



SOUTHEAST IDAHO MARCHING CIRCUIT POLICY MANUAL

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PURPOSE OF THE MARCHING POLICY HANDBOOK

The purpose of the Marching Band Policies and Procedures is to insure consistency and uniformity in show contests throughout Southeast Idaho. Bands should expect the same procedure to exist in all the sponsored competitions. From the moment students and staff get off the bus to re-boarding their busses at the end of the event they should be treated with respect and provided with the very best and consistent warm-up procedure, performance opportunity, judging equality and overall educational experience possible.

MISSION AND VISION STATEMENT

The Southeast Idaho Circuit is designed to promote and enhance music education in the State of Idaho through the marching arts. Performance opportunities are designed to give new, developing, and experienced ensembles educational feedback to improve the quality of their ensemble. Performance venues will provide a consistent approach to help students demonstrate their best!

SEI Circuit Marching Band Committee members

Position	Name	School
Committee Members		
Circuit Chair	Colin Brien	Century High School
Competition Suite Coordinator	Steve Klingler	Madison High School
Competition Coordinator	TBD	TBD
Treasurer	Andrew Wilson	Highland High School
Judges Coordinator	TBD	TBD
Awards and Recognitions	Michael Petersen	Madison High School
SHOW HOST COORDINATORS		
Highland Exhibition	Andrew Wilson	Highland High School
ISU Invitational	Dr. Thom Kloss	Idaho State University
Southern Idaho Band Showcase	Brett Barker	Minico High School
Madison Marching Invitational	Steve Klingler	Madison High School



PART 1

ORGANIZATION



ARTICLE 1: NAME, PURPOSE AND MEMBERSHIP

SECTION 1: NAME

- A. The name of this association is the Southeast Marching Band Circuit. (Herein referred to in brief as the SEI Marching Band Circuit, or the Circuit).
- B. The leadership board to govern this Circuit will be called the Southeast Idaho Marching Band Committee. (Herein referred to in brief as the SEI Marching Band Committee, or the Committee).¹

SECTION 2: PURPOSE

- A. The Circuit shall develop, regulate, govern, and administer all marching band policies for sanctioned events and policies. The Marching Band Committee shall designate which events shall be sanctioned and under the jurisdiction of the Circuit.
- B. The Circuit shall endeavor to:
 - a. Create, administer, maintain, and protect the marching band competition in the State of Idaho.
 - b. Stress educational and cultural values, promote skills involved in competitive and performance activities and foster sportsmanship, mutual respect, knowledge of the importance of teamwork, and the value of community.
 - c. The policies ratified in this manual are for marching band competitions only. These policies do not establish any statutes for parades, pep-band, summer band, or any other non-competitive marching activities.
 - d. Band directors are expected to adhere to any policies mandated by the IMEA or IHSA, such as summer moratoriums, etc.

SECTION 3: MEMBERSHIP

- A. Any Idaho high school with a marching band shall be eligible for membership in the Circuit.
- B. Any out-of-state band can participate in any of the circuit events.

SECTION 4: ASSOCIATION WITH OTHER GOVERNING BODIES

- A. SEI works closely with other local music organizations such as Idaho Music Educators Association (IMEA), Idaho High School Activities Association (IHSA) and National Band Association (NBA).

ARTICLE 2: ADMINISTRATION OF THE ASSOCIATION

SECTION 1: IMEA Southeast Marching Band Circuit Directors

- A. Function
 - a. The primary role of the SEI Marching Band Circuit is to ratify any policy changes.
 - b. Circuit directors are expected to promote healthy competition, including the emphasis on sportsmanship to their band's students, staff, boosters, and spectators.
 - c. Directors are responsible that their band personnel are trained on the policies of this manual.
- B. Members
 - a. All directors of Idaho high school marching bands are members of the SEI Marching Circuit.
 - b. Other non-directors and out-of-state directors may serve with the Circuit as a non-voting member.
- C. Meetings
 - a. January (IMEA Conference)
 - i. There will be a general Circuit session at the Annual IMEA Conference.



