



The Royal Scottish Pipe Band Association

STEWARDS

(Role description, duties and guidance)

Introduction / Role context.

The Royal Scottish Pipe Band Association (RSPBA) Stewards are a small, flexible team of dedicated volunteers who provide a comprehensive administrative service, which includes the setting up and dismantling of all the associations contest arenas, and operationally, provide a steady and timely stream of bands to their specific contest areas, thus ensuring a smooth and successful contest. They (the stewards) are a vital part of the Royal Scottish Pipe Band Association.

Organisation and Reporting.

The stewarding team consists of The Chief Steward and a number of stewards who are primarily recruited from each of our twelve branches (there is at present no set maximum number of stewards).

Normally reporting is done through the Chief Steward and operationally directly to the duty Director in charge of each of the contest arenas to which the particular steward has been detailed.

Role Purpose.

The stewards are responsible for the initial setting up of each contest arena, the operational flow of bands to and from their particular arena during the contest (under the direction of the duty Director for that particular arena) and the final clear up and dismantling of the same arena after the contest is finished, also for the marshalling of the massed bands prior to the prize giving at the end of the day. All this enables the Association to achieve its main objectives.

Role of the Stewards.

The role of the stewards can best be explained in two parts, firstly as an administrative role and secondly as an operational role, which are again split into major and minor contests and are detailed as follows

Logistics:

Major Contest (prior to the event)

The volunteer stewards are asked if they would be willing to form part of the advance party which attends the contest venue on the day prior to the event to set up each of the contest arenas, of which there may be anywhere between 4 to 8, depending on the amount of bands entered for each grade.

Setting up comprises of building and positioning the 4 Adjudicator tents in each arena, 2 Adjudicator tents in the Drum Major arena and placing a table and chair in each tent. There is also a requirement to assist in building the registration tents and setting up of the main RSPBA control centre for the event. All arena marking is done by either the Chairman, Vice-Chairman and the CEO with the assistance of whichever Director/s are present on the advance party.

Major contest (after contest is finished prior to the massed bands)

The stewards (and Directors if available) are asked to ensure that all tent age and furniture are dismantled and packed away from each arena and returned to the RSPBA vehicle to be stowed. On completion they are to continue as per their operational instructions or await further details by the Chief Steward, Chairman or Vice Chairman.

Minor Contests.

The principle is the same as for the Major Contests with the exception of there is no requirement for an advance party. The steward should turn up prompt for the appropriate time as detailed by the branch organising that particular contest.

It is likely that there will only be one or two arenas with either two or four tents in each depending on the required level of adjudication.

After the contest the requirement remains the same as the major, to clear away prior to the massed bands.

NB When you have cleared away your own arena you are asked to assist with the other arenas, which for whatever reason are either running late or by starting later there for finishing later than yours. This will enable the main arena to be cleared quickly ready for the massed bands.

The Operational role of the Steward (during the contest day)

Major Contests.

Prior to the contest date the steward will receive an operational instruction from RSPBA HQ detailing exactly which arena each steward will be working and what grade he/she will be working with.

It will also contain additional information such as the reporting time, time of the morning meeting and any additional instructions for specifically identified stewards e.g. centre and massed band duties for the prize giving ceremony.

Operational Guideline for contest day.

The following is a guideline for Stewards on contest day at any of the five major contests held throughout the pipe band season.

1. Arrive in good time for the stated reporting time.
2. Check in at the RSPBA control.
3. Pick up your own envelope containing you contest programme
4. Collect your radio and check that it works (normally channel 3) and that you are able to contact other stations on the radio network.
5. If you have the time before the morning meeting, open up your arena and prepare for your grade.
6. Ensure you attend the morning meeting where you will be told which, if any bands have withdrawn from your or any other grade (this is important because it will save you trying to find bands which are not there)
7. Ensure you attend the Chief Stewards meeting immediately after the morning meeting where you will be given any other Steward specific information.
8. On your way to your arena stop at registration to confirm which bands in your grade have registered prior to the contest starting (remember that if the grade is large then the bands at the end of the competition may not yet have arrived at the venue and will register later . (It would be advisable to periodically check with registration to update your order of play throughout your grade).

