

# **STANDING ORDERS AND RULES**

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#### SECTION ONE - INTRODUCTION

1.1 These Standing Orders and Rules (the "Rules") have been adopted under the provisions of Article 116 of the Articles of Association (the "Articles") of The Royal Scottish Pipe Band Association ("the Company") and they should be considered in conjunction with the provisions of the Articles of Association in general. They may be reviewed, amended or updated at general meetings of the Company provided that they are consistent with the objects of the Company as set out in the Articles of Association. Terms defined in the Articles have the same meaning when used in these Rules. The objects of the Company are to:

- i) promote and encourage the culture and advancement of pipe band music internationally and in furtherance thereto to;
- ii) create and maintain a bond of fellowship with all pipe band personnel throughout the world;
- iii) secure the enjoyment of the rights and freedoms set forth in these Articles and the Rules without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status;
- iv) devise and operate a proper system of pipe band contest rules;

- v) organise and operate the World, European, British, Scottish, and all major pipe band championships held within the United Kingdom;
- vi) pursue any other purpose that may reasonably regarded as analogous to any of the preceding objects;
- vii) sponsor, support and maintain its own pipe band college, and issue certificates in accordance with its instructional courses in accordance with those Standing Orders and the Rules.

## SECTION TWO - STANDING ORDERS

### Standing Committees

2.1 All Standing Committee and Sub-Committee decisions and recommendations must be referred to the Board of Directors for confirmation and, if unacceptable, may be returned to the respective Committee for further consideration. A Sub-Committee will report through its parent Committee decisions and recommendations by having them reflected in the minutes of the relevant Standing Committee reporting to the directors. [2012 AGM]

2.2 It shall be deemed a breach of privilege for any Standing Committee or Sub-Committee member to divulge Committee decisions or recommendations prior to approval of the Board of Directors.

#### Executive Committee

2.3 The Executive Committee of the Board of Directors shall be empowered to carry out all necessary business of the Company on behalf of the Board of Directors as and when required. The Executive Committee shall comprise the Chairman; Vice Chairman; Conveners of the Finance, Marketing and Media, and Standing Orders and Steering Committees; and two other members of the Board of Directors.

2.4 The Chairman or Vice-Chairman and three Directors shall form a quorum.

2.5 The President and Chief Executive may attend meetings of the Executive Committee and advisers may be co-opted in accordance with the provisions of Article 99 of the Articles of Association.

#### Finance, Insurance and Maintenance Committee

2.6 The Finance, Insurance and Maintenance Committee ("FIM Committee") shall comprise of the Chief Executive, and three members of the Board of Directors.

2.7 A member of the FIM Committee, as approved annually by the Board of Directors, shall act as the Convener for a period of three years.

2.8 The Convener may co-opt additional advisers with suitable qualifications subject to the approval of the Board of Directors.

2.9 The Convener and one other member of the FIM Committee shall form a quorum.

2.10 The FIM Committee shall meet at intervals of not more than two months and it shall:-

- (a) set up the accountancy system of the Company;
- (b) regulate the cash in hand to be held by the Chief Executive at any one time and ensure that no withdrawals are made from the bank except on the signed authority of the Chief Executive or Assistant Treasurer and that of the Chairman, Vice-Chairman or Convener;
- (c) recommend to the Board of Directors the investment and distribution of all finances;
- (d) ensure that the Chief Executive, Honorary Assistant Treasurer and all funds be indemnified and all properties of the Association are fully insured and maintained.

### Standing Orders and Steering Committee

2.11 The Standing Orders and Steering Committee ("SOS Committee") shall comprise four members of the Board of Directors.

2.12 A member of the SOS Committee, as approved annually by the Board of Directors, shall act as the Convener for a period of three years.

2.13 The Convener shall have the power to co-opt other suitably qualified advisers as required subject to the approval of the Board of Directors.

2.14 Any two Board of Director members, including the Convener, shall form a quorum.

2.15. The SOS Committee shall act in an advisory capacity to the Board of Directors and Chairman regarding the interpretation of the Articles of Association and the Standing Orders and Rules of the Company, and revision thereof when necessary. It shall also act in an advisory capacity regarding the future structure of the Company.

### The Music Board

2.16 The Music Board shall be responsible to the Board of Directors for all matters and complaints pertaining to Music, Grading, Competition Format, Dress and Department of Band Members. [2014 AGM]

2.17 Each Branch shall be entitled to nominate two persons, preferably a Piper and Drummer who hold the required musical qualifications (PDQB Certificated or equivalent), and such persons so nominated shall comprise the Music Board. All members of the Music Board shall serve for a period of time from one to three years as per the Constitution of the Branch they represent. Branches shall be entitled to nominate a replacement member to the Music Board at any Branch annual general meeting or special general meeting as and when required, and such nominee shall forthwith replace the incumbent Music Board member representing that Branch.[2018 AGM]

2.18 The Music Board shall appoint one elected Branch member of the Music Board to act as Convener, subject to the approval of the Board of Directors who on appointment shall serve for three years. [2014 AGM]

2.19 Within the Music Board Sub-committees may be formed, and Music Board shall have the power to co-opt members as required to achieve the objectives set subject to the approval of the Board of Directors. [2014 AGM]

2.20 The Music Board shall also include two members of the Board of Directors who represent the company (not a Band or Branch) at meetings. The Directors on the Music Board shall be appointed annually by the Board of Directors and as such shall be full members of the said board. The appointees may represent the interests of the Music Board at meetings of the Board of Directors. [2014 AGM]

2.21 One third of the elected members of the Music Board, including the Convener, shall form a quorum. [2014 AGM]

### The Pipe Band College. [2018 AGM]

2.22 The Education Officer appointed by the Board of Directors shall establish the RSPBA Pipe Band College.

Note: The Pipe Band College will be established by restructuring the Education Management Group over a 12 month transition period following the 2018 RSPBA AGM.