- ii. The purpose of the session is the presentation and informative questioning of Rules Change proposals.
 - iii. Voting will NOT occur at this meeting.
- b. Summer
 - i. The summer meeting will occur at the ISU Summer Camp annually.
 - ii. The purpose of the meeting will be to discuss any policy changes and get input before voting.
- c. Other
 - i. The SEI Committee Chair may call additional general meetings according to the needs of the Circuit.

SECTION 2: SEI Marching Band Committee

A. Membership of the Committee

- a. The membership of the committee shall include
 - i. Committee members:
 1. **Circuit Chair**
 2. Competition Suite Coordinator
 3. Competition Coordinator
 4. Judge Coordinator
 5. Awards Chair
 6. Treasurer
 7. Show Host Coordinators

B. Function of the Marching Band Committee

- a. Provide leadership for the Marching Band Circuit.
- b. Handle the operations of the marching Band Circuit Events.
- c. Review proposal changes to the policy manual and give a recommendation to Circuit directors.
- d. Administration and enforcement of the policies and directives of the Circuit during marching band events.

C. Primary Committee Members.

- a. Qualification
 - i. Primary Committee Members are elected positions on the Committee.
 - ii. Primary Committee Members must be band directors representing their band and classification.
 - iii. A minimum of two (2) classification representatives from each classification will serve on the Committee.
 - iv. Members may serve multiple terms if elected.
- b. Function
 - i. The principal purpose of the Primary Committee Members is to be administrators of the policies and directives of the Committee and Circuit.
 - ii. The Primary Committee Members serve as the Rules Change Subcommittee, which discuss Rules Change proposals and give collective recommendations to the whole Circuit. The Committee members may serve concurrently as a Supporting Committee member. However, policy recommendations must be a representation of their classification members, not as their Supporting Committee role.
- c. Duties and Responsibilities of the Primary Committee Members.
 - i.

D. Committee Members

- a. Qualification.
 - i. Supporting Committee Members are appointed positions on the Committee.
 - ii. Supporting Committee Members may be non-affiliated members who are not band directors.
- b. Function
 - i. The principal purpose of Supporting Committee Members is to manage and execute the operations of the Circuit and Committee.



- ii. Supporting Committee members are non-voting positions on the Committee. They may counsel with the Primary Committee, but not give official Committee recommendations to the Circuit.
 - iii. Primary Committee members may serve concurrently as Supporting Committee member.
 - iv. If needed, Supporting Committee Members may be assigned by the Committee Chair to act as an official at Circuit events.
- c. Duties and Responsibilities of Supporting Committee Members.
- i. **Committee Chair.**
 - 1. Selection
 - a. The SEI Marching Circuit members will appoint the committee chair.
 - 2. Term
 - a. The SEI Marching Circuit Committee Chair will serve a two-year term.
 - 3. Duties and Responsibilities
 - a. The Committee Chair shall be the primary administrator of the Circuit. The Committee Chair presides at all Circuit and Committee meetings.
 - b. Will appoint Supporting Committee Members to serve with the Chair for their two-year term.
 - c. Interpret and implement the Policies of this manual. While Classification Representatives should be the primary officials of the policies at Circuit events, the Committee Chair will act as a final official if needed.
 - d. Serves as a tie-breaking vote in any meeting or policy interpretations.
 - e. Creates sub-committees as needed. Assigns members to serve on these committees.
 - f. Attend and officiate at all IMEA-sanctioned competitions. Appoints a Committee member to serve and be alternate presiding official when needed.
 - g. Serves as the weather-monitoring official for all events. This responsibility may be delegated to another Committee member or show host individual.
 - ii. **Circuit Chair**
 - 1. Selection
 - a. The circuit members choose a circuit chair.
 - 2. Term
 - a. The circuit chair will serve a 2-year term.
 - 3. Duties and Responsibilities.
 - a. Attend all Circuit and Committee meetings, and shall keep a careful record of all proceedings.
 - b. Updates and maintains the SEI Marching Circuit Policy Manual.
 - c. Keep an updated list of all Circuit and participating director contact information.
 - d. Assist with Competition registration and scheduling.
 - e. Handle Correspondence for the Circuit, including information for Finals Championships.
 - iii. **Competition Coordinator**
 - 1. Selection
 - a. The Competition Coordinator shall be appointed by the Circuit Chair.
 - 2. Term.
 - a. The Competition Coordinator will serve a two-year term alongside the Circuit Chair.
 - 3. Duties and Responsibilities
 - a. The Competition Coordinator will oversee the operations of all SEI Marching Circuit competitions.
 - b. Other Responsibilities include:
 - i. Coordinating with host schools/venues for each competition
 - ii. Ensure judges meet circuit requirements.



