Kentucky Music Educators Association
Marching Band Performance Assessment Event
Rules and Regulations Handbook

2019

KMEA Marching Band Committee
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Rules and Regulations

I. Division, Classification, and Application ................................................................. 1
II. Hosting a KMEA Performance Assessment Event .................................................. 2
   A. Sanctioning Process
   B. Required Procedures, Facilities, and Services
   C. Recommendations for Better Quality Experience
III. Performance Assessment Event Operation ............................................................... 4
   A. Entering
   B. Scheduling Bands for Assessment
   C. Participating
   D. Announcing and Timing
   E. Evaluation
   F. Penalties
   G. Scores, Ratings and Awards
IV. KMEA State Marching Band Championships ....................................................... 11
   A. Qualifying for State Championships
   B. Exhibition Bands at Regional Quarterfinals
   C. Awards at State Level
   D. Performance Assessment Event Format
   E. Event Date and Cancellation Policy
   F. Evaluation at State Championships
   G. Announcer at State Championships
   H. Admission Policies for State Championships
V. KMEA Marching Band Committee ........................................................................ 14
DEADLINES
All of the forms listed below are available online at http://www.kmea.org

NEW August 15, 2019 - 4:30 pm EST

- **KMEA High School Registration Form**  
  With the appropriate fee. ($125 band only, $250 for band, chorus and/or orchestra).

- **SMBC Application Form, Part I**  
  Form must be filed by Kentucky bands wishing to participate in KMEA sanctioned marching band events that plan to attend Regional Quarterfinals.  
  Form includes:
  - Band/School address and contact info  
  - Fee for SMBC events ($100.00) if applicable  
  - Private schools only must provide Second Month Membership figures from previous two school years. Public schools will be classified based upon that same data provided by the Kentucky Department of Education.

**Consequence of non-compliance with deadline**: the band shall not be allowed to participate in the Regional Quarterfinals and beyond.

September 3, 2019 - 4:30 PM EST

- **Marching Band Information** *(Must be submitted prior to entering sanctioned contests)*  
  Lists program, contact, and other information for SMBC.

- **Music Information Form** *(Must be submitted prior to entering sanctioned contests)*  
  Lists all music being performed: title, composer, arranger, copyright holder.

- **Permission to Arrange**  
  Indicates that “Permission to Arrange” has been obtained (as needed).

**Consequence of non-compliance with deadline**: the band shall not be allowed to participate in the Regional Quarterfinals and beyond.

March 16, 2019 - 4:30 PM EST

- **Application for Sanctioning a 2020 Marching Band Performance Assessment Event**  
  Must be accompanied by a $125.00 check

**Consequence of non-compliance with deadline**: the contest shall not be considered for sanction by the Marching Band Committee.

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2019 SMBC CALENDAR & SITES

**Regional Quarterfinals - October 19, 2019**

- **WEST**  
  1A & 4A – Stadium of Champions in Hopkinsville  
  2A & 3A – Warren East HS

- **EAST**  
  1A & 4A – Madison Southern HS  
  2A & 3A – George Rogers Clark HS

**Semifinals and Finals – October 26, 2019**

1A – Greenwood HS; 2A – Warren East HS;  
3A – Warren Central HS; 4A – Barren County HS;  
5A & Finals – WKU

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TICKET PRICES FOR 2019

Quarterfinals and Semifinals - $12.00; Finals Regular Reserved - $15.00; Finals Premium Reserved - $20.00
WHAT’S NEW FOR 2019
Actions from the 2018–2019 Marching Band Committee

1. Adopt the hybrid Marching Band Classification Proposal that references school size and band size.

2. Competing bands will be limited to the number of vehicles the director has reported to the KMEA office by way of the band information form or other means on or before October 1.

3. Lighting effects must be controlled by a student performer.

4. Upon discovery of student performers below 7th grade, a band’s enrollment in sanctioned contests and the state championships will be revoked for the remainder of the season.

5. A band engaging in a musical warmup outside the assigned warmup area will receive a 5-point penalty.

6. In the rule book, penalties shall be stated as part of the rule to which they apply.

7. Adopt BOA sheets for use at sanctioned contests and the championships.

8. Require on-field judges at sanctioned contests and the championship weekends.

9. Online judge training to be required of anyone judging sanctioned contests.

10. If the number of bands in a class is sixteen or fewer, Regional Quarterfinals will not be held for that class. All bands in the class will be enrolled in the Semifinals.

11. In the event quarterfinals are not held for a class, a random draw will be held for semifinals.
FORWARD

This booklet contains rules, regulations and policies concerning the operation of marching band performance assessment events for schools within the state of Kentucky. These rules pertain to events sanctioned by the Kentucky Music Educators Association (KMEA). The Kentucky Music Educators Association is a state unit of the National Association for Music Education.

The rules and regulations stated within this booklet are formulated by the Marching Band Committee (MBC), approved by the Band Council, and recommended to the KMEA Board of Directors. The KMEA Board of Directors votes to accept or reject all recommendations.

Information as to dates and locations of all KMEA Performance Assessment Events may be found on the KMEA website—
1. https://www.kmea.org
2. Be logged in.
3. From that KMEA home page, click on the “Marching Band” header.