2.22.1 This Pipe Band College will be responsible to the Board of Directors and the members for:-

- a) RSPBA input to the syllabus and examination of certificated Piping and Drumming qualifications.
- b) The Curriculum (Theory and Practice) for RSPBA courses leading to certificated qualifications;
- c) The Compilation of RSPBA textbooks and tutors for certificated qualifications;
- d) Managing the RSPBA Examination Centre for certificated qualifications;

- e) Maintaining a panel of qualified instructors (subject to the approval by the board of Directors);
- f) Facilitating the running of courses (for example the summer School).
- g) Supporting the training and development of Adjudicators.

Note: As from March 2007 the Piping and Drumming Qualifications Board was representative of the RSPBA, College of Piping, National Piping Centre, Piobaireachd Society and Army School of Bagpipe Music and Highland Drumming.

2.23 The membership of the **Pipe Band College** will consist of the following posts, however the structure may be varied to meet the needs of the Association on the approval of the Board of Directors: - (2021 AGM)

- Education Officer, appointed by Board of Directors.
- Internal SQA/PDQB/ RSPBA Verifiers.
- Piping Principal.
- Drumming Principal.
- Summer School Principal.
- Principal of Pipe Band Musicianship.
- Geographical Piping / Drumming Representatives.
- Adjudicators Panel Management Board/Adjudicators Development Group representation.
- Music Board representation.
- Two Directors representing the Company, not a Band or Branch.

2.23.1 The Education Officer will be the convener of the Pipe Band College,

2.23.2 Two full members of the Music Board and two members of the Adjudicators' Panel appointed by the APMB will be invited to join the Pipe Band College to provide input from these Standing Committees.

2.23.3 Each role within the Pipe Band College will have a specification against which applications from members of The RSPBA will be invited, as each post comes up for election. The current post holder can submit an application for consideration against all applications received. All members of the Pipe Band College selected based on their application shall serve for a period from one to three years as agreed by the Board of Directors.

2.23.4 The Education Officer shall have the power to co-opt members as required to achieve specific objectives set subject to the approval of the Board of Directors. The duration of the co-option shall not exceed the duration of the objective or one year, whichever is the less.

#### Marketing and Media Committee

2.24. The Marketing and Media Committee ("MM Committee") shall be responsible to the Board of Directors for the management and implementation of all activities related to mass media, policies, events and championship procurement through the development of an annual implementation plan which promotes the Company and contributes to income generation.

2.25. The MM Committee shall comprise of the Chief Executive and two members of the Board of Directors.

2.26. A Board of Director member of the MM Committee, as approved annually by the Board of Directors, shall act as the Convener for a period of three years.

2.27. The Convener may co-opt additional advisers with suitable qualifications subject to the approval of the Board of Directors.

2.28. Two members of the Committee shall form a quorum.

#### Adjudicators' Panel

2.29 The Company shall maintain a Panel of qualified Adjudicators from which such Adjudicators for all contests run under the Rules, and to meet requests from Affiliated Associations, shall be drawn. The Adjudicators' Panel shall be responsible to the Board of Directors for all matters pertaining to adjudication apart from contest rules. Individuals on this Panel shall not be permitted to hold any Company or Branch office outwith the Adjudicators' Panel unless authorised by the Board of

Directors, except on the Music Board or Pipe Band College, provided that their qualifications are acceptable to the Board of Directors. [2018 AGM]

2.30. Deleted 2012 AGM

2.31. All unattached RSPBA-approved members of the Adjudicators' Panel who have been approved by the Board of Directors shall be deemed to be Associate Members of the Company by virtue of their Adjudicator status, subject to conditions set by the Board of Directors in consultation with the Adjudicators' Panel. [2013 AGM]

2.32. The management of the Adjudicators' Panel shall be vested in an Adjudicators' Panel Management Board comprising a Convener, Vice Convener, Secretary, four ordinary members ( piping, drumming, ensemble and drum major representatives) and two members of the Board of Directors. [2014 AGM]

2.33. The Convener, Vice Convener and Secretary of the Adjudicators' Panel Management Board shall serve for a period of three years. The Ordinary Members shall be elected annually by the Adjudicators' Panel at the Annual General Meeting. [2014 AGM]

2.34. The Directors on the Adjudicators' Panel Management Board shall be appointed annually by the Board of Directors and as such shall be full members of the said board. The appointees shall represent the interests of the Adjudicators' Panel Management Board at meetings of the Board of Directors. [2014AGM]

2.35. Five members of the Adjudicators' Panel Management Board, including the Convener or Vice Convener and one Director shall form a quorum. [2014AGM]

Ladies` Committee [removed 2021AGM]

Stewards Panel [2013 AGM]

2.37 The Stewards and Compilers Panel shall represent the Stewards and Compilers who set up and assist in the running of the Major RSPBA Championships.

2.37a. The Chief Steward will be appointed annually by the Board of Directors as the Convener of the Stewards and Compilers Panel.

2.37b The Chief Steward may form a committee to represent the Panel and assist in completing the tasks assigned. If a committee is formed it shall comprise of four members of the Stewards Panel (including the Chief Steward), three members shall form a Quorum. The Stewards and Compilers Panel will meet at least once a year.

2.37c. The Stewards Panel shall carry out such functions as may be delegated to it by the Board of Directors. This shall include ensuring the Stewards and Compilers understand their duties, have received adequate instruction and annually declare they are able to fulfill the duties allocated.

