

**Eastern United States Pipe Band Association**  
**Policy Manual**  
*Revised 20, April, 2010*

**Code of Ethics for EUSPBA Judges, Elected and Appointed Officials, and Committee Members**  
**Approved 2/16/02    Effective 2/16/02**

We are the Musical and Operational leaders of the EUSPBA, entrusted with the responsibility and authority to set the direction of the EUSPBA. Therefore, it is imperative that we hold ourselves to a higher standard, one that is commensurate with our position in the EUSPBA.

**Purpose**

**Approved: 7/21/96    Effective: 10/14/04    Revised: 10/14/04**

1. The Executive Committee shall create and maintain a manual of all EUSPBA policies and procedures in written form.
2. All policies shall list the following: initial approval date, latest revision date (if any) and the date the policy is to take effect.
3. All current policies shall remain in effect until amended.
4. If deemed necessary, the executive secretary (or other designee as directed by the Executive Committee) shall notify those who might be directly or immediately affected by a new policy by letter or email. All major policy changes will be published in the EUSPBA's official channel of communication, *the VOICE*.
5. The Policy Manual will be a public record. It shall be the responsibility of the Executive Committee to designate a person to maintain the EUSPBA's policy manual. All additions, changes, deletions, etc. shall be made as soon as possible to the master copy and shall be posted on the EUSPBA's website. Currently the recording secretary is the designee.
6. The Executive Committee will review the Policy Manual after each Annual General Meeting and shall update/amend as needed.

**General Duties**

**Approved 2/16/02    Effective: 6/6/04    Revised: 6/6/04**

1. The executive secretary is the official correspondent for the EUSPBA.
2. All committee recommendations must be approved by the Executive Committee before implementation. Exceptions: Nominating Committee and approval of Guest Judges.
3. Minutes of Executive Committee meetings will be completed no later than 30 days following the meeting.
4. The treasurer of the EUSPBA will issue a contribution acknowledgement and thank you letter by February 15th of the following year to anyone that made a contribution to the EUSPBA during the previous calendar year. Said letter will include the donor's name, the total amount contributed and the year of the contribution so that it can be used as a tax receipt by the donor.

## **Permanent Address**

**Approved: 7/21/96 Effective: 10/14/04 Revised 10/14/04**

1. A permanent address will be maintained in the state of Delaware (site of EUSPBA incorporation) with a firm that offers mailboxes and forwarding services. This mailing address shall be used to receive membership applications and shall serve as the default “official” mailing address of the EUSPBA. In addition, this service shall be offered to The Voice staff for the purpose of receiving subscriptions, advertising inquiries and the like. Our current service is: The UPS Store and the EUSPBA’s current permanent address is: EUSPBA, PMB 316, 560 Peoples Plaza, Newark, DE 19702-4798 – Phone (302) 834-1399.
2. Arrangements have been made for EUSPBA mail to be forwarded to the EUSPBA’s membership coordinator on a weekly basis. The membership coordinator will be responsible for distributing it appropriately within the EUSPBA. All mail intended for *The VOICE* will be forwarded to the editor or his/her designee.

## **Meetings**

**Approved: 8/28/99 Effective: 10/14/04 Revised: 10/14/04**

1. Typically, Executive Committee meetings will occur in late January/early February, late April / early May, September/October, the Friday night before the AGM, and the first weekend in December. Should the amount of business not warrant a meeting at these times, the meeting(s) may be cancelled. The Executive Committee shall endeavor to set meeting dates well enough in advance in order to allow the dates and locations to be listed on the web site and, if practical, published in the VOICE.
2. Meetings of the Executive Committee will be open to all members in good standing of the EUSPBA. Specific sections of the agenda may be handled in closed session if deemed necessary by a majority of the Executive. The president can limit discussion/debate of agenda items to those attending in an official capacity.
3. With the exception of the year-end Business Meeting described below, Music Board meetings shall be approved and funded by the Executive Committee on an “as needed” basis.
4. All agenda items discussed at Executive and Music Board meetings will clearly show a person responsible for taking the next step to completion. Furthermore, these items will be listed as “OLD BUSINESS” for subsequent meetings until the item has been resolved.
5. The most recent bank statement will be reviewed by the President and Vice President at each meeting.

## **Reimbursement of Expenses**

**Approved 2/16/02 Effective: 10/14/04 Revised: 10/14/04 Revised /Effective 1/19/10**

1. The per diem is \$50 per meeting day. All persons attending a meeting in an official capacity shall be eligible for this payment.
2. Mileage to and from meetings will be reimbursed at the rate of .30 per mile. All persons attending a meeting in an official capacity shall be eligible for this payment.
3. Prior approval must be given by the Executive Committee for travel expenses exceeding \$300. No purchase should be made until the individual is notified that the Executive Committee has approved the expenditure.

4. Cash advances may be approved for any person anticipating EUSPBA related expenses. Current approved advances include \$500 for the Sanctioner, membership coordinator and executive secretary. A second cash advance will not be issued until receipts documenting the outstanding advance have been submitted and approved.
5. All reimbursed expenses must be submitted with accompanying receipts. Anyone wishing to submit reimbursable expenses shall submit them in a timely manner, i.e. no more than six months after the expense has been incurred. If, for any reason, submission is anticipated beyond this time limit, prior notification and approval must be given by the treasurer.

### **Branch Funding**

**Approved: 12/14/03 Effective: 01/01/04**

The following general definitions and rules will apply to the funds of the EUSPBA.