9. At your arena make final preparations with your Director to commence the contest.
10. Make sure your bands are ready to commence at the stated start time (It would be advisable for you to have the first three to five bands in or around the final tuning area as this will gain you some time in looking for future bands during the contest, however space around the final tuning area will dictate how many bands you can do this with).
11. Ensure a steady and timely flow of bands into the final tuning area and into the contest arena (the above advice will help you achieve this).
12. Any problems with bands failing to move upon instruction or with timings report directly to the area Director as they need to be dealt with quickly to avoid delays to other bands (see 'guidance for Stewards on contest day')
13. Always remain in radio contact; any problems should be addressed to the Chief Steward for prompt action.

Post contest:

Once the contest is finished and the arenas are clear and all the equipment is returned to the RSPBA van, Stewards will begin the process of marshalling the bands for the march past, which will be initially the six nominated centre bands. The Stewards' for this will have been pre-detailed in the operational instruction sent to you prior to the competition start date.

Additional Information.

Fees and Expenses.

Stewards are paid a nominal fee for each contest and are given expenses which will cover any reasonable costs incurred in the execution of his or her duties on behalf of the association. Full details of which may be gained from either, your own particular branch or directly from headquarters upon request.

Dress.

The steward is expected to wear highland dress (day wear) provided at his or her own expense and may be of his or her own choice or that of an associated band. He or she must also provide themselves with a suitable rain cape of the Inverness pattern, this dress will also include headdress of the Glengarry style with or without official hackles i.e .those that form part of an accepted uniform.

Age limitations

You are invited to volunteer and are welcomed to do so up until the age of seventy (70) whereupon you may then apply annually to continue on until the mandatory retirement age of seventy five (75) which in keeping with the associations retirement policy for all its officials.

Conduct.

You are reminded that both smoking and the consumption of alcohol are not permitted whilst on duty. You are also asked to carry out your given duties with due diligence and in a manner which is befitting of such an organisation as The Royal Scottish Pipe Band association.

Guidance for Stewards on contest day

1. The best practice for stewards is to work in pairs, that is to say one steward will bring the bands into the designated final tuning area and the other steward will take the bands from final tuning into the contest arena where he or she will report to the duty Director giving the name of the band to confirm the correct band is presenting at the correct time (If, however there are more than two stewards on any given arena then the above applies except that two will look for the band and bring them into the final tuning area, thus the need for good radio contact at all times)

2. It would be helpful for you to have the first three to five bands in and around the final tuning area prior to the contest starting (if space permits) as this will give you more time to search for future bands.

3. If during the contest you should not be able to find a particular band, firstly contact registration and ascertain if the band has registered or not .This will tell you if the band is here or not (however it is not uncommon for bands not to register upon their arrival, this should be taken as a “not here”) Inform the Director of your arena of the missing band and your actions.

4. Your action if the band is registered should be to continue to look for them up until their allotted time. If the band still has not shown up then again inform the Director who will then make the decision to disqualify or not as the case may be (always keep the Director informed of your progress in tracking down the band).

5. Your action if the band has not registered is to cease looking for it and inform the Director of the bands non registration, he will again make the decision whether or not to disqualify (there may be a number of reasons why the band has not registered e.g. bus breakdown, or as at Cowal, ferry problems) You are then to begin looking for the next band in the order of play and bring them forward into final tuning for their allotted time. Report your actions to the Director of your arena so that he may prepare the contest adjudicators accordingly.

6. If during the contest you have difficulty in convincing a pipe major to bring his or her band into the arena, report it immediately to the Director, where upon the Director should act promptly to bring the band forward or risk immediate disqualification.

7. If a band or numbers of bands have withdrawn from your contest thus leaving a gap in the order of play you may ask the next Pipe Major if he would like to come forward to play earlier. The Pipe Major may oblige or he may wish to stick to his allotted time, he or she is under no obligation to play early, however you should politely but firmly point out that the “allotted time “ means that that is when he or she should be on the line ready to commence the bands performance. The only exception to this rule is when at minor contests there is only the start time given and bands are required to proceed forward on the instruction of the Steward regardless of withdrawals.

8. It should be noted that some bands may use their “band followers” to distract you when you go to bring them forward thinking they can gain a little extra time for their bands. Keep an eye on the time and warn the band accordingly, remember if in doubt contact the Director and inform him or her of the situation

NB It should be noted, however that the steward bears no responsibility for a band not appearing at the start line at the appropriate time, this is solely the responsibility of the band representative and the pipe major. The steward is there as a guide, however his instructions should be adhered to so as to enable a smooth flow forward to the contest arena for all the other bands as is stated in the rules.

Finally

Always act with diligence and dignity as you are the face of the Royal Scottish Pipe Band Association presented to the bands on contest day.

