



(August 2024 changes in RED)

## **TOURNAMENT PROCEDURE & POLICY:**

1. Procedures
  - A. Membership Application
  - B. Scholarship Application
  - C. Host Payment/Tech Fee
2. Policies
  - A. Appropriateness
  - B. Safety C. Critique
  - D. TIA Sound
  - E. US Flag Code
  - F. TOB Field Diagram
  - G. Preview Plan
  - H. All-Star Marching Band

### **TOURNAMENT MISSION STATEMENT:**

Through positive reinforcement and an educational environment, Tournament provides a tradition of performance opportunities in the musical and visual arts.

#### **GOALS:**

1. Promote education for directors and students
2. Promote student achievement
3. Promote quality assessment/evaluation
4. Promote enrichment of schools and communities



# **#1. TOURNAMENT PROCEDURE**

## **A. TOURNAMENT MEMBERSHIP APPLICATION PROCESS**

1. New Tournament members will complete on-line MEMBERSHIP APPLICATION and return as listed.
2. New Tournament members will be invoiced by Region Coordinator/Treasurer for annual Membership Fee and one-time Competing Bond once application is forwarded from NJA Director
3. New director will complete on-line WINDI registration for approval by Region Coordinator

## **ANNUAL MEMBERSHIP FEE PROCESS**

1. Region Coordinator/Treasurer will send appropriate Tournament Membership Invoice
2. TIA Fee due: *January 1* TOB Fee: *September 1*

GUEST PARTICIPANT: Region Coordinator will register unit for competition and label as Unit HS(G) in WINDI system. One time participation in a non-championship event is permitted.

## **B. SCHOLARSHIP APPLICATION & PAYMENT PROCESS**

An application and selection process with criteria must be published  
Region Scholarship presented locally will be paid to post-secondary school as listed by recipient.

Instruction letter to student/parent should accompany award

TIA/TOB/NJA ACC Scholarship will be paid to post-secondary school as verified by official enrollment such as student ID card, first semester grade report, or other official college/university verification

Region Coordinators will have access to the TIA/TOB/NJA ACC Scholarship applications to use within region each season

## **C. HOST PAYMENT/TECH FEE**

Show Hosts will pay all NJA judges in cash on site the day of the TIA/TOB event. Region Coordinators will provide a written invoice (WINDI library) for the total cost of NJA judges.

All NJA members will be assessed a Tech Fee at each contest (\$5. per judge) collected by Region Coordinator. This fee, deposited into Region account, will be forwarded to NJA at the conclusion of each season (TIA/TOB).

## **D. REGION RULES-POLICY**

Region rules/policies pertaining to TOB and TIA must be published and available to all potential and current members. This will include region championship plans, region scholarship requirements, region awards requirement, region ticket policy (if different from TOB Rule #5) and other region information.

## **#2. TOURNAMENT POLICY**

### **A. PROGRAM APPROPRIATENESS**

All programs, soundtracks, thematic and costuming choices must reflect the qualities that would be acceptable for performance at a scholastic venue or suitable for marketing to sponsors on a national level.

#### **SUPPORTING INFORMATION:**

Common sense is your guide. Venues and administrators are starting to observe, look at, and express concerns over material presented for public within their facilities, and their students are required to attend.

Schools, used by scholastic ensembles, or rented by independent ensembles, may have added "acceptable presentation" clauses, or may ask to preview performances. Many schools now require a review of theatrical and dramatic works. Bringing in outside performance ensembles may be a concern to administrators, based on past experiences.

### **B. STUDENT SAFETY**

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

Drum Major podiums may exceed six (6) feet and Drum Majors may stand more than six (6) feet above the playing surface if he/she is using a podium and provided such podium has appropriate safety railings.

#### *POLICY*

*Props built and/or used, including drum major podiums, that measure over six feet high and are used in such a way that result in a participant whose feet are more than six feet above the competition surface must have appropriate safety railings in place or protective padding around the prop to prevent injury. Participants are prohibited from jumping or leaping off any prop that exceeds six feet in height unless protective padding is in place or other adequate safety precautions are taken. PENALTY: At the discretion of the Chief Judge, prohibition of the use of the over height/unsafe prop(s) or disqualification.*

#### **SUPPORTING INFORMATION:**

Use common sense. More facilities are questioning safety of performers and liability of the director/unit. Wenger, Jarvis, others now require railings/warning labels as part of purchase of equipment. Guidelines and OSHA requirements for workers, and now performers, is an issue at some sites.

### **C. CRITIQUE PLANNING**

Critique will begin 15 minutes after last competing group. Time for critique will be no longer than 45 minutes total.