- iii. Instruct each judge with the policies to ensure continuity.
 - iv. With the approval of Circuit Chair, he/she may select additional staff personnel to assist with competition duties and to operate at multiple locations.
- iv. **Competition Suite Coordinator**
 - 1. Selection
 - 2. Term
 - 3. Duties and Responsibilities
 - a. Work with the show IT people to ensure set-up of Wi-Fi and functionality of Competition Suite.
 - b. Act as “chief judge” - check judge scores and work with judges to ensure score continuity of panel.
 - c. Verify final score spreadsheet and classification/caption results for each show.
- v. **Treasurer**
 - 1. Selection
 - 2. Term
 - 3. Responsibilities
 - a. Process fees.
 - b. Track funds.
 - c. Disperse funds.
 - d. Report financials to circuit committee.
- vi. **Show Host Coordinator**
 - 1. Selection
 - a. The Show Host Coordinator shall be appointed by the Committee Chair.
 - 2. Term.
 - a. The Show Host Coordinator will serve a two-year term alongside the Committee Chair.
 - 3. Duties and Responsibilities
 - a. Coordinates with the Show Hosts to ensure the IMEA Southeast Marching Circuit Policies and Procedures are being followed at every sanctioned competition.

SECTION 3: SUBCOMMITTEES

- A. Purpose
 - a. The Committee Chair may assign a small group to focus on a particular task or area, such as classification, rules proposals, or judging procedures.
- B. Standing Subcommittees
 - a. Rules Committee
 - i. The Rules Committee will research any present Rules Changes.
 - ii. The Rules Committee will be selected from the Committee or from members of the Circuit.
 - b. Show Host Committee
 - i. The Show Host Committee will ensure that SEI Marching Policies and Procedures are being followed at every sanctioned competition. This includes the training of competition staff and Boosters.
- C. Other
 - a. The Committee Chair may assign Committee and/or Circuit members to serve on additional sub-committees according to the needs of the Circuit.



ARTICLE 3: REGISTRATION AND FINANCES

SECTION 1: Registration for SEI Marching Band Competitions.

- A. All band directors will complete a full registration, submitting the following:
 - a. **Circuit Registration** form (school, estimated number of students in band, contact information). **2nd Monday of September.**
 - b. **SEI Show Information Uploaded to Competition Suite.** Due 2nd Monday of September.
 - c. **Registration Fees.** Due 3rd Monday of September.
- B. Registrations will not become official until all components have been submitted. Completed registrations must be time-stamped on or before the 2nd Monday of September.
- C. Registrations for SEI competitions will be completed online.
- D. Any changes to the registration must be updated and reported by the 3rd Monday of September.