1. Main Body Funds (MBF) – Those moneys in bank accounts primarily overseen by the Treasurer and President of the Executive Committee (EC).
2. Branch Funds (BF) – those moneys in bank accounts primarily overseen by the Treasurer and Chairman of an individual branch.
3. Finance Committee (FC) – For purposes of this rule the FC will be comprised of the branch chairs (or their designee) and the EUSPBA EC treasurer (or his designee). The committee will be chaired by the EUSPBA EC treasurer (or his designee). (Note the President of the EC is a de facto member of the committee.)
4. It should be noted that technically, all funds are under the control of the EUSPBA EC. This is due to the fact that for tax and legal purposes, the branches fall under the umbrella of the EUSPBA as a whole. The allocation of funds to the branches is done purely for convenience purposes and those funds should not be thought of as belonging to the branch.
5. Any funds in the branch accounts as of Jan 1, 2004 (the inception date of this policy) shall remain in the branch bank accounts but will be subject to the rules of this policy.
6. Similarly, any surpluses raised by the branches, either through fundraising or special events, shall remain in the branch bank accounts but will also be subject to the rules of this policy.
7. Branches will receive replenishment funding in order to bring their checking account balance up to \$ 1,500.

### **The funds in the branch account can be spent on the following:**

- General Administrative costs (mailing/postage expenses, communications) related to operation of branch activities.
- Travel costs for the branch officers to get to branch meetings.
- Costs associated with holding branch meetings. (Hall rental, food, drinks, etc)

However, if the above costs, as they relate to one function, exceed \$300, approval must be obtained from the Finance Committee.

### **The moneys in the branch account cannot be spent on the following:**

- Money paid that might inure to the benefit of any member of the Association (i.e., scholarships).
- Travel reimbursement to branch representatives traveling to EC meetings. (These amounts will now be reimbursed from the MBF)
- Monitor fees. (The full amount of monitor fees will be paid from the MBF)
- Any special events or functions. (See special events rule below)
- Any single expenditure exceeding \$ 300. (See special events rule below)

In order to replenish the branch funding back to the \$ 1,500 level, the branch will need to submit a request to the EC treasurer. As part of that request the branch will be required to submit a detailed report, including explanations, listing all monetary transactions since the last report was filed. Such report should also include a copy of the most recent bank statement. Requests for funding should be made when account balances begin to approach the \$500 level.

### **Special Events Rules**

For any individual check that is between \$300 and \$500, approval for that expenditure must be received from the FC prior to spending that money. In order to obtain approval, a report (email) should be sent to the members of the FC with an explanation as to the nature of the expenditure. A “yes” vote by a simple majority of the FC will be sufficient for approval of the expenditure. Failure to vote will constitute a yes vote, however the members should make the effort to vote. All reports and responses must be sent to all members of the FC. Any checks in excess of \$500 will be subject to the same approval rules as those for special events listed below.

For any special events (i.e. Seminars, contests, concerts, etc.) a detailed budget must be presented to the FC. (Note: those events already in existence prior to Jan 1, 2004 will not be subject to this rule until after April 1, 2004.) The budget should include the sources of income for the event as well as the expenses associated with running the event. All income and expense items should include an explanation as to how the amounts were calculated (i.e. Number of people attending x cost per person). The budgets will have to be approved by a 2/3 majority of the FC. Once the budgets are approved by the FC they will be sent to the EC for final approval. Once the EC has given its approval the branch can then request (if needed) advance seed money from the MBF. If the event makes a profit then any advance seed money will be returned to the MBF, with any additional excess profit staying in the branch accounts. The branch will not be required to return seed money that would cause the branch balance to fall below \$ 500. If the event loses money the EC will cover any excess costs out of the MBF to the extent that the losses cause the balance in the branch account to fall below \$ 1,500, provided that there were no intentional errors or omissions in the previously approved budget. (Also please note the new policy related to signing of contracts)

Failure to abide by these rules will result in the branch having to turn over all funds to the EC.

### **Signing of Contracts**

**Approved: 12/14/03 Effective: 1/1/04**

No member of the EUSPBA shall have the authority to sign a contract on behalf of the EUSPBA or any of its branches without the written consent of the Executive Committee of the EUSPBA. Any contract signed without said authorization will not be binding on the EUSPBA and the EUSPBA will not be responsible for any damages arising out of said contract. Further, any individual signing any contract on behalf of the EUSPBA or its branches without proper authorization will be personally responsible for the fulfillment of the contract or any damages arising out of the cancellation of the contract.

## **Executive Committee Election Ballot Counting**

**Approved 7/21/96    Effective 2/16/02    Revised 2/16/02**

1. The ballots for Executive Committee officers will be counted the evening immediately preceding the AGM.
2. The chair of each branch will appoint a representative and an alternate to count the ballots and will notify the chair of the nominating committee of that representative's identity.
3. Election results will be announced at the end of "Old Business" agenda items the day of the AGM.

## **Annual General Meeting**

**Approved: 9/95    Effective: 12/14/03    Revised 12/14/03. Revised (item 5) 3/13/07**

1. Agenda items for the AGM must be submitted in writing to the executive secretary no later than fourteen days prior to the AGM. Members wishing to submit an agenda item must first present the item to their branch. The branch must approve the item and will be responsible for submitting it to the executive secretary. A representative (preferably the submitter) shall present the rationale for the item in person on the floor at the AGM.
2. No agenda items will be raised on the floor.
3. The executive secretary will coordinate the agenda for the purpose of generally grouping items which address the same topic.
4. No games will be sanctioned on the day of the AGM.
5. Each of the six branches will host the AGM on a geographically distributed, rotating basis: 2008 - Southern; 2009 - Northeast; 2010 - MidAtlantic; 2011- Southwest; 2012 – Metro; 2013 - Ohio Valley.

