



**Eastern United States Pipe Band Association**  
**Policy Manual**  
*Revised 3/12/16*

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## **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.

### **A. Purpose**

**Approved: 7/21/96 Effective: 10/14/04 Revised: 10/14/04, 6-6-11, 4-2-12**

1. The Executive Committee shall create and maintain a manual of all EUSPBA policies and procedures in written form. These policies and procedures are guidelines that should be adhered to for conducting current business of the association. All current policies shall remain in effect until amended.
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. 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*.
4. 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 Officer at Large 2 is the designee.
5. The Executive Committee will review the Policy Manual after each Annual General Meeting and shall update/amend as needed.

### **B. General Duties**

**Approved 2/16/02 Effective: 6/6/04 Revised: 6/6/04 Revised 2/2/15**

1. The executive secretary is the official correspondent for the EUSPBA. Additional duties of the executive secretary include, but are not limited to:
  - a. Annually update the rulebook
    - i. Keep track of changes
    - ii. Send to printer
    - iii. Mail to appropriate people
  - b. Send new member letters to all new members
  - c. Update all forms
    - i. Membership
      1. Solo, manual and merge forms
      2. Band, manual and merge forms
      3. Patron
    - ii. Request for Regrade
  - d. Compile a slate of officers, organize bios, prepare ballots
  - e. Write up AGM information
    - i. Request reports from all officers
    - ii. Request proposals from branch officers
    - iii. Organize hotel information
    - iv. Take all mailing materials to printer then to mailer



- f. Stay in communication with EC and branch chairs to remind them of meetings
  - g. Upgrade process
    - i. Receive and process requests – list and compile average of 150 requests packets
    - ii. Send to music board secretary and membership coordinator
    - iii. Post results to web
    - iv. Send letters to all competitors receiving upgrades (music board secretary sends letters to those not upgraded)
  - h. Answer rule questions
  - i. Meeting preparation both physical and conference call
  - j. Mail out awards and certificates for end of year results
  - k. Maintain safe deposit box, pay fee maintain contents
  - l. For the above work load and in accordance with the by – laws, the executive secretary receives a stipend of \$2,500.00 every six months.
2. The membership coordinator is a contract position. That position is responsible for:
- a. Online processing of membership
    - i. Collect email notices
    - ii. Verify emails with report
    - iii. Notify member if any discrepancy
    - iv. Log in member details
  - b. Hard copy mail processing
    - i. Open envelopes / log in member details and checks
  - c. Make report for treasurer with all new members
  - d. Verify check report to be sure that totals match
  - e. Endorse checks
  - f. Mail to treasurer
  - g. Create, print and mail member cards
  - h. Prepare member lists for web posting
  - i. Email lists to zecsec and recording secretary
  - j. Payment \$1750.00 per quarter
3. Results coordinator
- a. Receive results packages from monitor making sure they are in the correct format
  - b. Post results to online result database
  - c. Payment \$50.00 per event (minutes from 12/4/05)
4. Sanctioning coordinator
- a. Order and pick up score sheets from printer
  - b. Verify all games are still planned
  - c. Post on web for calendar updates
  - d. Send sanctioning materials to all games
  - e. Receive sanction packages from games send updated information to web site for posting
  - f. Make packages of score sheets and other pertinent information to mail to games in a timely manner
  - g. Payment \$50.00 per games (minutes from 1/9/10)
5. All committee recommendations must be approved by the Executive Committee before implementation.
- a. Exceptions: Nominating Committee and approval of Guest Judges.
6. Minutes of Executive Committee meetings will be completed no later than 30 days following the meeting.
7. 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.



## C. 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.

## D. Meetings

**Approved: 8/28/99 Effective: 10/14/04 Revised: 10/14/04 Revised 02/02/15**

1. The executive committee will hold monthly conference calls (computer, cell phone and/or land line) or face to face meetings for the purpose of conducting business that comes up from time to time. The branch chairs shall be invited to these meetings.
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.

## E. Reimbursement of Expenses

**Approved 2/16/02 Effective: 10/14/04 Revised: 10/14/04 Revised /Effective 6-6-11/2-16-13 Revised 2/21/15**

1. The per diem is **\$75** 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 **.50** 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 \$400.00. No purchase should be made until the individual is notified that the Executive Committee has approved the expenditure. (revised EC meeting 9/22/14)
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. 30 days 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.