SECTION 2: DUES AND FUNDS

- A. Marching Band Competition Fees are:
 - a. HHS Exhibition: \$150
 - b. Madison: \$150
 - c. ISU Invitational: \$200
 - d. SIBS: \$150
- B. There are no extra membership dues for participating marching bands.
- C. Registrations for SEI Marching Band Circuit should be paid by school check. If a physical check is submitted to the Committee Chair, please make it payable to *Highland High School, Attn: Andrew Wilson (Band Director)*

SECTION 3: TICKETING FOR SEI MARCHING EVENTS

- A. SEI Pass
 - a. Each band will be given 10 SEI Field Passes for staff and parent volunteers, then 1 additional pass per 10 students above 50.
 - i. Additional passes can be purchased at the Event "Check-In" table for entry costs at each competition.
 - b. SEI passes are valid at all SEI events only and not at non-sanctioned events.
 - c. **Only those with field passes will be allowed into the performance area.**
- B. Gate Prices
 - a. Ticket prices for local events are \$5.00 for adults and children 5 years old and up. A family pass for up to 6 immediate family members is available for \$20.00.
 - i. ISU Invitational ticket prices will be based on market prices for the event due to facility rental. (2018 was \$10 per adult, \$7 for kids, \$2 per ticket for groups).
 - b. Bus drivers and school administrators with proper credentials will be admitted to all competitions free of charge.
 - c. IHSA activity passes will be honored at all competitions.





ARTICLE 4: AMENDMENTS (Rules Change)

SECTION 1: POLICY MANUAL CHANGE PROCESS

- A. In the event that changes need to be made to the policy manual and/or procedures, the following procedures should be followed:
 - a. Discussion of proposed policy change at the general annual January meeting.
 - b. Circuit Chair compiles discussion main items and sends out an online survey and/or email to gather additional information and feedback from the general circuit directors who may or may not have attended the January meeting.
 - c. Circuit Chair compiles online survey results and/or email correspondence from the participating circuit members (current and previous year participants), and drafts an initial proposed amendment to the policy manual and/or procedures. This should be discussed at the Summer Circuit Meeting and adapted as needed to officially propose to the general circuit directors for approval.
 - d. Proposed amendments as adapted by the circuit Chair and Committee should be sent out in an online form and/or survey no later than June 1st.
 - e. A simple majority approval vote must be obtained from the circuit directors in order to amend official manual and/or policy.
 - f. If a simple majority is achieved the Circuit Chair will officially update/amend the SEI Marching Band Circuit Policy Manual and make available to the general body.

ARTICLE 5: CLASSIFICATION OF BANDS

SECTION 1: CLASSIFICATION

- A. Classification will be based on total performers on the field including Winds, Percussion, Color Guard, Prop handlers and Drum Majors.
 - 1A - 28 or under
 - 2A - 29-35
 - 3A - 36-55
 - 4A - 56-70
 - 5A - 71-120
 - OPEN - 121+
- B. Classification numbers will be re-evaluated by the SEI Circuit Committee after final numbers are submitted and will make necessary changes to equalize divisions.

ARTICLE 6: STUDENT ELIGIBILITY

SECTION 1: IHSAA COMPLIANCE

- A. All students competing at SEI shows should meet the eligibility rules established by the Idaho Music Educators Association and the Idaho High School Activities Association.

SECTION 2: ELIGIBILITY OF STUDENTS

- A. The Students must be in grades 8-12 at their school.



- B. If it is available, students may only participate in the marching band offered at their home school.
- C. Students that attend an alternative high school (i.e. charter school or online school) may participate in the marching band program at the school whose boundaries their home is in.
- D. If marching band is not offered at the students' home school, they may participate in the marching band at the school (preferably within the same school district) closest in proximity to their home school. In the event that two schools are in similar proximity, the band director and principal at the home school will determine which school the students will participate in.