## **Year-End Business Meeting**

**Approved: 8/28/99    Effective: 2/16/02    Revised: 2/16/02**

No later than six weeks after the AGM, and usually the first weekend in December, the Music Board and the Executive Committee will meet to bring resolution to approved agenda items presented at the AGM as well as other business such as grading, etc. Usually the Music Board will meet on Saturday to formulate recommendations, and the Executive Committee will meet on Sunday to approve, approve as amended, or reject these recommendations.

## **Implementation timetable for rule changes**

**Approved: 12/14/00    Effective: 12/14/00**

1. Changes in the EUSPBA Competition Rules and Regulations that do not result in an increase in the competition requirements can (at the discretion of the Executive) be implemented immediately.
2. Changes that increase the competition requirements cannot be implemented in the season following their adoption and will in general be implemented in the year following a one-year notification period.

## **Monitor Program/Maintenance/Responsibility**

**Approved: 10/3/96 Effective: 02/01/04 Revised 02/01/04**

1. The games monitor program will be coordinated by the Association's Monitor Coordinator.
2. The monitor coordinator will implement and update the Monitor Handbooks as needed.
3. The monitor coordinator shall receive direction from the EUSPBA's sanctioner or his/her representative.
4. Each branch will appoint an individual to coordinate activities at the branch level. Branch monitor coordinators should provide a complete list of monitor assignments for each games in their jurisdiction to the recording secretary no later than 30 days prior to the games.
5. The EUSPBA will provide a stipend of \$50 per monitor per day of games. There should be two (2) monitors assigned to each sanctioned games. However, the number of monitors may be assigned at the branch monitor coordinator's discretion taking into consideration the size of the games.

## **Sanctioned Games**

**Approved: 6/9/02 Effective: 12/8/02 Revised: 12/8/02, 10/16/05**

1. No new contests will be sanctioned if the date chosen is on a weekend where there are three or more contests already sanctioned. Exceptions may be made on a case-by-case basis only and shall not be sanctioned without the approval of the Executive Committee.
2. The Executive Committee appoints the Sanctioning officer.
3. Provided that a games holds the required band event in a given grade as determined by the even/odd day, the games may also hold the other event in that grade as an additional sanctioned event.

## **Contingency Plans for Sanctioned Games**

**Approved: 6/6/04 Effective: 6/6/04**

In the event a national emergency/disaster (extenuating circumstances) affects the ability of judges to travel, the games director may ask for a waiver in qualification of judges. The director may show the sanctioning officer that every effort has been made to locate other qualified judges and that failure to find substitute qualified judges will greatly jeopardize the conduct of these scheduled competitions. Such a request should not be made any sooner than two days prior to the first scheduled competition, and a director should submit a list of best available talent among the expected competitors and pipe bands to act as substitute judges. The EUSPBA will work to find qualified judges capable of attending the affected games. The sanctioning officer will notify the director that substitute judges have been found and the waiver is approved as soon as possible. When approved and the best available talent is used, all contests will be considered sanctioned and all points awarded to competitors will count towards season standings. The EUSPBA will not be responsible for any shortcomings to games.

## **Season Champions**

**Approved: 10/3/96 Effective: 6/6/04 Revised 6/6/04, 12/4/05, 3/13/07**

1. The EUSPBA recognizes season "points" champions at the end of each competition season. Points are accumulated by competing at EUSPBA sanctioned competitions.

2. Points and subsequent standings are determined as follows:
  - a. First through sixth place competitors will get points equal to the number of competitors defeated plus one; no points will be awarded for last place. A single competitor will be awarded one point. Prizes or points will not be awarded for breakdowns, however any competitor who shows up before a judge will be considered a competitor for the purpose of “number of competitors defeated.”
  - b. In large contests where there are more than 20 competitors, (or, for Grade 1 and Professional, 30 competitors) an event will be divided into “heats.” It is preferred that the event be divided into as few heats as possible in order to give competitors the maximum number of points (e.g. an event with 21 competitors should be divided into 2 heats of 10 and 11 rather than 3 heats of 7.) The heats should contain the same individuals for all events, except where both full piobaireachd and ground only are offered in Grade 4; in that case, if there is a very small heat for full piobaireachd, those players will be folded into the larger heats for light music.
  - c. In solo piping contests, a full piobaireachd or MSR played as one event will receive “double” points.
3. The recording secretary or his/her designee will be responsible for the tallying of points for year-end standings. Results of games will be published as available in the VOICE and on the web site.
4. An allowance of \$25/games will be given to the person responsible for entering games results.

#### **The VOICE**

**Approved: 7/21/96 Effective: 2/16/02 Revised: 2/16/02, 10/16/05**

1. Payment to the editors shall be stipulated in a contract which shall be reviewed by all parties concerned on an annual basis. As long as the editors are paid a fee by the EUSPBA, they are required to make full financial disclosure. This disclosure shall be in the form of a financial report, terms to be acceptable to the EUSPBA treasurer, due to the Executive Secretary one week prior to each Executive Committee meeting.
2. The VOICE is the official channel of communication from the Executive officers and branches to EUSPBA members, specifically through the President’s Letter, the ZecNotes and Branch News. When policies are established, they will be communicated through the VOICE.
3. The VOICE will be mailed first class to members of the Executive Committee, Branch Chairs, and Music Board Chair(s).

