REGION 13/MOUNTAIN STATE - All West Virginia (minus Berkeley, Jefferson and Morgan Counties), and Garrett County (MD) (2014)

*Approved March 2013/August 2013*  
*Approved March 2014/August 2014*  
*Approved March 2015/August 2015*  
*Approved March 2016/August 2016*  
*Approved March 2017/October 2017*  
*Approved March 2018*