PART 2

COMPETITION PROCEDURES



ARTICLE 1: COMPETITION SETUP

SECTION 1: FACILITIES AND DEFINITIONS

- A. Performance Area Definitions
 - a. Performance Area - The entire field surface of the stadium. Track surfaces are not considered the field surface.
 - b. Performance Field - A regulation-sized American football field with end zones, including from 15 feet in front of the regulation field (or the front soccer boundary on a multi-purpose artificial turf field) to the back limit of the surface field.
 - c. Staging Area - The area of the Performance Area behind the Timing line, generally (but not limited to) the end zone.
 - d. Timing Line - The boundary line of the entrance to the Performance Field, congruent to the goal line.
 - e. Spectator Area - the seating area and aisles, the entire stadium other than the performance area.
- B. Field Markings
 - a. The front boundaries of the Performance Field will be marked with the portable field markers and the regulation football field will be clearly lined every five yards.
 - b. Hash marks shall be placed at 53'4" from each sideline (dividing the field into equal thirds) every five yards. College facilities must add these high school hash markings (additional paint for grass fields or field tape for artificial turf fields).
 - c. Other markings (field numbers, vertical sideline markings, etc.) are not required, but may be included by the show host).
- C. Warmup Areas
 - a. Each competition will have two sufficiently-sized zones for bands to complete their pre-performance warm up routine.
- D. Performance Venue
 - a. Each competition will be hosted at a venue with a regulation football field and required markings.
 - b. The Performance venue will have a press box for judges and competition personnel. Personal video recordings may not be filmed from the press box.

SECTION 2: SCHEDULING

- A. Bands will perform within their classification group. Classification groups will be ordered from the smallest band classification at the beginning of the show to the largest band classification at the end of the show.
- B. Bands may elect to perform for comments only (exhibition). Exhibition bands will be placed at the discretion of the show host, but not within a competing band classification.
- C. Local competitions
 - a. Each classification will be ordered by random draw or by the show host.
 - i. There will be a separate draw for each IMEA marching band competition.
 - ii. Only bands with completed registrations (as of September 1) will be eligible for the draw.
 - b. Exceptions to the random draw (in order of application).
 - i. Bands that have not submitted a complete registration will perform first in the classification.
 - ii. Bands that did not perform at a particular show the previous year will perform first in the classification of that same show.
 - c. Bands that submit completed registrations after September 1 will be placed at the beginning of the classification, in order of full reception. Latest entries will go first in the classification.
 - d. After the initial draw, performance order will not change except 1) a band withdraws from the competition, or 2) a band elects to perform first in their classification.
 - i. Bands may not swap positions with other bands in the classification.



ARTICLE 2: COMPETITION PROCEDURE AND FLOW

SECTION 1: ARRIVAL

- A. All competitions will have a **CHECK-IN STATION** where directors will receive final information on parking, warmup, band staging, and any other last-minute details. The band director must check in at the station upon arrival. No other staff member, parent, or student will be given information unless the director is present.
- B. The **CHECK-IN STATION** will be open at least two hours before the first band goes on the field.
- C. Because equipment trucks generally arrive ahead of the band, truck drivers should go first to the check in station so they can be directed to their assigned parking area.
- D. The competition host at the **CHECK-IN STATION** will direct the buses and other vehicles to their assigned parking area.
- E. Bands arriving late and missing their scheduled performance time will be given the option to perform during a judges' break for Exhibition only. The show schedule will not be altered to reseal a late band. Directors need to do all they can to get to the show on time so as not to delay all the other bands.

SECTION 2: WARM-UP PROCEDURES

- A. Warm up practice fields will only be available during scheduled warm-up times at the specified warm-up sites. Your warm-up time is indicated on the competition schedule.
- B. Bands may not practice music or warm-up within earshot or visual vicinity of the stadium or the designated warm-up areas, except at the designated warm up times in the designated warm-up areas.
- C. Bands may not practice or warm-up in any way in the event parking lots or surrounding areas.
- D. Body stretching, marching basics and vocalization are not considered "musical warming up", therefore it is allowed anywhere prior to the designated time and area for Warm-Up as per the official schedule.
- E. Spinning flags or other equipment is the guard equivalent to a "musical warm-up" and is prohibited outside the warm-up area.
- F. Drum tuning outside the warm-up area is acceptable, but percussion instructors are encouraged to be discreet and cognizant of the distance to the performance venue.
- G. The use of Dr. Beats, jam blocks, other time keeping devices and the use of long rangers and megaphone amplification devices WILL be allowed in assigned warm up areas only, with the following exceptions:
 - a. NO wireless systems will be allowed in the warm-up areas.
 - b. The sound projected cannot interfere with the performances occurring in the stadium.
- H. All competitions are scheduled to allow 45 minutes warm-up in the assigned area and 10 minutes to move to the starting gate. Warm-up will begin 65 minutes before the scheduled performance time.