## Audit

2.38. The auditing of all books and accounts, and the preparation of the Annual Accounts to be submitted to the Bands, shall be undertaken by a qualified Chartered Accountant who shall be appointed by the Board of Directors.

## Affiliated Associations

2.39. Application for affiliation shall be made in such form as the Board of Directors may from time to time prescribe.

2.40. Affiliation to the Association shall be at the discretion of the Board of Directors, who may approve or decline to approve any application for affiliation.

2.41. All Affiliated Associations shall be obliged to pay (in Sterling free of any bank charges or other deductions) an annual Affiliated Fee of an amount equal to the membership fee applicable at that time.

2.42. The rules as to payment, arrears, lapsing and cessation of membership which apply to membership fees and membership of Members representing Bands shall apply mutatis mutandis to annual Affiliation Fees and affiliation of Affiliated Associations, save that in addition no Band which is a member of an Affiliated Association shall be eligible to

participate in any activity, contest or competition hereafter mentioned unless such Band is also represented by a Member of the Company and not itself in arrears.

2.43. No Band which has its base within the area covered by an Affiliated Association shall have a representative admitted to membership of the Company unless it is also a member of the Affiliated Association. The representative of such a Band will cease to be a Member of the Company where the Band ceases to be a member of such Affiliated Association (other than upon the winding up or disbandment of such Affiliated Association) and a Certificate to the effect that a Band has ceased to be a member of such Affiliated Association signed by duly authorised official thereof shall be conclusive in a question with the Company.

2.44. A Band which is a member of an Affiliated Association need not also be represented by a Member of the Company to be eligible to take part in any activity, contest or competition organised or sponsored by the Company or held under its aegis.

2.45. All Bands from Affiliated Associations/Societies shall be obliged to pay (in Sterling) free from bank charges and other deductions an amount equal to 50% (fifty per cent) of the United Kingdom Annual Membership fee for the year of competing within the United Kingdom.

2.46. Promoters of Pipe Band contests and competitions within an Affiliated Association/Society requiring the services of Adjudicators or Officials from the Company's membership shall be obliged to make application through the Chief Executive.

## Complaints Procedure

2.47. All complaints regarding Company officials, Company activities or Pipe Bands or Pipe Band personnel should be made in writing to the Chief Executive using the standard complaints form available from the Company's registered office. Complaints will be considered under the formal complaints procedure, the guidelines on which are also available from the Company's registered office.

## Disciplinary Procedures

2.48. All Company officials, Associate Members, Members, Band Members and their personnel are expected to conduct themselves in a manner which ensures the integrity and professionalism of the Company. The Board of Directors shall have the right to suspend or rescind Company or committee membership in circumstances where the interests or standing of the Company clearly have been undermined.

## SECTION THREE - GENERAL RULES

### Membership Fees

3.1. All Members of the Company shall be obliged on behalf of the Band they represent to pay an annual membership fee at the rate determined from time to time by the annual general meeting of the Company. Late payment shall incur a penalty of 20% of the current Registration fee.

3.2. A notice specifying the annual membership fee payable by each Member on behalf of the Band they represent shall be posted as soon as is reasonably practicable after the annual general meeting to each Member at the latest address notified to the Company. The membership fee shall be paid so as to reach the Chief Executive of the Association not later than the 30th day of November next after the date of such notice.

3.3. Any Member whose annual membership fee shall not have been received by the Chief Executive by that date shall be in arrears and the Band which they represent shall not be permitted to take part in any Company activity, meeting, contest or competition (whether called, organised or sponsored by the Company or held under its aegis) so long as the annual membership fee remains unpaid.

3.4. A Certificate signed by the Chief Executive or other duly authorised official or representative of the Company to the effect that a Member is in arrears or has ceased to be a Member as aforesaid shall be conclusive evidence thereof.

## Registration

3.5. Persons becoming Members of the Company shall ensure that each individual who wishes to take part in RSPBA activities with the relevant Band, including Committee members, completes an individual application form to become a Band Member. Each form must have the signature of the person making application, juveniles only giving date of birth. Each Member shall submit an application for renewal of membership, on behalf of the Band which they represent, to the Company prior to the anniversary of that Member being admitted to membership of the Company. [2012 AGM]

3.6. A computer printout showing all registered Band Members of that Band for the time being will be returned to the relevant Member which must be carried by the Pipe Major or his/her assistant at all contests or competitions. On receipt of the computer printout, the Member shall notify the Directors of any individual named on the printout who has ceased to be a Band Member. [2015 AGM]

3.6.1. The Pipe Major or his/her assistant at all contests or competitions on request of the Company representative make available the computer printout, and assist in confirming the details tally with those who have competed. [2015 AGM]

3.7. No person shall be allowed to play in a contest who has not been registered as a Band Member for a qualifying period prior to the contest date. [AGM 2017]

3.7.1 The qualifying period for a transfer from a higher grade band to a lower grade band is forty-two days.[AGM 2017]

3.7.2 In all other circumstances the qualifying period is fourteen days. [AGM 2017]

3.8. All Band Members shall be registered with their Band until such time as they wish to transfer to another Band for any reason. It will be the responsibility of the Member to notify the Directors of any individual who ceases to be a Band Member for any other reason.

3.9. Band Members wishing to transfer to another Band must complete a Release/Transfer form which will be submitted to the Company's registered office for endorsement.

3.10. When registration of a Band with the Company has lapsed for two years, the Band Members registered with that Band will be released in order to transfer to another Band.