#### **Web Page**

**Approved: 7/21/96 Effective: 7/21/96 Revised: 9/15/04**

1. The EUSPBA will maintain a site on the World Wide Web.
2. Maintenance of the web site is the responsibility of the Executive Committee. The Executive Committee shall maintain a contract with a web designer/maintainer. PVI Productions is the current contractor.

#### **Mailing Labels**

**Approved: 8/28/99 Effective: 12/2/01**

1. Branches will be provided mailing labels free of charge on request.

2. Patron games will be provided mailing labels free of charge once a year.
3. Member bands and piping and drumming schools may purchase labels for .10 per label for specific stated purpose(s) in keeping with the aims and objectives of the EUSPBA.
4. The executive committee shall consider vendor requests for labels on a case-by-case basis. All vendors will be encouraged to place ads in the VOICE.
5. Sets of mailing labels are to be used for the stated purpose and used one time only without being copied. A cover sheet to this effect will be included with the labels.
6. For all official EUSPBA mailings, it shall be the responsibility of the volunteer to contact the membership coordinator for the most up-to-date listings of the members and their addresses. This shall include any and all sub-mailings to our members, such as to judges, etc.

## **Membership**

**Approved: 2/17/01 Effective: 2/17/01 Revised: 9/15/04, 10/16/05**

1. New members to the EUSPBA will receive a “welcome to the EUSPBA package” mailed by the executive secretary. When practical, this package will contain a welcome letter as well as instructions on how to obtain the most current version of the EUSPBA rulebook; the “So You Want to Compete” booklet; and any other documentation pertaining to competition.
2. Individuals and bands must have a mailing address within the EUSPBA’s geographical boundaries in order to claim the EUSPBA as their “home” association as defined by the Executive Committee. Individuals and bands living outside the EUSPBA’s geographical boundaries are welcome to join but must first be members of the pipe band association in which they geographically reside. All matters concerning grading issues will be the exclusive domain of the “home” association.
3. In instances where some associations allow “split” solo competitive piping grades, the EUSPBA will honor the competitor’s home association grading for both light music and piobaireachd at EUSPBA sanctioned contests. Split grading will not be considered for EUSPBA members.
4. In instances where a competitor from another association that allows “split” solo competitive piping grades joins the EUSPBA, the EUSPBA will assign that competitor to the higher of the two grades subject to review by the Music Board at the end of the playing season.
5. Members who have not renewed their memberships from the previous year will be mailed a second membership renewal mailing in March of each year.
6. In recognition of the amount of time and work donated to the Association, Executive Committee members shall have their dues waived during each calendar year of their service.

## **Awards**

### **1. Daniel F. Dickel Memorial Award**

**Approved: 9/7/01 Effective: 9/7/01**

Purpose: To recognize outstanding service of a retiring Executive Committee member. It will be up to the president’s discretion whether or not to present this award annually. A permanent and “keeper” plaque costing no more than \$100 has been approved.

2. **The President's Award**

**Approved: 1992 Effective 11/92**

Purpose: To recognize a band or individual who has brought international recognition to the EUSPBA or who has performed exemplary service on behalf of the EUSPBA. It shall be awarded by the president on an annual basis and shall consist of a permanent and a "keeper" plaque.

3. **The Gold Medallist's Award**

**Approved: 11/01/02 Effective: 11/01/02**

Purpose: To recognize the season points winner of piobaireachd in each grade. The name of the award is in recognition of those EUSPBA members who have won the Piobaireachd Society of London's Gold Medal either at Oban or Inverness. A plaque or similar award will be given to each grade winner. The cost of each award (6 total) shall not exceed \$100.

**Scholarships**

**Approved 10/14/04 effective 10/14/04**

The EUSPBA will award one-time only scholarships to amateur grade 1 players who are invited to play at the Sheriff, Nicol-Brown or other competitions approved by the EC. This scholarship can be up to half of the travel costs related to getting to the competition with a maximum amount of \$250. The maximum total scholarship funding that the EUSPBA will provide in a year is \$ 1,000. Requests for the scholarship should be mailed to the EUSPBA Executive Committee (EC). Decisions regarding the awarding of scholarships will be solely up to the discretion of the EUSPBA EC. The intention of this scholarship is to help a player in a hardship situation where the individual might not be able to compete due to the cost associated with attending the contest.

**MUSIC BOARD GUIDELINES**

The By-Laws provide for an Advisory Committee and Grading Sub-Committee. In addition there have been provisions for a "non-standing" Adjudicator's Advisory Board. The members of the Advisory Committee will be within the Music Board, but the Music Board can be larger than the Advisory Committee." (10/16/05)

**Operation**

**Approved: 2/16/02 Effective: 02/01/04**

1. The Music Board (MB) may be subdivided into working groups (subcommittees) representing the judging disciplines.
2. Ideally key decisions relative to MB recommendations shall be made by consensus. However, if a consensus cannot be reached and a decision must be made, the majority vote shall be binding upon the committee.
3. Minutes of the Music Board Meetings should be completed no later than 30 days following the meeting and should be distributed to those in attendance for accuracy.
4. No MB member shall act independently of the other MB members, nor shall he or she present the MB's position on matters without prior endorsement by the MB.
5. All decisions regarding judging and grading shall be made by members of the Music Board who are members of the EUSPBA's judge's panel.
6. The Chairman shall appoint a secretary who will handle correspondence, meeting preparation, minute taking and preparation and other duties as requested by the Chair.