SECTION 3: REPORT TIMES AND PRE-PERFORMANCE PROCEDURES

- A. The band will report to the stadium at the entrance gate 10 minutes prior to their scheduled performance time as per the competition schedule.
- B. Only those adults with the SEI name badge or appropriate ticket will be allowed to enter the Performance Area with the band.
- C. A competition official will meet the band and inform them when they should proceed to the staging area, behind the timing lines. In consideration of competition flow, Bands should use the designated Staging area. However, Bands have a right to use multiple staging areas as long as they stage behind the timing lines. Should a band need to use both staging areas, Bands must travel backfield to the cross-field staging area, unless otherwise directed by the Competition Official.
- D. Performance Timing begins when the starter clears the band to cross the timing line(s) and enter the Performance field as designated by the performance schedule. Bands will be released at 4-minutes before their scheduled performance time.
- E. Bands will have a 4-minute maximum prep time for set-up and warm-up prior to the performance. The placement of any props or equipment must take place at this time.



- F. Bands may use the 4-minute setup time to complete any music warm up or “pre-show” you choose to do.
- G. Between (3) minutes 15 seconds to three (3) minutes 30 seconds, the announcer will introduce the band as follows:

“Joining us from (Band city), please welcome the (Hometown) High School Marching Band!”

(pause for audience response)

(Announcer reads their program and/or selections)

If your drum majors are going to salute, it should occur no later than when the announcer says:

“(Competition Name) is proud to present Drum Majors _____ and _____ and the _____ H.S. marching Band.

- H. A drum major salute is not necessary to indicate that the band is ready to start.
- I. Adjudication and timing will begin immediately following the announcement as listed above.
- J. Following the announcement, the band is allowed 11 minutes total on the performance field to perform their show and vacate the field. “Vacating the field” is defined as having all personnel, equipment, and props clear of the goal line.
- K. Should a performer drop equipment or fall during a performance, the performer may retrieve any dropped equipment and resume the performance. There will be no mandatory penalty for drops and or falls, but they may impact general effect captions.

SECTION 4: POST-PERFORMANCE

- A. Following their performance, bands may elect to return to the parking lot or move directly to the stands to watch other performances.
- B. Bands that move directly into the stands should do so quickly and quietly without marching, to avoid any distraction to the next band on the field
- C. Drum cadences or taps may be used exiting the field, but all sound must stop once the band is off the performance field.

SECTION 5: EVALUATION/ASSESSMENT AND AWARDS

- A. At the conclusion of the competition drum majors and other leadership designated by the band director will meet at a designated location to line up for awards presentation.
 - a. The competition host will provide information with the information packet as to where and when the drum majors will meet.
 - b. The competition host will provide a diagram showing drum majors their assigned location on the field.
- B. Each band will be given a **Festival Rating** of Superior, Excellent, Good, Fair for their overall performance. These ratings will not be announced at the awards ceremony.
- C. Awards will be given for: **1st, 2nd and 3rd place in each division.**
- D. **Caption awards** will also be given in each division for the following:
 - a. Outstanding Musical Performance
 - b. Outstanding Visual Performance
 - c. Outstanding Percussion Performance
 - d. Outstanding Color Guard Performance
- E. All awards will be posted digitally on the SEI home page

SECTION 6: DELAYS

No delays will take place at competitions and festivals with the exception of lightning or other exceptions per IHSAA guidelines.



