

The Royal Scottish Pipe Band Association – Board of Directors



The Royal Scottish Pipe Band Association Board of Directors

Director Education - Duties in the Arena

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2 Amendment History

| Date | Version | Update Made |
|------------|---------------|--|
| 07/11/2019 | Draft 0.1 | Initial Version compiled from pdf update 2017. |
| 08/11/2019 | Draft 0.2 | Updated with changes to adjudicator tents and when to issue summary sheets. |
| 19/02/2020 | Draft 0.3 | Section 5: Piping Tents to Corner from Centre; Section 6: Added Grading Assessment Sheet. |
| 03/03/2020 | Base Line 1.0 | Base Line Document for 2020 Season |
| 16/01/2024 | Base Line 1.1 | Previous Base Line Document Updated with changes to paperwork - At the end of the Grade for 2024 |
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3 ON ARRIVING AT THE VENUE.

- a) Report to the contest HQ and pick up your envelope.
- b) Collect your radio.
- c) Fill in your expense sheet.
- d) Check where morning meeting is being held, then have breakfast.
- e) Check who your stewards are.
- f) Check who your adjudicators are.
- g) Make your way to the Morning Meeting on time and prepared.
- h) Take a note of all withdrawals and alterations.

4 YOUR ARENA

- a) Check your arena is ready for the contest at least 15mins before your start time.
- b) Check your final tuning area and that the flags have been erected.
- c) Make sure that tables and chairs are in all tents.

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5 TENTS

- a) Piping 1 and 2 (Top Right Corner)
- b) Drumming (Left of Start Line)
- c) Ensemble (Top Left Corner)
- d) Director (Right of Start Line)
- e) Check Sound system is not impacting on Tent Usage.

6 WHAT DO YOU REQUIRE TO CONTROL YOUR ARENA AT A CHAMPIONSHIP?

- a) Programme of the contest or list of bands competing in your grade.
- b) Stopwatch.
- c) A No1 and No2 'ball' and a bag to draw for sets.
- d) Highlighter pens
- e) Grading Assessment Sheets

7 PAPERWORK - BEFORE AND DURING THE CONTEST

- a) Check adjudicators have a note of all withdrawals and alterations and have a note of the order of play.
- b) Check that you have the final placing sheets for your grade, and it correlates with the list of bands competing, and that all bands are on the placing sheets.
- e) After each band has played, and after any conferring has taken place, each adjudicator will place the top two pages of the critique sheets in the 'blue box' in their tent. Do not collect them at this point.
- f) When the next band has started, now collect the sheets from the boxes in each tent and put them into the plastic box face down, 2 piping, drumming and ensemble last, in that order for each band.
- g) The third page of the critique sheet is the responsibility of the adjudicator and should not be collected.
- h) Adjudicators will have grading assessment sheets in their pack, but Directors should also always have these sheets with them.

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8 BAND ARRIVES AT THE START LINE

- a) When the band comes to a halt at the start line, the Pipe Major has a choice of whether to stand the band at ease or not. The Pipe Major also has the choice of 'pipes up' or 'pipes down', either is acceptable.
- b) The Pipe Major of a Novice Juvenile B Band will halt the band on the line and wait for acknowledgement from the Ensemble Adjudicator in Championship contests or the Piping Adjudicator in all other contests. The band will then march to the circle. The Start line for a 'Static Start' performance will be the Circle.
- c) After halting at the line, no band player shall be allowed to withdraw.
- d) Welcome the band but be consistent with your welcome to all bands.
- e) Check that the band has the required number of pipers & drummers to compete.
- f) Check that all band members are in correct uniform including headgear.
- g) Make the draw for any sets as required.
- h) Announce which set has been chosen to the adjudicators.
- i) Indicate to the pipe major who the ensemble adjudicator is, and hand control of the band over to the ensemble adjudicator.
- j) Have your stopwatch ready to time the band (if required)

9 DRAWS FOR SETS OR SELECTIONS

- a) Show both numbers to the Pipe Major.
- b) Put them into the bag.
- c) Shake the bag.
- d) Director will draw the number out for the band to play.
- e) Show the number drawn to the Pipe Major
- f) Read the first tune of the selection from the programme to ensure the Pipe major knows which selection he has to play.
- g) Let all adjudicators know what selection the band will play.