TOB CRITIQUE PLAN: 3 bands – 4 bands (with Aux/Perc) x 8 staff each

A. IA-EA Music      B. IA-EA Visual  
C. GEM-GEV      \* D. Aux/Perc(if offered at show)

Three(3) or \*Four(4) stations and 3 minutes per station

With 14 or more bands the time is reduced to 2 minutes per station

TOB Critique is scheduled for every contest through Region Championships

TIA DANCE/GUARD/TWIRLCRITIQUE PLAN: 3 units x 8 staff each

A. IA Movement/Equipment      B. Design Analysis      C. GE1-GE2

Three (3) stations and 3 minutes per station

With 21 or more units the time is reduced to 2 minutes per station

TIA Critique is scheduled for every contest but not Region Championships

TIA PERCUSSION CRITIQUE: 3 units x 8 staff each

A. Music      B. Visual      C. Music Effect-Visual Effect

Three (3) stations and 3 minutes per station

With 21 or more units the time is reduced to 2 minutes per station

TIA Critique is scheduled for every contest but not Region Championships

#### **D. TIA SOUND POLICY**

All units should review the WGI Sound Policy listed below, as this will be expected of all units in TIA

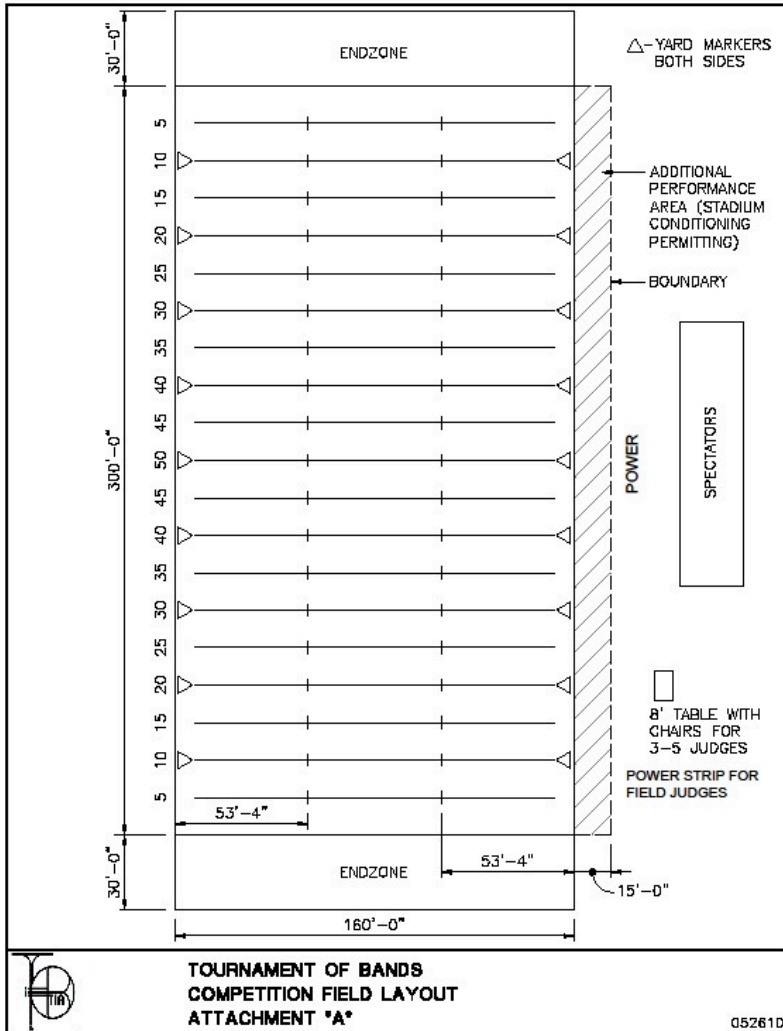
- All ENSEMBLES are required to provide a DIGITAL file of the performing groups sound file prior to event. Groups are encouraged to have a backup CD/Phone file.
- All ENSEMBLES should do a sound check at the designated times provided in the contest information packet to ensure the playability of file.
- ENSEMBLE is responsible for providing the method that the music will be played, e.g. beginning 2025 season, all files need to be DIGITAL.
- ENSEMBLE must provide their music in a timely manner to the designated sound operator. Any delay in providing music is the responsibility of the ENSEMBLE\*\*
- ENSEMBLE must have a designated person at the sound table **in case of error with another copy of music** ~~operate any device provided to play music~~ such as MP3 players or computers. ~~Guard's representative is responsible to set up and play device. If a CD is provided, the ENSEMBLE A representative must instruct the sound operator as to what track or other relevant information is needed to start the music when directed by the contest Timing and Penalty judge or after the ENSEMBLE's introduction.~~
- If the ENSEMBLE has an issue with the music such as music is too soft, it begins in the wrong place or skips, the ENSEMBLE's representative must make the decision to stop the music and tell the operator to stop the music.
- Interval timing will continue as the ENSEMBLE resets and begins again. The Contest Administrator has the sole discretion in waiving any timing penalty due to the restart. If the stoppage is due to faulty sound equipment, operator error or an unexplained reason, overtime penalty may be waived.