ARTICLE 3: PERFORMANCE REGULATIONS

SECTION 1: PROPS AND EQUIPMENT

- A. Each competition site and host will communicate rules regarding equipment, props, etc.
- B. Parents and volunteers can be on the field to help hold props (especially in cases of weather), but must not contribute to the performance.
- C. Performers must be students

SECTION 2: PENALTIES

- A. Timing--a penalty will be incurred for exceeding the designated time slot. The penalty will result in loss of points toward placement awards, but not ratings.
- B. Any non-eligible performers contributing to a show will result in loss of placement and caption awards.

ARTICLE 4: COMPETITION HOST EXPECTATIONS

SECTION 1: SITE SETUP

- A. Director Letter Page from Host Site -- This document should include the details and map for your competition with the items below explained to help directors and their parents/staff.
 - a. Bus Entrance Location to parking lot
 - b. Concessions being offered and costs
 - c. Spectator parking location and entrance to the stadium. Include costs to enter
 - d. Performer/Staff Entrance Location to stadium
 - e. Performance Field Entrance and Exit Location
 - f. Field Markings (hashes, numbers, etc. so directors can prepare their bands).
 - g. Warm-up Areas
 - h. Hospitality and Press Box
 - i. Where Drum Majors should meet before the awards ceremony to get in order.
 - j. Judging Panel Names
 - k. Location of Restrooms
- B. Site Set-up
 - a. Check-in Station for where buses enter the parking lot.
 - b. Warm-up Areas A, B, C that will not interfere with the performance venue.
 - c. Ticket Gate/Booth for paying audience members.
 - d. Band Entrance and Exit Gates
 - e. Bus and Trailer Parking Area.
 - f. Concessions
 - g. Director/Judge Hospitality Room (some just use the stadium Box).
 - h. Judge/Director Debriefing Area (if applicable) for judges and band directors to meet after competition.
- C. Schedule



- a. Create the schedule for the competition using the google sheets, communicating with the SEI Competition Coordinator. Using the google list, send out the schedule to all the directors in the circuit.
 - b. Band Division order should be based off of the previous competition. Highest scoring band goes last in the division.
- D. Judges
- a. Communicate with the SEI Competition Coordinator on where judges should park and where to meet before competition starts so he/she can communicate to the judges.
 - b. Be prepared to greet the judges. SEI tries to hire high quality judges, so they need to be treated with professionalism so that they will be willing to judge again in the future. It is recommended that the competition host assign a parent or two just to take care of judges and treat them like kings/queens.
 - c. Ensure that judges of water, pencils/pens, judging sheets, ipads/computers for competition suite, and anything else they may need.
 - d. *Make sure the Competition Suite is set up and ready to go well in advance so it is ready for the first band.*
- E. Volunteer Positions
- a. **Announcer/MC**--Announces each band using the Competition Suite Script. Announces awards.
 - b. **Check-in Station**--Greet each bus, stamps students hands, and gives directors their packets and any information they need regarding the competition.
 - c. **Parking**. Have a plan for where equipment trailers and buses will be parked. Someone should greet each bus as they pull in and stamp hands of students. Someone should help direct buses and trailers so they are parked efficiently and effectively.
 - d. **Tickets**--Takes tickets at the gate.
 - e. **Band Entrance Gate Timer**--Make sure each band enters the field at the exact time they are supposed to.
 - f. **Food/Concessions**--Provide food for audiences to purchase. Funds go toward the competition host band program.
 - g. **Band Chaperones**--Contacts the director of their assigned band a week prior to the competition by email or phone to check on arrival time. Meets the band on competition day to make sure they have everything they need. Escorts the band to their warm-up area, to the performance site, and back to their buses.
 - h. **Bus/Trailer Parking**--Guide buses and trailers into parking lot so parking is efficient and all band buses and trailers can fit and unload equipment.
 - i. **Scoring Tabulation**--Keeps track of judging sheets, double checks that all scores are added correctly, and helps communicate results to the volunteers preparing awards.
 - j. **Awards Preparation**--Once a division scores are completed, put the plates on the appropriate plaques in preparation for the awards ceremony. Communicate with the SEI Awards Chair on how the plaques should be put together and takes care of making sure they are delivered on time.
 - k. **Awards Presentation** (2-people)--Put out the signs on the field for each school. Organize drum majors into performance order (see program). Hand out the awards after a division is announced and shake the hands of the drum majors.
 - l. **Judges Food/Director Hospitality**--make sure the judges are provided with water, snacks, breakfast, lunch or dinner as applicable. Often sites prefer to have some snacks available for directors in a hospitality room.