## Dual Registration

3.11. The Pipe Major of a Grade 4 Band, may be registered with one other band. [AGM 2017]

3.12. The Assistant Pipe Major of a Novice Juvenile or Juvenile Band may be registered with one other band. [AGM 2017]

3.13. The Pipe Major of a Novice Juvenile or Juvenile Band, should only be registered with one other none Novice Juvenile or Juvenile band. The Pipe Major can be registered with all the Novice juvenile and juvenile bands in the same organisation. [AGM 2017]

3.13.1 Only one Pipe Major or Assistant Pipe Major may play in the same Novice Juvenile or juvenile band at any one time and must carry out the role of the Pipe Major by giving the words of command, and being responsible for the competition performance of the band. [AGM 2017]

3.14. Secretaries (Member) and committee members can be registered with more than one Band but can only compete with a designated Band. [AGM 2017]

3.14.1 A drummer cannot be registered as the Pipe Major or Assistant Pipe Major of a Band. [AGM 2017]

3.15. Breach of the registration rules are liable to suspension for such period as the Board of Directors decide where: - [AGM 2017]

3.15.1 A secretary or other official (committee member) of a Band who knowingly lodges a false registration with the Company. [AGM 2017]

3.15.2 Any Band Member signing for more than one Band not covered by rules 3.11 to 3.14. [AGM 2017]



## Juvenile Age

3.16. All members of Juvenile and Novice Juvenile Bands, with the exception of the Pipe Major or Assistant Pipe Major, must be under 18 years of age on the 1st day of November of the period to which the registration refers.

3.17. All Juvenile members of Juvenile and Novice Juvenile Bands must be prepared to produce a Birth Certificate on request.

3.18. At all contests one adult (Pipe Major or Assistant Pipe Major) only is permitted to play.

3.19. When the Band or part thereof plays more than once at any contest on the same day, the same adult must compete throughout the day.

## Transfers etc

3.20. When a player registration has been approved by the Chief Executive, that person shall not be permitted to transfer without the authority of the Chief Executive.

3.21. When a person's registration has been accepted by the Chief Executive, that person shall not be permitted to transfer without first obtaining a signed Release/Transfer form from the Band officials. After approval by the Chief Executive the transfer can take place. Should a Band official refuse to sign the required Release/Transfer form, the person concerned can appeal to the Board of Directors through the Chief Executive. The Board of Directors, after consultation with all concerned, will make a decision on the future registration of the person concerned. Where it can be proved that a Bandsman/woman has retained any item of equipment from the previous Band, his/her registration with any Band will be automatically suspended until clearance has been received at the Company's registered office from the initial Band.

3.22. No Band Member is permitted to transfer to a lower grade Band without the consent of the Board of Directors.

## Grading

3.23. It shall be the aim of the Company to grade all Bands to the most appropriate grade.

3.24. Overseas Bands' subscription forms must be forwarded to the Company's registered office two months prior to the contest, together with the details of the Band's members.

3.25. Bands will have the right to appeal their grading.

3.26. The Board of Directors shall, on the recommendation of the Music Board, grade all Bands into one of the following Grades:

1) At Major Championships only: - Grade 1, Grade 2, Grade 3A, Grade 3B, Juvenile, Grade 4A, Grade 4B, Novice Juvenile A and Novice Juvenile B [2015 AGM]

2) At all other competitions: - Grade 1, Grade 2, Grade 3, Juvenile, Grade 4 and Novice Juvenile.

3.27. A member of the Music Board shall maintain a Grading Chart which shall show the result of each Band's performance in each grade of contest. The Board of Directors shall have power to consider such factual information when annual regrading takes place. In addition, on the recommendation of the Music Board, the Board of Directors shall be empowered to regrade any Band at any time during the contest season if such a course should be deemed necessary.

3.28. Bands applying for downgrading must be prepared to compete in TWO further contests in their existing grade, prior to decisions being given.

3.29. New Bands accepted into membership shall be referred to the Music Board who shall recommend the appropriate grading to the Board of Directors.

3.30. When a Member representing a Band, which previously had a person representing it admitted as a Member of the Company, applies for admission to the Company the Band which that applicant represents shall be placed in its former grade

3.31. Bands changing their name at any time shall continue in the same grade, except on appeal, when it shall be referred to the Music Board for a recommendation.

## Adjudicators

3.32. The number of Adjudicators engaged at any one contest shall be determined by the Music Board in consultation with the Adjudicators' Panel Management Board and approved by the Board of Directors.

3.33. Any registered member interfering, threatening or using abusive language towards the Adjudicators, officials, Branch officials, stewards or members of the committee at any contest, or bringing the Company into disrepute, shall be liable to suspension from membership of the Company .

## Contest Levy

3.34. A percentage of total prize money or appearance money paid in lieu of prize money is payable by the contest promoter to the Company within fourteen days following the contest. The percentage for each contest will be determined by the Board of Directors.

## Expenses

3.41. The expenses of officials and members of the Board of Directors and appointed sub-committees shall be borne by the Company. Expenses of Band representatives at general meetings shall be borne by the representative or the Bands concerned.

# SECTION FOUR - CONTEST RULES

## Board of Directors Duties

4.1. One or two members of the Board of Directors shall be in attendance at all contests and be co-opted to the contest committee for that day.

4.2. The duties shall be to supervise the running of the contest, ensure that completed summaries of the Adjudicators' results and prize lists have been checked, deal with all complaints, disputes and protests relating to the contest, and ensure that the Rules of the Company are fully carried out.

## Local Contest Rules

4.3. Local contest Rules, after approval by the Board of Directors, shall become part of the General Contest Rules and shall be adhered to.

## Promotions and Permits

4.4. A Branch, promoter or contest committee proposing to promote a contest must first make application to the Company for a contract/permit giving full details of prize money and preferred local rules, if any.