## **Responsibilities**

**Approved: 2/16/02 Effective: 2/16/02**

1. The Music Board shall be accountable to the Executive Committee for all matters relating to the Association's judges, including:
  - a. overseeing the means by which individuals are admitted to the Judges' Panel, including establishing standards for admittance, presenting seminars to train prospective judges, setting the content and performance standards for examinations, presenting examinations, and overseeing an apprenticeship program for successful candidates.
  - b. the manner in which the Association's judges carry out their duties, and
  - c. providing a means of recourse for competitors concerning judging practices and for judges concerning behavior of competitors. The Executive Committee shall be responsible for matters of discipline resulting from any such complaints.
2. In addition, as an expert body, the MB shall undertake various projects in the overall interest of advancing the standard of piping and drumming in the Association, and shall provide guidance on matters of adjudication, rules, piping and drumming standards, or any other related matters as requested by the Executive Committee.

## **Relationship to the Executive Committee**

**Approved: 2/16/02 Effective: 2/16/02 Revised 3/13/07**

1. The MB shall seek Executive Committee approval for the expenditure of funds in excess of **\$300**.
2. The MB shall report either in person or in writing at, or prior to, open Executive Committee meetings.

## **Grading Requests**

**Approved: Jan 1994 Effective: Jan 1994 Revised 2/16/02**

1. All requests for grade changes for the subsequent season sent to the Executive Secretary and postmarked by November 1 will be forwarded to the grading sub-committee for consideration. Instructions for submitting an upgrade request will be printed on the back of the competitor's copy of each score sheet.
2. Requests sent after that date from current members will be returned to the competitor (who will remain in the current grade) with a notification of the proper procedure and the next deadline.
3. Unless evidence exists that a higher grade is warranted, a new member will be placed in the entry-level grade for their instrument.

## **Score Sheet Retention Process**

**Approved: 10/16/05 Effective: 10/16/05**

Score sheets will be kept by the points recorder for the current season. Once the season is over, they will be shipped to the Music Board Chair.

## **Guest Judge Policy**

**Approved: 7/21/96 Effective: 7/21/96 Revised 2/16/02, 10/16/05, 12/2/07**

For EUSPBA contests, the Games – not the EUSPBA – assign judges. To simplify the process and to minimize the possibility of judges being assigned to judge events which they are not certified to judge, the EUSPBA requires the following:

1. If a guest judge is A level certified in all categories for which he is certified, he can be automatically approved by the sanctioner without going through the Music Board. If a guest judge is B level certified in one category and also holds two or more A level certifications, he may be approved by the Music Board on a case by case basis. If a guest judge holds a B level certification and less than two additional A level certifications, he cannot be approved.
2. No judge shall adjudicate any event for which they are not certified in whatever discipline they are judging to be considered as a guest judge (e.g. Piobaireachd, Ensemble, Tenor/Bass and Drum Major).
3. All other guest judges will be considered by the Music Board on an individual basis.
4. Requests to use non-panel judges must be made in writing to the EUSPBA Sanctioner at least 60 days prior to a contest, and shall present the credentials of the non-panel judge for whom the request is being made. Telephone requests to the MB will not be accepted. The EUSPBA Sanctioner will forward the request to the MB Secretary with a copy to the MB Chairman. Once the guest judge is approved by the MB, the EUSPBA Sanctioner has authority to approve the guest judge for the remainder of the year.
5. The responsibility for a decision should not be placed on the Chairman alone, nor should the Chairman accept this responsibility. A consensus decision should be sought by the Chairman by contacting the Secretary and the MB member who chairs the subcommittee whose judging discipline is involved. The Secretary shall reply in a timely manner to the EUSPBA Sanctioner.
6. Guest judges **cannot** comprise more than 50% of the total population of the judges employed per day.

## **Judging Disciplines**

**Approved: 2/16/02 Effective: 2/16/02**

There shall be seven judging disciplines: solo piping/light music, solo piping/piobaireachd, band piping, snare drumming, band ensemble, bass and tenor drumming, and drum major.

## **Certification of Judges**

**Approved: 2/16/02 Effective: 2/16/02 Revised 10/5/02, 10/16/05**

1. Suitable candidates will be invited to attend a seminar for prospective judges specific to their respective disciplines (see **Application Process** included for details). Unless a judge has passed a judges' exam in another jurisdiction that is equivalent to ours, he/she is required to take and pass our exam before being placed on our panel. It is up to the Music Board to determine whether this person must go through the apprenticing and mentoring programs.
2. Those who choose to proceed must demonstrate their abilities by passing a practical certification examination.