- m. Adjudicator/Director Debrief Monitor**--help lead the adjudicators to the “Adjudicator/Director Debrief Area”. Have a timer and let all in the room know when 5 minutes are up so they can move to the next adjudicator.

SECTION 2: ANNOUNCEMENTS

- F. Each band will be announced the same way according to the script posted on Competition Suite.

- G. Awards Script

Announce awards in the following order: Caption Awards, Music Awards, Placement Awards (3rd, 2nd, 1st).

Announcement

“ Welcome to the (competition name). The Southeast Idaho Circuit is designed to promote and enhance music education in the State of Idaho through the marching arts. Performance opportunities are designed to give new, developing, and experienced ensembles educational feedback to improve the quality of their ensemble. Performance venues will provide a consistent approach to help students demonstrate their best!

[Pause]

The awards for the (say which division, 1A, 2A, 3A, 4A, 5A, etc.) Division for this year’s (say competition name), are as follows:

Caption Awards

- ☐ *The Outstanding Color Guard Award Goes to (say band name). Pause*
- ☐ *The Outstanding Percussion Awards Goes to (say band name). Pause*
- ☐ *The Outstanding Visual Award Goes to (say band name). Pause*
- ☐ *The Outstanding Music Award Goes to (say band name). Pause.*

Placement Awards (no announced)

- ☐ *“The placement awards for [say division, 1A, 2A, etc.] are as follows: In 3rd place, with a score of [say score] pause [say band name]. Pause. In 2nd place, with a score of [say score] pause [say band name]. Pause. In 1st place, with a score of [say score] pause [say band name].*

Continue same format for each division for the competition.

Ending Announcement

“On behalf of the Southeast Idaho Marching Band Circuit, we would like to thank all of the students, directors, and parent help for all of their hard work and preparations . . . please give them another round of applause. Thank you for supporting music education in our schools and safe travels back home. If you enjoyed your bands performance today, be sure to let your administration know how great these students are. They appreciate hearing from you. We hope to see you next year!



ARTICLE 5: ADJUDICATOR/DIRECTOR DE-BRIEFING

- H. **Debriefing description:** After the competition is complete, Adjudicators will meet in a room by area. Each band director and/or their staff will have 5m with each adjudicator.
- I. **Debriefing purpose:** Education is to the fore our all our events. The goal is to “promote and enhance music education in the State of Idaho through the marching arts. Performance opportunities are designed to give new, developing, and experienced ensembles educational feedback to improve the quality of their ensemble.”
- J. **Debriefing considerations:**
 - a. Be direct and inquire about the context of the group so you know what kind of feedback will be most effective (consider school size, rehearsal time, resources, staff or no staff, experience of the instructional staff, etc.).
 - b. Provide solution-based feedback from your critique to present to the band director and their staff that will help them improve their students and their program.
 - c. Verify what students, directors, and staff are doing well so they can focus on what they need to improve upon.
 - d. Continue to encourage our educators in Idaho, especially those who are younger to promote longevity and consistency in the programs.
- K. **Band Director Responsibility:**
 - a. please receive debriefing feedback with respectfulness and humility. The adjudicators have you and your program at the heart of all of the critique and feedback.