## F. Branch Funding

**Approved: 12/14/03 Revised/Effective: 6-6-11**

According to EUSPBA by-laws *"No funds of the Association shall be disbursed for any purpose whatsoever except upon specific approval of such disbursement by the Executive Committee."* Therefore, funds allocated to the branches are subject to the same purpose guidelines as defined by the Association's By-Laws in Article 1, Section 2.

1. The following general definitions and policies will apply to the disbursement of EUSPBA funds as they relate to branch funding.
  - a. Main Body Funds (MBF) – Those monies in bank accounts primarily managed by the Treasurer and disbursed after the approval of the EUSPBA Executive Committee. This shall be the only account with line items for each Branch. (Revised 9/22/14)
  - b. Branches must submit a request for funds in writing. If it is for a special event, the Special Event Request Application available on the website must be filled out 90 days prior to the event. This request must be presented to the Finance Committee by the branch chair after receiving approval from the branch officers. A 2/3 majority vote of the Finance Committee must be obtained prior to the executive committee treasurer submitting it to the executive committee for final approval. Revised 9/22/14 EC meeting)
  - c. Finance Committee (FC) – 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).
  - d. Surplus monies raised by the branches, either through fundraising or special events, shall be turned over to the Main Body Funds. (Revised 9/22/14)
  - e. Note: At no time shall money be paid that might inure to the benefit of any member of the Association individually.
2. Distribution of branch funds
  - a. There shall be no branch treasury. All requests for funding of Branch Activities must be submitted to the EC with the exception of Special Events (Revised 9/22/14)
  - b. Note: Travel reimbursement for branch representatives traveling to EC meetings and Monitor fees will be reimbursed from the MBF.
3. Branch Funds Replenishment – deleted 9/22/14
  - a. There shall be no Branch funds or treasury.

## G. Special Events Rules

**Approved: 12/14/03 Revised/Effective: 6-6-11**

For any special events (i.e. Seminars, contests, concerts, scholarships, PCP testing, etc.) a detailed budget must be presented to the FC by the branch chairman after receiving approval from the branch officers. Please use



the funding request application form to complete this process. All applications must be submitted no later than 90 days before the special event date.

1. The application will have to be approved by a 2/3 majority of the FC. Once the applications are approved by the FC the treasurer will present them to the EC for final approval.
2. Once the EC has given its approval the branch can then request (if needed) advance seed money from the MBF.
3. 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.
4. Within 30 days of the completion of the event reconciliation report must be completed using the project reconciliation form and submitted to the EC treasurer.

## **H. 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.

## **I. Executive Committee Election Process**

**Approved 7/21/96 Effective 2/16/02 Revised 2/16/02, 6-6-11 Revised 02/02/15 Revised 3/12/16**

1. The ballots for Executive Committee officers will be distributed one month preceding the AGM via email by a program approved by the EC. (Every effort will be made to notify members of non-working email addresses. However, it is the responsibility of each member to ensure that the email address on file with the membership coordinator is up to date and correct.) Three weeks are to be allotted for the membership to vote electronically.
2. On the Monday prior to the AGM:
  - a. a.) The election will close at 12:00 PM Eastern Time and results are to be certified to allow for travel arrangements of the newly elected EC members to attend..
  - b. b.) Prior to the election results being made public, all candidates will be notified of the outcome via electronic mail sent to the address on file with the EUSPBA.
  - c. c.) Election results are to be posted to the public on the main page of the EUSPBA website.

## **J. Annual General Meeting**

**Approved: 9/95 Effective: 12/14/03 Revised 12/14/03. Revised (item 5) 3/13/07 Revised 2/20/13 Revised 02/02/15, 3/12/16**

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 with the exception of games held at 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; 2013 – Metro (due to cancellation of the 2012 meeting; 2014 - Ohio Valley. (EC and branch chair meeting 2/16/13) (In the years 2015 and 2016 Baltimore was tested as a more central location but the membership voiced an opinion that they would rather have each branch host it) Southern 2017, Northeast 2018, MidAtlantic 2019, Southwest 2020, Metro 2021

## **K. Year-End Business Meeting**

**Approved: 8/28/99 Effective: 2/16/02 Revised: 2/16/02 Revised 02/02/15**

No later than eighteen 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.

## **L. Implementation timetable for rule changes**

**Approved: 12/14/00 Effective: 12/14/00 Revised: 4/02/12 (item 3)**

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.
3. All changes shall be posted on the EUSPBA website and in the electronic rulebook with the appropriate timetable of such change.