3. Successful candidates will then be invited to sit an adjudication examination.
4. The EUSPBA will schedule tests for qualified candidates who wish to become members of the EUSPBA Judging Panel. Tests will be conducted for a minimum of five approved candidates or every four years, whichever is shorter. Approved candidates must be a member of the EUSPBA and meet the musical requirements as defined in the Application Process of the EUSPBA Policy Manual.
5. Those who pass their examination shall serve an apprenticeship (see **Apprenticeship** below for details).
6. Once candidates have successfully served their apprenticeship, the MB may recommend to the Executive Committee that they be added to the Association's Judges' Panel.
7. Individuals approved for addition to the Judges' Panel shall pay the Association a fee of \$100 and affirm their commitment to the code of conduct before their name is added to the panel.
8. Judges must be members in good standing of the EUSPBA and must attend judges' professional development as required by the MB and the EUSPBA.
9. Names and announcements of new judges admitted to EUSPBA panel will be published in the Zecnotes of the Voice and on the EUSPBA website.
10. The EUSPBA can offer other associations its services to give and grade exams to candidates of the other associations for a fee. This could occur either at a place chosen by the other association or their candidates could be invited to participate in exams. The exams themselves would not be released and candidates that passed the exam would not be added to the EUSPBA judging panel unless their permanent residence was within our geographic boundaries.
11. PPBSO judges who wish to join our panel and are B-Level in some disciplines will not be allowed to take our tests to qualify them for our panel. They should wait until the PPBSO moves them to A Level. PPBSO judges who are A-level in some disciplines and uncertified in others (e.g. ensemble or piobaireachd) can join our panel per normal procedure, but cannot be EUSPBA tested to qualify them in their uncertified disciplines.

### **Apprenticeship Process**

**Approved: 2/16/02 Effective: 2/16/02 Revised 10/16/05, 3/13/07, 3/4/09**

1. The purpose of the apprenticeship period is to enable candidates to garner actual experience before judging a contest where the results of their adjudication shall be the official contest results.
2. Apprentice judges shall be given identification to be used in dealing with contest organizers.
3. Apprentices shall introduce themselves to appropriate games officials before judging, explain that they are present only to judge confidentially, and that their results will not count in the standings. Apprentices are responsible for bringing their own score sheets. One-page photocopies are sufficient.
4. A mentor will be assigned to all apprentices. The MB will recommend this mentor to the Executive Committee along with the applicant's recommendation for approval as an apprentice. The mentor shall be a judge of the same disciplines as the apprentice, and a member of the panel for at least ten years. Mentor review of the apprentice score sheets can be implemented by a request from the mentor to the EUSPBA tabulator for a copy of the judges' score sheets and tabulation sheets.

5. Apprentices shall judge alongside paneled judges during this period, preparing critique sheets (score sheets) and a summary tabulation for a minimum of **nine** complete events in each discipline over the span of at least three contests. The events judged should include all competition grades and must include events with a significant number of contestants. Apprentices are to mail their score sheets to their mentor along with a copy of the actual summary tabulation for the events they have judged. Mentors will critique the sheets and send one copy of the critique to the apprentice and one to the MB Chair. Apprentice score sheets and summary tabulations of results shall be kept strictly confidential.
6. The contests selected by an apprentice shall be spaced sufficiently far apart in time so as to provide time for an interim critique of score sheets by the MB.
7. The MB may extend apprenticeships as warranted by the need for further experience and development of score sheet writing skills. However, the apprentice period should not be more than two years from the date the candidate took the written test.
8. Members of the judges' panel who pass an EUSPBA judges' exam in an additional discipline (e.g. ensemble or piobaireachd) will serve an apprenticeship in that discipline as well.

### **Policy for New Judges**

**Approved: 11/07/03 Effective: 11/07/03**

1. All new judges being admitted to the panel shall serve an assessment period for a minimum of six complete events in each discipline over the course of at least three contests.
2. A mentor will be assigned to all new judges being admitted to the panel. This mentor shall be a different person than the one who mentored the new judge through the apprentice period. The MB will recommend this mentor to the Executive Committee along with the applicant's recommendation for admission to the panel. The mentor shall be a judge of the same disciplines as the candidate, and a member of the panel for at least 10 years.
3. Upon the Executive Committee's approval of the applicant, the new judge will be made aware of their mentor and that their results will be reviewed for a period of at least one year.
4. The candidate must notify the mentor of judging activities.
5. At the request of the mentor, the EUSPBA Recording Secretary will forward a copy of the candidate's score sheets along with the tabulation sheet to the mentor for review. In the case of pipe band piping judges, copies of the score sheets from the other piping judge(s) will also be forwarded to the mentor. In the case of pipe band snare drumming judges, copies of the score sheet from the ensemble judge will also be forwarded to the mentor. The mentor may at his/her discretion review all score sheets by the candidate or randomly choose only some score sheets for review.
6. Upon receipt of the score sheets the mentor shall review, comment and communicate constructive criticisms to the new judge as well as to the Music Board chair and MB subcommittee chair.
7. New judges will be advised to refrain from judging large contests as well as judging outside the EUSPBA during the assessment period. (If a new judge is unsure whether a contest would be considered large, he/she should check with the mentor).
8. After a period of one year, the MB will make one of the following recommendations to the Executive Committee:

- a. The new judge has fulfilled a satisfactory assessment period.
- b. The new judge requires an extended assessment period for further development.
- c. The new judge has proved unsatisfactory and should be removed from the judges' panel.