- Issues related to the equipment provided by the ENSEMBLE, quality of the CD or the ensemble's representative error (using wrong playlist on MP3, etc.) will result in the actual interval timing being used and penalties, if any, being assessed.
- Volume direction must come from the ENSEMBLE representative at the sound table. Direction will not be taken from the audience viewing area or across the floor. Final volume discretion is given to the sound operator based on their equipment and the Chief Judge who ultimately determines an appropriate volume level.
- The ENSEMBLE representative may provide direction to the sound operator during the performance regarding equalization.
- It is the responsibility of the ENSEMBLE to provide their music for each performance and to ensure that their soundtrack is working appropriately. CDs may not be left at sound table between performances.
- Under no circumstances will verbal abuse of the sound operator be tolerated. Penalties will be assessed per current WGI rules.

#### **E. US FLAG CODE**

Follow guidelines for American Legion US Flag Code: [LINK](https://www.legion.org/flag/code)  
<https://www.legion.org/flag/code>

## F. TOURNAMENT OF BANDS FIELD DIAGRAM



## G. TOURNAMENT PREVIEW SHOW PLAN

The Tournament Preview Show is an opportunity for TOB/TIA members to interact with adjudicators, with live feedback, discussion, and education at a January (TIA) or first weekend (TOB) Tournament event. Each TIA/TOB Region has the opportunity to schedule an education event for their members.

TIA/TOB units may participate in a Preview Clinic only once per TIA/TOB season, and prior to competing in any TOB/TIA event. Any TIA/TOB unit may compete in the evening show. The Band Director/Unit Director **MUST** be present and in the performance area with students through the entire event.

### THE DAY:

Morning/afternoon 20/30 minute sessions with TIA/TOB member region units and panel

TOB: *Both* music and visual judges are scheduled for the entire day. No Auxiliary/Percussion is used for TOB Preview

TIA: All 5 visual judges and percussion judge are scheduled for the entire day.

Evening competition for all TIA/TOB members – as a regular TOB/TIA show.

DAY OUTLINE:

20/30 minute performance slot for each unit – usually 4-6 hours total as determined by coordinator and host

Panel discussion during show run, with opportunity for discussion following run as well

Second run of show – time permitting

Director may choose to perform complete program or excerpts

This Preview Event is offered in place of critique following the competition

PAYMENT:

NJA adjudicators are paid as per contract for a TIA/TOB event. The total number of units viewed through the entire day (preview and competition) will be the payment of the day, using the current NJA/TIA/TOB contract for judges.

EXAMPLE: 7 preview units for the afternoon preview and then 8 competition units for the evening = each judge has viewed 15 units total

Payment may be through host school or Region treasury or combination, based on region plan

PANEL ASSIGNMENT:

Coordinator should discuss adjudicator assignments with TIA/TOB Education Director, Judge Coordinator, and TOB/TIA Director to find the right “fit” for the needs of their region members. Adjudicators with strong education background and experience, as well as annual NJA/TOB/TIA Education Day experience are requirements.

TRAINEES/MAKE-UP:

The Preview shows are excellent opportunities for training /education experiences for both new and current NJA adjudicators. However, only the assigned NJA staff will participate in discussion and clinics. All others should use a separate area for their practice/review sessions.

**H. ALL-STAR MARCHING BAND**

MEMBERSHIP: Tournament students grade 9-12 at time of parade performance

On-line registration generates auto-response invoice/confirmation to student and parent via email

Band Director verification of Tournament membership and school participation via auto response email

Parent signature/initial of registration

PAYMENT: Auto-Invoice to parent email, includes student name/section with return address and check payment information/mailling address

MEDICAL/PERMISSION: All students must complete Medical/Permission on-line, initialed by parent

ABC RELEASE: All students must complete ABC TV Release on-line, initialed by parent

PARTICIPATION: Student must participate in entire event Wednesday through Thursday, including all rehearsals

NJA STAFF: All NJA Staff will have all three(3) required Pennsylvania State Clearances on file with TOB Director. Parents and/or school administrators may verify these are on file, as requested. (note: verification only, forms are NOT shared)

## **I. TOB SHOW CHANGES - STANDSTILL-INDOOR-CANCELLATION**

### **1. EVENT CANCELED BECAUSE OF WEATHER**

Bands receive show credit – print copy of list for records

### **2. EVENT MOVED INDOORS BECAUSE OF WEATHER (NO VISUAL)**

Cancel visual judges – music only panel

Music judges base score on class rubric, and score accordingly

Enter appropriate score for placement

Recap to bands only at critique

Announcer list is placement only – no special awards

Voice files will be available

A band that chooses not to attend does not receive show credit

### **3. EVENT MOVED INDOORS BECAUSE OF WEATHER (VISUAL)**

Music judges base score on class rubric, and score accordingly

Enter appropriate score for placement

Visual judges skip score

Recap to bands only at critique

Announcer list is placement only – no special awards Voice

files will be available

A band that chooses not to attend does not receive show credit

### **4. OUTSIDE STAND STILL. (SAME AS 2 OR 3)**

### **5. A BAND DECIDES TO DO A STANDSTILL – DUE TO WEATHER/CONDITIONS**

Band is marked on recap and announced as Exhibition

Visual judges skip to the next band

Music judges give commentary, but no numbers

### **6. SHOW CANCELED DUE TO LACK OF BANDS**

Bands do not receive show credit for this event