## **M. Monitor Program/Maintenance/Responsibility**

**Approved: 10/3/96 Effective: 02/01/04 Revised 02/01/04 Revised 6/6/13 Revised 2/21/15**

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 **\$100.00** per monitor per **games day**. **No additional expenses will be paid. There should be one (1) monitor** assigned to each sanctioned games. *(This section was revised at the 2011 AGM in San Antonio, but due to an oversight was not published until 6/6/13)*
6. EUSPBA monitors must be current paid members of the EUSPBA. First time monitors who are not members will have their annual dues deducted from their monitor fee. Once their membership fee has been paid they will receive the full monitor allowance for future monitoring duties within that dues year.

## **N. Sanctioned Games**

**Approved: 6/9/02 Effective: 12/8/02 Revised: 12/8/02, 10/16/05, 6-6-11**





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 and season standing points will be awarded for the additional event.

## O. 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.

## P. Season Champions

**Approved: 10/3/96 Effective: 6/6/04 Revised 6/6/04, 12/4/05, 3/13/07, 6-6-11, 3/12/16**

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 \$50/games will be given to the person responsible for entering games results.
5. After the last sanctioned Games of the season, a list of "End of Year" season champions shall be created. Certificates shall be awarded to the 1<sup>st</sup> place through the 5<sup>th</sup> place. This shall include soloists as well as bands. Wording shall be " (blank) "Place Season Standing, (level and instrument)" (changing the words "Overall Points Winner" to Season Standing".
  - a. Band Plaques: Bands placing first in the above list shall receive a plaque stating the above.



- b. Soloist Pipers placing 1<sup>st</sup> in Piobaireachd for the season shall receive a certificate stating same.

## Q. The VOICE

**Approved: 7/21/96 Effective: 2/16/02 Revised: 2/16/02, 10/16/05, 6-6-11, 4-02-12**

1. Payment to the editors shall be stipulated in a contract, which shall be reviewed by all parties concerned on a semiannual 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. Payment to the designer shall be stipulated in a contract, which shall be reviewed by all parties concerned on a semiannual basis.
3. 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.
4. The VOICE shall be proofed by members of the Executive Committee, Branch Chairs, and Music Board Chair(s) prior to publishing on the web. The EUSPBA Executive committee must review all publications before final printing and distribution.

## R. Web Page

**Approved: 7/21/96 Effective: 7/21/96 Revised: 9/15/04, 6-6-11**

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.

## S. 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.

## T. Membership

**Approved: 2/17/01 Effective: 2/17/01 Revised: 9/15/04, 10/16/05, 6-6-11**

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. 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.
6. Past Presidents of the EUSPBA will be awarded life membership status for their service. This is not the same as the Honorary Life Membership Award that can be awarded for outstanding service recognition.

## **U. 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 Medalist'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.

## **V. 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.



## W. 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)

### 1. Operation

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

- a. The Music Board (MB) may be subdivided into working groups (subcommittees) representing the judging disciplines.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. The Chairman shall appoint a secretary who will handle correspondence, meeting preparation, minute taking and preparation and other duties as requested by the Chair.

### 2. Responsibilities

**Approved: 2/16/02 Effective: 6-6-11**

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. (See test administrator Section C-3) The manner in which the Association’s judges carry out their duties, and
- b. 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.

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.

## X. Relationship to the Executive Committee

**Approved: 2/16/02 Effective: 2/16/02 Revised 6-6-11**

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.
3. Judges’ Test Administrator: From passing the Graduate Exam to joining the judges’ panel, candidates undergo a three – five year process. In the interest of continuity, the EUSPBA Judges’ Panel will appoint a test administrator, who will coordinate and oversee all judges’ testing. This position will be for an unlimited term and will serve independently of Executive Committee elections and Music Board appointments, but will be responsible for coordinating with and communicating with the Music Board. The test administrator will be responsible for identifying and training an apprentice. At such time that the



test administrator is unable or unwilling to serve, the apprentice test administrator will be submitted for the approval of the EUSPBA Judges' Panel to serve as test administrator.

## Y. Grading Requests

**Approved: Jan 1994 Effective: Jan 1994 Revised 6-6-11**

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. The grading committee will have a session in June or early July, which will be an adjustment session, not a major grading request event such as happens in November. At that time the grading committee will review grading requests for Florida branch and competitors who have "finished" their season.
4. All new members will be placed in the beginner grade for their instrument. Players who feel a higher grade is warranted can appeal to the Music Board. (music@EUSPBA.org)

## Z. Score Sheet Retention Process

**Approved: 10/16/05 Effective: 10/16/05 Revised 6-6-11**

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. The Music Board Chair will hold score sheets for one year after which they may be discarded.