### **Judges' Panel Application Process**

**Approved: 2/16/02 Effective: 2/16/02**

1. The MB shall prepare a syllabus outlining minimum qualifications for prospective judges panel candidates for each of the seven disciplines.
2. In order to apply for consideration to the EUSPBA Judges' Panel, the following list of prerequisites must be met. Because we want to ensure the highest caliber of judging, the applicant must have:
  - a. Ten (10) years of prize-winning competitive experience at the professional level.
  - b. For pipe band exam consideration, the applicant must have ten (10) years experience playing with prize-winning Gr. II and Gr. I pipe bands.
  - c. A graduate level certificate in his respective field.
3. To apply for consideration, a prospective candidate should contact the Secretary of the MB. The candidate will be sent an application asking the following:
  - a. Why do you want to become a judge?
  - b. Why do you think you should become a judge?
4. Each application will be reviewed and all candidates will receive a written response approving/denying his request with reasons.
5. Extraordinary circumstances will receive consideration on a case-by-case basis.

### **Judges Panel Multiple Certification Policy**

**Approved 6/23/06 Effective 6/23/06**

1. In order to apply for consideration to take the EUSPBA ensemble judges' exam, the following list of prerequisites must be met:
  - a. The applicant must be an EUSPBA judge in good standing (EUSPBA dues current and judges' seminar attendance current).
  - b. The applicant must have a minimum of two (2) years' experience as an EUSPBA judge. (The new judges' assessment period shall have no bearing on this policy; the requisite two years to be eligible for the ensemble exam shall begin upon initial acceptance onto the EUSPBA judges' panel.
2. In order for an EUSPBA judge to be eligible for consideration to take the EUSPBA judges' exam in any additional judging idiom, the judge must be a judge in good standing. A judge who has been removed from the EUSPBA judges' list, whether for non-payment of EUSPBA dues, for non-attendance of requisite judges' seminars, or for any other reason, shall not be eligible to sit any EUSPBA judges' exam until such time as he/she is reinstated to the EUSPBA judges' panel.

## **Dues Payment**

**Approved: 10/3/96 Effective: 1997 Revised 8/28/99**

1. All members of the EUSPBA Adjudicators' Panel are required to pay their dues by January 1<sup>st</sup>. If dues are not paid by that time, that person will not be eligible to judge for that entire calendar year and will not be included in the sanctioning package list. Postmark will be the determining factor.

## **Seminar Attendance**

**Approved: 2/16/02 Effective: 2/16/02 Revised 10/16/05**

1. All members of the EUSPBA Adjudicators' panel are required to attend no less than one meeting (designated by the EUSPBA Executive Committee which will count for attendance) in a two-calendar-year period. The only exemption will be for dire emergency. If you are exempted you must attend the following year. Failure to abide by this policy will result in not being allowed to judge at EUSPBA sanctioned contests until the requirement is fulfilled.
2. Members of our panel who live outside of our area are required to attend seminars on the same basis as members who live in our area. If they do not, they can write to be formally removed from the panel or when removed from the panel they will not judge as guest judges for one year.
3. With and only with prior approval from the Music Board and the Executive Committee, judges may elect to attend a PPBSO judges' seminar as an alternative to attending an EUSPBA seminar. This approval will not be given for two consecutive seminars.

## **Games/Contest Responsibility to Adjudicators**

**Approved: 10/3/96 Effective: 10/3/96 Revised 8/28/99**

1. If a games contracts with an EUSPBA adjudicator and fails to provide fees (honoraria) and/or reasonable and customary expenses, then the EUSPBA will withhold sanctioning until such settlements have been made.
2. It is the adjudicator's responsibility to contact the Executive Committee in writing if such a situation has taken place.

## **Responsibility of Adjudicator to Games/Contest**

**Approved: 10/3/96 Effective: 10/3/96 Revised 8/28/99**

1. If a games/contest contracts with an EUSPBA judge and the games incur expenses (airfare, room) on the adjudicator's behalf and the judge does not make himself available for adjudication duties, then the adjudicator will be responsible for reimbursing expenses incurred on their behalf. When contacted to judge, judges should request a letter of confirmation or contract.
2. If these expenses are not refunded to the contest committee in a reasonable amount of time, then the adjudicator will be suspended from the panel and not be allowed to judge at sanctioned contests until said expenses are reimbursed.
3. If a dispute arises between a games and a judge which is not resolved between the two, and it is referred to the EUSPBA, the Executive Committee will review the situation and determine appropriate action.

