

## RSPBA Membership Registration Monitoring Flowchart

Designated Director to preselect identified number of bands i.e. 2 from each grade, 2 weeks prior to a contest
Notify RSPBA administrative staff 7 days prior to contest date of names of preselected bands by email
RSPBA administrative staff to upload preselected band rosters to Registration Folder in the RSPBA Dropbox account
Following the bands performance the Director will approach the Pipe-major as the band clear the finish line, identifying themselves, and requesting their cooperation to check player's membership
The Director will requesting that the band remain formed up, directing them to an area not obstructing the contest, to commence the registration monitoring process
The Director will requesting to view the printout of registered Band Members of that Band as per item 3.6 & 3.6.1 RSPBA Standing Orders and Rules, referring to downloaded lists in Dropbox on Directors Issued Tablet PC if required
In partnership with Band Pipe-major the responsible director will randomly select 3-5 playing members of each band
The check will be conducted using the Membership Registration Monitoring Form, documenting all required information on the Form, utilising band/player registration No's rather than names where possible, and findings
Thank Pipe-major for participating and inform of findings, and instruct the band to leave the contest area
In the event of any discrepancies, the Pipe-major will be informed of these, and referral will be made to the RSPBA Vice- Chairman and CEO for review/action at Major Championships' or Senior Director on duty at a 'Minor Contests'
All complaints or protests should be made in writing as per RSPBA Standing Orders and Rules 2.47
All documentation relating to RSPBA Membership Registration Monitoring should be retained and passed to administrative staff for review