## AA. Guest Judge Policy

**Approved: 7/21/96 Effective: 7/21/96 Revised 2/16/02, 10/16/05, 12/2/07, 6-6-11, 4-4-12**

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. The Music Board Secretary and Chair will be notified by the Sanctioner of all guest judges, whether or not Music Board approval is necessary.
2. PPBSO judges: 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.
3. 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).
4. All other guest judges will be considered by the Music Board on an individual basis. When guest judges are requested from associations in which one cannot be both a competitive player and an adjudicator, Item #3 may be waived at the discretion of the music board. In such cases, the MB chair and /or secretary is to correspond with the guest judge in question, familiarize him/her with our rules and policies, ensure their awareness of what is expected from a score sheet, etc.
5. 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.



6. 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.
7. Guest judges **cannot** comprise more than 50% of the total population of the judges employed per day.

## **BB. 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.

## **CC. 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.
12. 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.



## CC. Apprenticeship Process

**Approved: 2/16/02 Effective: 2/16/02 Revised 10/16/05, 3/13/07, 3/4/09, 6-6-11**

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. Graduate certificate holders may be invited by the Music Board/Test Administrator to begin apprentice judging prior to taking the judges' exam, after attending a seminar on judging skills.
3. Apprentice judges shall be given identification to be used in dealing with contest organizers.
4. 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.
5. A mentor will be assigned to all apprentices. The mentor shall be a judge of the same disciplines as the apprentice, and a member of the panel for at least ten years. This mentor will serve as advisor to the candidate throughout the apprentice period, and will submit a recommendation to the Music Board when he/she feels that the candidate has completed his/her apprentice period and is ready to be added to the panel.
6. Apprentices shall judge alongside paneled judges during this period. Each candidate must apprentice 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 and their own results to one of the score sheet reviewers on the list provided by the Music Board, along with a list of the Judge's actual prize list. The Reviewer will then critique and return the sheets to the Apprentice. Both Apprentice and Mentor must keep a record of the events "judged".
7. 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.
8. 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.
9. 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.

## DD. Policy for New Judges

**Approved: 11/07/03 Effective: 11/07/03 Revised 6-6-11**

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. The candidate must notify the mentor of judging activities.
4. 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.
5. 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.



6. New judges will be advised to refrain from guest judging outside the EUSPBA during the assessment period.
7. 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.

## **EE. Judges' Panel Application Process**

**Approved: 2/16/02 Effective: 2/16/02 Revised 6-6-11**

1. In order to be considered for the EUSPBA Judges' Panel, the following list of prerequisites must be met.
  - a. A graduate level certificate in his/her respective field.
  - b. Prize-winning competitive experience at the professional level.
  - c. For pipe band exam consideration, the applicant must have experience in a leadership role in a prize-winning pipe band.
  - d. Other character traits that will be considered are analytical ability, communication skills, integrity and professionalism.
2. To apply for consideration, a prospective candidate should contact or have been contacted by 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?
3. The Music Board will review each candidate according to the above criteria and all candidates will receive a written response approving/denying his request with reasons.
4. Extraordinary circumstances will receive consideration on a case-by-case basis.

## **FF. 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.

## **GG. Dues Payment**

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





All members of the EUSPBA Adjudicators' Panel are required to pay their dues by January 1st. 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.

## **HH. Seminar Attendance**

**Approved: 2/16/02 Effective: 2/16/02 Revised 10/16/05, 6-6-11**

1. Judges' Seminar attendance (whether teleconference or physical) is required once per year. Physical attendance is required once every three years. Alternately, judges may choose to physically attend a seminar every other year. Several seminars of each type will be offered annually. 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.

## **II. 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.

## **JJ. 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/herself 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.

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

**Approved: 2/18/07 Effective: 11/11/07 Revised 10/14/07, 6-6-11**



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 who violate the EUSPBA Judges' Panel Code of Conduct or display moral or ethical conduct that is unbecoming may be removed from the EUSPBA Judges' Panel at the discretion of the Music Board.
6. Any EUSPBA Judge who actively resigns from the EUSPBA Judges' Panel must go through the entire process again to be reinstated onto the EUSPBA Judges' Panel, including judges' testing.
7. 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.

## **LL. 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.

## **MM. 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.
3. This information shall be conveyed to the rest of the MB for appropriate action.
4. 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.
4. 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.