4.5 The Board of Directors shall encourage contest promoters to provide contests for Juvenile and Novice Juvenile Bands outwith Grades 3 and 4. [2014 AGM]

4.6. It shall be a condition of granting this contract/permit, that all Promoters provide a minimum number of cash prizes and trophies as laid down by the Company.

4.7. On approval being granted a permit shall be issued, the fee for which shall be determined by the Board of Directors which should be paid at least 28 days prior to the contest.

4.8. No alteration to the approved Contest Entry Form is permitted without the consent of the Board of Directors.

4.9. In the case of the World, European, British, Scottish and all Major Championships, at least two months notice shall be given to the Chief Executive by any overseas Band of their intention to participate in any of the aforementioned Championships. In all other competitions within the United Kingdom, prior notice shall be given to the Chief Executive by any overseas Band intending to participate. Promoters receiving entries from overseas Bands or Drum Majors must advise the Chief Executive before acceptance.

4.10 Any Band, registered member or official thereof taking part, directly or indirectly, or assisting in any manner whatsoever, a promoter of a United Kingdom contest outwith the rules of the Company without permission of the Board of Directors shall be guilty of an infringement and shall be liable to such penalties as the Board of Directors may decide. [2014 AGM]

## Indoor Contest Rules

4.11. The Board of Directors shall provide a set of Indoor Competition Rules which shall apply to all major indoor competitions.

4.12. All indoor contests, including miniature Band, quartet, trio piping and solo or corps drumming, shall be open only to Bands represented as members of the Company, affiliated bodies or by special invitation of the Board of Directors.

4.13. No member of the Company, Band Member or the approved Adjudicators Panel may take part in any contest not authorised by the Company except with the written permission of the Board of Directors.

## Non-attendance at Contests

4.14. Bands, Drum Majors and Individuals having entered a contest and failing to advise the contest secretary of non-attendance one hour prior to the start time of Major Championships, or by the draw or report time of all other contests, may be fined a sum as determined by the Board of Directors and may be suspended until the fine has been paid in full.

4.15. Entry fees will not be returned at any time.

4.16. All aforementioned contests shall observe the following Rules:

### Juvenile or Novice Juvenile Bands Playing in Adult Contests

4.17. A Juvenile and Novice Juvenile Band wishing to play in a higher grade of contest must do so with the registered personnel of the Juvenile and Novice Juvenile Band only.

4.18. Juveniles can only compete with the Band with which they are registered.

### Duties of Band Representatives

4.19. Each Band on entering for a contest will enter on the entry form the name of their representative (as per Rule 3.6) for that contest, who shall be held responsible for the prompt attendance of the Band on the contest field comprising of eligible registered Band Members. [2015 AGM]

### Order of Play

4.20. Each Band taking part in a contest shall send a representative to the draw for the order of play. When a Band is not represented at the draw the Band representative must report immediately on arrival to the Company representative.

4.21. The order of play shall be carried out by a member of the Board of Directors using two sets of numbers, one to represent Bands, the other the order of play.

4.22. The draw for order of play shall be made one hour prior to the contest start time, except when the Board of Directors has approved a promoter's request for an earlier draw time.

4.22.1 Late entries following the published closing dates will not be accepted from Bands or Drum majors. [2012 AGM]

4.23. The order of play at all contests shall be Novice Juvenile, Grade 4, Juvenile, Grade 3, Grade 2, Grade 1, unless the Bands receive prior written notification of revised order of play.

4.24. Any Band refusing or failing to play according to the draw may be disqualified.

4.25. A Band which is entered for any contest and is unable to be present at the venue must notify the Contest Secretary before, and up to the advertised starting time of the draw, except where the draw is not taken on the day of the contest, in which case withdrawal must be notified at least one hour before the advertised time of the contest. Failure to comply will incur a penalty of an amount as determined by the Board of Directors and suspension until paid. The only exception to this rule will be the case of transport delay through unforeseen circumstances of which the promoter or the Company representative has been advised by telephone or otherwise. In such cases the Band representative shall report to the Company representative immediately on arrival at the contest field.

#### Sets or Selections

4.26. The playing requirements for each grade shall be determined by the Music Board.

4.27. Where more than one MSR set or selection of tunes is required, the draw time will be determined by the Board of Directors.

4.28. Where Bands are required to submit more than one MSR set or selection of tunes at one or two part contests, no MSR set or selection of tunes will consist of a tune included in another MSR set or selection of tunes with the exception of test/MAP tunes.

#### Playing in Higher Grades - Minor Contests

4.29. Where lower grade Bands are permitted to play up one grade the following must be observed - Novice Juvenile to Juvenile, Juvenile to Grade 2, Grade 4 to Grade 3, Grade 3 to Grade 2, Grade 2 to Grade 1.

4.30. Where there are no Novice Juvenile or Juvenile sections, Novice Juvenile will play in Grade 4 and Juvenile in Grade 3.

4.31. When playing up is permitted in this type of contest Novice Juvenile will play in Grade 3 and Juvenile in Grade 2.

4.32. At certain contests, lower grade Bands may be permitted to play up one grade if time permits, entries taken prior to draw.

4.33. Bands playing in Open contests shall comply with current Grade 1 conditions. NB: sets and selections only.

4.34. Any Band or individual playing under or over the agreed grade or event time will be disqualified.

#### Dress

4.35. At all contests Bands must appear in uniform dress which must be the same except for minor detail, e.g. where Drummers wear uniform different to that of the Pipers.

4.36. Any further exception must have the approval of the Board of Management.

#### Band Formation

4.37. In forming the competition circle, the Pipe Major and Leading Drummer may take up a position within the circle to ensure the best performance from the Band.