## **Retraining / Retirement / Removal of Judges**

**Approved: 2/18/07 Effective: 11/11/07 Revised 10/14/07**

1. Judges' score sheets will be reviewed by the Music Board for effective comments, clarity and evidence of clear reasoning regarding the awarding of prizes. Focused reviews will occur during the first five years they are on the panel and as they near retirement. In addition, random reviews of all judges' score sheets will be conducted from time to time by the Music Board to ensure the highest caliber of judging.
2. Judges may be removed from the EUSPBA judges' panel and returned to apprenticeship status should their judging performance be deemed unsatisfactory by the Music Board.
3. Judges exhibiting consistently poor score sheet writing, which includes score sheets with very few comments and score sheets with no comments to substantiate the placing, shall be placed in a review status. The following steps will be followed in this review status:
  - A. A written warning will be issued and the judge's score sheets will be monitored for improvement.
  - B. If the sheets become satisfactory, the judge will be released from the review status. Periodic monitoring of the judge's sheets in the future will be done to ensure continued satisfactory writing.
  - C. If the sheets continue to be unsatisfactory, the judge will be removed from the judging panel and placed back in apprenticeship status for further training.
4. Judges who are removed from the EUSPBA judges' panel and returned to the apprenticeship program may be reinstated to the EUSPBA judges' panel by the Music Board after a satisfactory apprenticeship period as outlined in the "Apprenticeship Process" section of the EUSPBA Policies and Procedures Manual.
5. Judges will be regarded as resigning from the panel in two ways:
  - A. A judge will be regarded as actively resigning by sending in a letter of resignation.
  - B. A judge will be regarded as passively resigning by not meeting the panel's requirements; e.g. failing to attend a seminar.
  - C. Items 1-3 below apply to active resignations only.
  - D. Items 4-5 apply to both active and passive resignations.
    - 1) There will be a minimum two-year period from the date of resignation before the former judge can reapply.
    - 2) The former judge will submit a written request for reinstatement to the Music Board secretary. This will include the reason for the judge's resignation and the reason for the judge's desire for reinstatement. Decision on whether or not to grant reinstatement will be at the discretion of the Music Board and Executive Committee on a case-by-case basis.
    - 3) If reinstatement is approved, the judge will pay a \$100 fee as is required for entrance to the EUSPBA judges' panel.
    - 4) If reinstatement is approved and the fee is paid, he/she will be required to attend a judges' seminar. (Judges who resigned passively will be required to attend a seminar prior to reinstatement o the panel.)
    - 5) Following attendance at the seminar, one of two procedures will be followed:
      - o If the person has been off the panel for four years or less, he/she will be reinstated to the panel and assigned a mentor by the Music Board for the season immediately following their reinstatement. The mentor will report to the MB on the judge's score sheets and contest evaluations and the MB decide when to release the judge from being mentored.

- If the person has been off the panel for more than four years, he/she will complete an apprentice period in all applicable disciplines in accordance with the policy for apprenticeship. Once the apprenticeship is completed, the Music Board will recommend the individual for re-addition to the judges' panel to the Executive Committee.
6. Judges who retire from the EUSPBA judges' panel after the age of 70, whether voluntarily or by any other means, will be granted Judge Emeritus status. The Judge Emeritus status entitles the holder to attend all judges' meetings and seminars and be listed on the EUSPBA website in this category.

## **EUSPBA JUDGES' PANEL CODE OF CONDUCT**

**Approved: 2/16/02 Effective: 2/16/02**

1. Judges shall uphold the Rules and Regulations of the Eastern United States Pipe Band Association, including musical requirements and, in the case of band contests, minimum personnel requirements.
2. Judges shall present themselves in a professional manner to Games organizers, through their correspondence and other communications, and shall appear on time to their assignments. Judges shall endeavor to perform their duties in a timely fashion so as to enable contests to be concluded in a reasonable length of time.
3. Judges shall not discuss the results of a contest prior to the official disclosure of results.
4. Judges shall uphold their responsibility to keep their own views about other judges to themselves, even when they disagree.
5. Judges shall not influence the opinions of fellow judges during a contest.
6. Judges shall make themselves open to competitors to explain the results of a contest and their comments on a competitor's score sheet.
7. Judges shall not use their position to solicit students.
8. Judges shall not adjudicate members of their immediate family or spouses of immediate family members in solo or band events.
9. Pipe band judges shall not judge their own band.
10. From time to time situations may arise where a judge may be called upon to judge his/her students, fellow band members, etc. in solo competition. The judge should make a reasonable effort to avoid these situations.
11. Judges should make a reasonable effort to avoid judging "feeder" bands affiliated with their own band.
12. "Reasonable effort" means the affected judge should notify the responsible contest scheduler (usually the Director of Piping) as quickly after the conflict is discovered as possible. Judges will be considered to have abided by the spirit of this rule even if the conflict cannot be resolved.
13. Judges shall not consume alcohol so long as they are on duty. "On duty" means until they are finished with all their paid judging responsibilities. In the case of some drum majors who are also hired to be

parade marshal, their official duties are not considered completed until after the last massed band formation has been dismissed. Any reported infractions will be investigated by the Music Board and, if deemed legitimate, will be referred to the Executive Committee for appropriate action.

14. EUSPBA judges will only adjudicate events that they are certified to judge by the EUSPBA regardless of their certification status on another panel.
15. Judges not qualified by EUSPBA to judge certain events may not judge these events in other associations.

## **COMPLAINT PROCEDURES**

### **For Competitors**

#### **Purpose**

To provide a fair and unbiased means of recourse for competitors to see resolution of perceived judging problems.

#### **Procedure**

**Approved: 2/16/02 Effective: 2/16/02**

1. Competitors may register complaints about judging by explaining the nature of their complaint in a letter to the Secretary of the MB (verbal complaints will not be accepted).
2. The Secretary of the MB shall send a letter to the judge(s) involved, requesting a written reply within two weeks. The Secretary, along with other MB members, as appropriate, shall gather other information as needed to investigate the complaint.
4. This information shall be conveyed to the rest of the MB for appropriate action.
5. The Secretary of the MB shall inform the party who registered the complaint about the action taken by the MB regarding the complaint.

### **For Judges**

#### **Purpose**

To provide a neutral and unbiased means of recourse for judges to seek resolution of perceived competitor disputes.

#### **Procedure**

**Approved: 2/16/02 Effective: 2/16/02**

1. The judge who feels he has been treated in a hostile or unfriendly manner should send a letter describing the situation to the Secretary of the MB.
2. The Secretary of the MB will send a letter to the Executive Committee on behalf of that judge.
3. The Executive Committee will gather any other information as needed to investigate the complaint.
5. The Executive Committee will act as disciplinarian when the case warrants.
5. The Executive Committee will inform the MB and judge of the outcome of the investigation and any subsequent action.