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10 WHEN A BAND IS PLAYING

- a) Stand or sit in a tent, or Stand outside, but watch & listen to the band. If something goes wrong, you need to be aware of it.
- b) Make sure no adjudicator is closer than 3 metres to any member of the band?
- c) Keep all other personnel away from your arena. (official visitors, spectators, photographers etc?)

11 WHO DO YOU NEED TO KEEP IN TOUCH WITH?

- a) Keep in touch with your stewards.
- b) Help them if a band is difficult to move from the Final tuning area.
- c) Stewards will keep in touch with registration if required.
- d) If your radio is switched on you will know if the stewards are having a problem.
- e) Keep in touch with the Vice Chairman and make him aware of any delays or issues.

12 PAPERWORK - AT THE END OF THE GRADE

- a) Make sure all bands that played are on the placing sheet.
- b) Make sure any bands who did not play are scored off/highlighted on the placing sheet using your highlighter pens.
- c) Remember that after the last band has played, there may still be a requirement for the adjudicators to confer, so give them the necessary time.
- d) Collect the critique sheets from the boxes of each adjudicator.
- e) When picking up the critique sheets from the boxes for the Final band performance, leave the relevant summary sheet in each tent for completion by the adjudicator.
- f) Stand in the middle of the arena and watch for the adjudicators completing their summary sheets.

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- g) Once they have completed their paperwork, collect the summary sheet from each adjudicator.
- h) Make sure each band that competed has been allocated a placing.
- i) Make sure any bands which have been disqualified have been marked as DSQ in the placing column.
- j) Make sure the adjudicator has signed the summary sheet. This is their confirmation that the summary sheet is complete and that all bands have a unique placing.
- k) Make sure that each placing is **unique**, i.e. 1 to x with no duplicates.
- l) Once you have checked the adjudicator summary sheet is correct, double check it, and if correct add your signature.
- m) If you find the summary sheet is not correct and each band does not have a unique placing, highlight this to the adjudicator, and do not sign the sheet at this point.
- n) You must allow the adjudicator time to correct this on their summary sheet.
- o) When the adjudicator has corrected their summary sheet you must proceed as before and check that each band has a unique placing.
- p) If you are satisfied that each band has a unique placing add your signature to the summary sheet.
- q) If you find for a second time the sheet is not correct and each band does not have a unique placing, (you should not sign the summary at this point) then you must highlight this to the adjudicator again.
- r) You must allow the adjudicator time to correct this on their summary sheet.
- s) When the adjudicator has corrected their summary sheet you must proceed as before and ensure each band has a unique placing. A spare summary sheet can be used if original summary is spoilt or unreadable.
- t) If you are satisfied that each band has a unique placing add your signature to the summary sheet.
- u) If after the second attempt the sheet is not correct, and the adjudicator has not given each band a unique placing the adjudicators sheet may be declared void.
- v) At this point you must radio to the Vice Chairman and or Chairman to advise them that you may have a summary sheet which is void. Do not allow the adjudicator involved to leave the arena at this point.
- w) Take all the Summary Sheets (x4) to the compilers along with ALL the adjudicators critique sheets.

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- x) **Once the summary sheets have left the arena, they cannot be altered or corrected, so it is imperative that you ensure they are completed and each band has a unique placing, and that the sheet is signed by both the adjudicator, and the Director.**

13 AFTER YOUR ARENA IS FINISHED

- a) Once you have handed in your sheets to Compiling, return to the arena.
- b) Help the stewards to dismantle the tents and pack them away.
- c) Leave all the tents, tables & chairs at one place unless instructed differently.
- d) It is the Director's responsibility to make sure your arena is ready for the march past.

ALL DIRECTORS HAVE A SPECIFIC JOB TO DO AT THE FINALE.
DO THE JOB WHICH YOU HAVE BEEN ALLOCATED UNLESS DIRECTED BY THE VICE CHAIRMAN.