4.38. The Band circle is intended as a guide to Bands.

4.39. Adjudicators must not enter the outer circle.

#### Circle Size

4.40. The centre of the circle shall be 14 metres from the start line. The Band circle shall have a diameter of 8 metres and the Adjudicators' circle shall have a diameter of 14 metres.

#### Marching and Discipline Contests

4.41. Where possible Adjudicators shall be drawn from HM forces.

#### Entry to Contest Arena

4.42. No person except officiating Adjudicators, Company representatives of the day and Bandsmen/Bandswomen when competing shall be allowed inside the contest arena.

#### Number of Performers

4.43. Bands taking part in the Major Championships shall comprise not less than 12 players, those to consist of 8 Pipers, 3 Snare Drummers and 1 Bass Drummer, with the exception of Juvenile, Grade 4 and Novice Juvenile Bands which shall consist of not less than 6 Pipers, 2 Snare Drummers and 1 Bass Drummer.

4.44. Outwith the Major Championships, Grade 2 and 3 Bands may compete with not less than 6 Pipers, 2 Snare Drummers and 1 Bass Drummer.

4.45. If during a performance the Band plays with less than the requisite numbers of players the Band shall be disqualified.

4.46. At local contests, where a prize is awarded for 'Best Bass Section', only Bands fielding not less than one Bass Drummer and one Tenor Drummer shall be eligible for this prize.

#### Contest Performance

4.47. The first Band to compete shall be advised at the draw as to the time it must be at the starting point in the contest arena; thereafter it is the bounden duty of each succeeding Band to move forward as directed by the stewards.

4.48. To reduce the gap between final tuning and competing to the lowest possible margin, the officials shall mark off the final tuning areas in the closest possible proximity to the contest arena and the Bands shall move forward to these areas on request.

4.49. Stewards may be provided as an aid to Bands, but they carry no responsibility for the non-attendance of any Band in the contest arena. The final responsibility rests with each Band to be at the starting point as and when required, and any Band failing to do so and not complying with official instructions shall be subject to immediate disqualification. At a Major Championship where approximate times are provided in the event program / draw, when a band is asked to come forward, they may choose to keep to their allocated time. Where the contest is running late and the allocated time has passed, bands must continue to play in their drawn sequence and should come forward when requested. [2013 AGM]

4.50 Bands must come to a halt at the start line properly dressed, including head dress. The Pipe Major has the choice to remain at attention or stand the band at ease. The Pipe Major also has the option when halted at the line to have pipes up or pipes down. [2014 AGM]

4.51 After halting at the start line, no Bandsman/Bandswoman shall be allowed to withdraw. [2014 AGM]

4.52 The performance shall commence on a signal from the Ensemble Adjudicator in Championship contests or the Piping Adjudicator in all other contests, the Band shall commence its performance on the command by the Pipe Major. [2014 AGM]

4.53 It shall be the said Adjudicator's duty to ensure that the other Adjudicators are ready. [2014 AGM]

#### Adjudication

- 4.54. The musical performance shall be adjudicated from the first stroke of the first three pace roll on the quick march.
- 4.55. The introductory tempo shall be not less than 60 paces per minute.
- 4.56. The adjudication of the musical performance shall cease after all instruments have stopped sounding.
- 4.57. Each Adjudicator will be provided with critique sheets, suitably printed, for the allocation of placings and remarks at Major Championships and all other competitions, and Adjudicators shall not condemn a Band on the setting of a tune.
- 4.58. The critique sheet shall be completed in triplicate. [2016]
- 4.58.1 Parts 1 and 2 will be made available to the Company representative at the end of each performance before the next Band begins. [2016]
- 4.58.2 Part 3 will be retained by the adjudicator as their summary of the bands performance. [2016]
- 4.59. A period of time not exceeding 10 (ten) minutes shall be allowed at the end of each grade for each Adjudicator to finalise his/her placings.
- 4.60. The result of each Major Championship and all other contests shall be determined by the addition of the Band placings from all Adjudicators in each musical discipline (i.e. 1 point for first, 2 points for second, 3 points for third). The lowest total shall win the contest.
- 4.61. Places awarded at Major Championships and at all other competitions shall be justified by constructive criticism in the space provided on the critique sheets.
- 4.62. When in the open Adjudicators shall not approach nearer than three metres to any member of the competing Band.
- 4.63. Adjudicators have an option to confer with colleague adjudicators at the end of a band performance but not while the band is playing. However, adjudicators shall not discuss their placing decisions with colleague Adjudicators before all official result sheets have been collected by a designated RSPBA official. [2018 AGM]
- 4.64. Adjudicators cannot disqualify a Band, solo player or a Drum Major.

#### Adjudicators' Critique Sheets

- 4.65. The original shall be given to the Band or Drum Major after the distribution of prizes and the duplicate passed to the Chief Executive.
- 4.66. Rule deleted at 2011 AGM.

#### Ties

- 4.67. In a contest where the final result shall be decided by a single performance and in the event of a tie, the preferences shall be as follows:

1st Preference - Ensemble total  
2nd Preference - Piping total  
3rd Preference - Drumming total

- 4.68. In a contest where the final result shall be decided by combined performance totals and in the event of a tie, the preferences shall be as follows:

1st Preference - Ensemble combined overall totals  
2nd Preference - Piping combined overall totals  
3rd Preference - Drumming combined overall totals  
4th Preference - Ensemble total in MSR contest  
5th Preference - Ensemble total in Medley contest

4.69. In the event of a tie in Drumming in a combined contest the preference shall be the Drumming total in the MSR contest.

4.70. Rule deleted at 2011 AGM.

4.71. In a Solo Piping or Drumming Contest the competition result will be decided by the total of individual placing from each Adjudicator. The lowest total will be the winner. In the event of a tie the result will be decided by the following preferences:

1st Preference: In a competition involving multiple performances, any tie in the overall result will be decided on M.S.R. preference.

2nd Preference: Highest number of highest places awarded throughout all Adjudicator placings.

3rd Preference: Highest number of highest places awarded in the MSR. performance.

4th Preference: By Adjudicator preference of all Adjudicators involved, original placings shall remain unchanged throughout consultation.

## Trophies

### Major Championships

4.72. Bands, Drum Majors and solo competitors failing to return trophies to the Company, clean and in good condition, one month prior to the contest date shall be fined a sum as determined by the Board of Directors, and shall be suspended until the fine has been paid to the Company's registered office and the Trophy returned to the promoter.

### Local Competitions

4.73. Trophies shall be returned clean and in good condition to the promoter before the start of the relevant grade or in compliance with the promoter's wishes.

4.74. Failing to return trophies clean and in good condition and in compliance with the promoter's wishes will result in the Band, solo competitor or Drum Major being fined an amount as determined by the Board of Directors and shall be suspended until the fine has been paid to Company's registered office or the Branch concerned and the trophy returned to the promoter.

### Supreme Awards and Points Allocation

4.75 The recipients of these awards shall be the Band/Drum Corps/Drum Major with the highest points total over the defined Major Championships in the grades approved by the Board of Directors, points being awarded as follows: First Place 6 points; Second place 5 points; and so on. In the event of a tie in points, preference shall be: [2014 AGM]

1) Band/Drum Corps/Drum Major with most first prizes.

2) Band/Drum Corps/Drum Major with most points in World Championships.

4.76 For these Trophies, the Band, Drum Corps and Drum Major are confined to their own grades.[2014 AGM]

### Grand Finale and Prize Awards

4.77. At all times the member receiving an individual or Band award must be in Band uniform or individual highland dress. Only one member shall break from ranks to receive prize.

4.78. Any Band member or Drum Major taking food or drink onto the arena at the finale shall be liable to suspension for a period of time as determined by the Board of Directors.

4.79. Any Band, Band member or Drum Major leaving the arena without good reason before the dismissal command has been given shall be liable to suspension as determined by the Board of Directors.

### Protests

4.80. All complaints or protests should be made in writing accompanied by a deposit of a sum as determined by the Board of Directors and lodged with the Company official in charge before the distribution of prizes.

4.81. Such deposit shall be returnable if the complaint or protest is upheld but may be forfeited if the complaint or protest is found to be unwarranted.

4.82. If a complaint or protest by a Band is lodged against any other Band on the grounds of substitute personnel or other registration irregularity, the matter shall be dealt with by the Board of Directors representatives, whose decision shall be binding on all parties concerned.

4.83. Should the aggrieved party disagree with the findings of the Board of Directors representatives, they shall have the right of appeal to the Board of Directors, whose decision shall be final.

4.84. Pending the result of the appeal, the findings of the Board of Directors representatives shall be accepted by the parties concerned.

4.85. Board of Directors representatives on the day of a contest, and before the distribution of prizes, being satisfied that a Band has wilfully violated any of the Rules, shall have the power to debar such Band from the prize list, suspend the decision of the Adjudicators and award the prizes to the respective Bands next in order of merit.

4.86. The Board of Directors shall have the power to act similarly, after the contest, if satisfied that a violation of the Rules has taken place.

#### Summary Sheets

4.87. As soon after a contest as possible the Chief Executive or Branch secretary shall compile a summary of the results and forward a copy to each competing Band or Drum Major.

#### Contest Queries

4.88. All queries relative to and arising during a contest shall be referred to the Board of Directors representatives in attendance.

## **SECTION FIVE - BRANCHES AND BRANCH RULES**

### **Branches and Branch Rules**

5.1. Each Branch shall be designated thus "The Royal Scottish Pipe Band Association - (Name of Branch)".

5.2. Where Branches are divided into Sections, the section name shall follow the Branch name and be limited to Pipe Bands in membership of The Royal Scottish Pipe Band Association.

5.3. Branches and Sections may be formed with the consent of the Company provided the Constitution and Branch rules have been approved by the Board of Directors.

5.4. There shall be only one Branch in Northern Ireland.

### **Rules:**

5.5. The following must be strictly adhered to:

1) No Branch shall be recognised if they, or any of their Bands are members of, or are associated, with any other Pipe Band Association within the United Kingdom.

2) No Band shall be admitted into membership of a Branch or Section unless such a Band has a representative admitted to membership of the "The Royal Scottish Pipe Band Association Limited".



3)The Annual General Meeting of each Branch shall be held not later than the 15th December each year.

4)Branches shall close accounts not later than 30th September each year.

5)Sections shall close accounts not later than the 15th September each year.

5.6. In the event of any dispute arising between any Band, or members thereof and the Branch or Section, the aggrieved party shall have the right of appeal to the Board of Directors, whose decisions shall be final and binding on the parties concerned.

5.7. Branches or Sections shall not have the power to grant contest permits but they themselves may promote contests provided the prior consent of the Board of Directors has been obtained.

5.8. Any Branch or Section becoming a promoter of a Pipe Band contest shall not be required to pay the permit fee, but shall nevertheless require to apply to and receive a permit from the Chief Executive in which case the Branch or Section will become the promoter and shall be required to comply with all the conditions relative to promotion of Pipe Band contests.

5.9. Each Branch shall undertake to comply with the Memorandum and Articles of Association, Standing Orders and Rules of the Company as amended from time to time, and the said Memorandum and Articles of Association, Standing Orders and Rules shall govern all matters not referred to in the Branch Rules.

5.10. In the event of any Branch becoming defunct, all books, monies and properties shall be transferred to, and become the property of the Company for the time being.

5.11. Any Section becoming defunct, all books, monies and properties, shall be transferred to and become the property of the Branch.

5.12. Each Branch shall furnish the Chief Executive with a copy of its Annual Report at least one week prior to the Branch annual general meeting.

5.13. In the event of Sections prevailing within a Branch, each Section shall submit to the Branch Secretary a copy of its Annual Report at least one week prior to the Branch annual general meeting.

5.14. Branches shall recommend that the Branch Secretary or Treasurer shall attend the Association annual general meetings of the Company even although he/she is not representing a Band.

5.15. Bands joining the Company shall be allocated a Branch within a geographical boundary. Bands shall be expected to contact said Branch and pay annual membership to that Branch.

## **SECTION SIX - DRUM MAJORS**

### **Drum Majors` Contests**

6.1. Where practicable the following rules shall apply:

6.2 Where necessary the contest will be in heats; and the number of competitors in each heat, including the final, will be determined by the Music Board, subject to the approval of the Board of Directors. [2014 AGM]

6.3. Dress shall be judged separately from Marching & Department, and Flourish, and the Dress worn in all sections must in no way vary. The determining factors will be neatness, cleanliness and how the Dress is worn according to the standards set out in the RSPBA Drum Major Manual.

6.4. The Adjudicator may not touch the competitor whilst judging for Dress.

6.5. At all Major Championships at least two Adjudicators shall be used, divided equally between Marching & Department, and Flourish. Either may adjudicate the Dress.

- 6.6. A placings-based adjudication system shall be used to determine competition results.
- 6.7. Dress assessments shall apply only in the heats. Finals shall be adjudicated in the categories of Marching & Department, and Flourish only.
- 6.8. The finalists shall be the competitors with the highest placings (not necessarily the heat winners).
- 6.9. In the event of a tie Marching & Department shall take preference in deciding the final results.
- 6.10. Critique sheets shall be handed out as in Band contests.
- 6.11. At all Major Championships there shall be Adult, Juvenile and Junior Sections. Juvenile shall be under 18 years of age and Juniors under 14 years of age on 1st November of the period to which the registration refers. Juveniles and Juniors shall be confined to their own sections.
- 6.12. The number of competitors in each heat, including the final, will be determined by the Music Board subject to the approval of the Board of Directors.
- 6.13. All Drum Majors must be registered with an RSPBA or Affiliated Association member Pipe Band, with the exception of Juniors.
- 6.14. Rule deleted at 2011 AGM.
- 6.15. Rule deleted at 2011 AGM.
- 6.16. No grade of Band contest shall be interrupted by any part of a Drum Major contest except at the discretion of the Board of Directors representatives of the day.
- 6.17. No Drum Major Adjudicator shall coach a competitor in the 24 hour period before a major contest or on the day of the contest, where the Adjudicator is officiating at the same venue as the competitor. [2013 AGM]

## **SECTION 7 - General Meeting (GM) and Annual General Meeting (AGM)**

### **General Meeting (GM) and Annual General Meeting (AGM)**

- 7.1 At an AGM or GM of the Company the following "Standing Orders" will be used for the conduct of the meeting
- 7.2 The mover of the motion shall have the right to speak for 5 minutes in support thereof.
- 7.3 The same right will be given to the mover of an amendment.
- 7.4 In no case will the mover of either a motion or an amendment be allowed to speak during the discussion except to reply to a point of order or on the request of the Chairman of the meeting to elucidate any point already referred to in the original motion or amendment.
- 7.5 The seconder of a motion or amendment shall not be allowed to take any further part in the discussion.
- 7.6 At the close of the debate the mover of the amendment will be allowed 5 minutes to reply, followed by the mover of the motion, who will also be allowed 5 minutes to reply.
- 7.7 The reply in each case must be confined strictly to the subject matter of the debate and on no account will any new material be introduced.

7.8 Should the mover of a motion take part in the debate subsequent to their moving of the motion, their action shall automatically close the debate, and the question shall then be put to the Meeting.

7.9 All other speakers taking part in the debate shall be allowed 5 minutes each and shall only be allowed to speak a second time during the debate on the authority of the Chairman of the meeting.

7.10 Any Office-Bearer, Chief Executive or member of the Board of Directors can speak only to defend the Status Quo or in support of the Board of Directors view on any motion submitted to the Annual General Meeting.

7.11 Any motion or amendment which has not been seconded shall not be discussed or put to the Meeting.

7.12 Any member on rising to speak shall state the name of the Band they represent and in the case of a notice of motion, shall state the Branch they represent.

7.13 In addition, any person moving a motion or amendment shall read, or clearly state, the motion or amendment. Thus read, or stated, it shall not be varied.

7.14 To suspend any one or more of the Standing Orders the proposer must clearly state the number, or numbers of the Standing Orders they wish to have suspended.

7.15 If the suspension is not seconded it shall not be put. When, or if, the suspension is seconded, the motion shall be put without further discussion.

7.16 To suspend any one or more of the Standing Orders a majority vote of not less than two-thirds of the members present will be necessary.

7.17 The Chairman of the Meeting shall have the powers to close or adjourn the meeting after the Standing Orders have been read. Likewise they shall have the power to interpret any question of doubt from no matter what source.

7.18 Every member present, on rising to speak shall address the Chairman of the meeting.

7.19 If the Chairman of the meeting should rise at any point during the course of a debate, the member then addressing the Meeting shall immediately resume their seat and shall not take further part in the debate except on the instructions of the Chairman of the Meeting.

7.20 All members shall acquaint themselves with the Standing Orders and undertake to assist the Chairman of the meeting in ensuring that they are rigidly enforced.