Questions may be directed to: Dr. John Stroube, Executive Director, KMEA, P.O. Box 1058, Richmond, KY 40476-1058; 859-626-5635; 859-626-1115 FAX; john@kmea.org

COPYRIGHT COMPLIANCE

The Kentucky Music Educators Association endorses full compliance with all aspects of United States Copyright Law. All members, affiliated groups, and sponsored events are asked to be in full compliance, which includes the use of copyrighted material and licensing resources (including arranging and performing).

No band will be permitted to perform if it is not in compliance with the copyright laws of the United States. As such, each participating band shall take such steps necessary to obtain and provide the Kentucky Music Educators Association with evidence that it has purchased or otherwise obtained permission/license to use and arrange music performed by it, as well as any visual and/or audio images presented.

**Bands failing to provide appropriate documentation of copyright compliance with their application materials will have their application rejected.**
(No participation in Quarterfinals, Semifinals, or Finals.)

Information about and forms for these procedures are currently available on the KMEA web site as directed above.

The Music for All/Bands of America web site has a great deal of information about copyright requirements along with links to Harry Fox, ASCAP, and BMI sites. Their site also directs you to online searches for copyright holders. BOA offers a service (for a fee) that will request “permission to arrange” for you. The BOA copyright web page address is: http://www.musicforall.org/resources/copyright.
CODE OF ETHICS FOR DIRECTORS AND STUDENTS

1. Directors shall respond to all correspondence pertaining to performance assessment events promptly, understanding that all deadlines will be strictly enforced.
2. All performing organizations are encouraged to listen to at least one other performing organization at all KMEA assessment events.
3. Directors shall be professional at all times.
4. Improper behavior (booing, obscene gestures, profanity, and students taunting other students), unsportsmanlike conduct, or destruction of property in the building or on the grounds at the assessment event site by a participant will disqualify his or her entire school. Directors and their students will be liable for destruction of property.
5. Participating directors or students of marching band events are not permitted to confer with the evaluators prior to or during events. Evaluators are never to be harassed. The M.B.C./Band Council retains the right to disqualify organizations that exhibit such behavior from participation in state marching band championship events.
6. Publicity by radio, television, or newspaper claiming “District Championship” for any particular group is considered unethical under the group rating system. Such practice can be the basis for suspension from further KMEA events.
7. Violators of KMEA Assessment Event Rules and Regulations may be barred from further participation for a given period by action of the MBC/Band Council and the KMEA Board.

GRIEVANCE PROCEDURE

1. Grievances pertaining to assessment event management and/or operations shall be submitted to the Assessment Event Manager in writing within ten days of situations provoking grievances.
2. The Assessment Event Manager shall review and respond to grievances within ten days of receipt.
3. Unresolved grievances may be submitted to the MBC Chairperson for inclusion in the agenda of the next regularly scheduled MBC meeting. The decision of the MBC may be forwarded to the Band Council and the KMEA Board for consideration.

DIRECTOR’S REPORT OF EVALUATORS

1. Forms provided by Assessment Event Managers will be distributed to directors participating in assessment events.
2. Directors should critique all evaluators, not only those who they feel have done an unsatisfactory job.
3. Forms will be returned to the KMEA Executive Director.
4. Forms will include:
   a. Name of evaluator
   b. Area of concentration of evaluation
   c. Address and phone number of critiquing director
REHEARSING AND PERFORMING IN THE HEAT

KMEA recommends that band directors become familiar with and follow Kentucky High School Athletic Association Sports Medicine requirements regarding heat index levels for all marching band rehearsals and performances, and that they act accordingly in the best interest of the students.

KHSAA online safety course: http://www.khsaa.org/safety_course/

KHSAA recommends the use of a digital sling psychrometer at the practice/contest site to determine the heat index, and prescribes the following scale—

Under 95 degrees Heat Index
• All sports
  o Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  o Optional water breaks every 30 minutes for 10 minutes in duration
  o Ice-down towels for cooling
  o Watch/monitor athletes carefully for necessary action.

95 degrees to 99 degrees Heat Index
• All sports
  o Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  o Mandatory water breaks every 30 minutes for 10 minutes in duration
  o Ice-down towels for cooling
  o Watch/monitor athletes carefully for necessary action.
• Contact sports and activities with additional equipment
  o Helmets and other possible equipment removed while not involved in contact.
  o Reduce time of outside activity. Consider postponing practice to later in the day.
  o Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

100 degrees to 104 degrees Heat Index
• All sports
  o Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  o Mandatory water breaks every 30 minutes for 10 minutes in duration
  o Ice-down towels for cooling
  o Watch/monitor athletes carefully for necessary action.
  o Alter uniform by removing items if possible
  o Allow for changes to dry t-shirts and shorts.
  o Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  o Postpone practice to later in day.
• Contact sports and activities with additional equipment
  o Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
  o Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

Above 104 degrees Heat Index
• All Sports
  o Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.
KMEA MARCHING BAND PERFORMANCE ASSESSMENT EVENT RULES & REGULATIONS

I. DIVISION, CLASSIFICATION, AND APPLICATION

I.A. DIVISION
Bands will have the option of entering either Competitive Division (for both a ranking and a rating) or Festival Division (for ratings only). After entering a band in a sanctioned contest, a director may notify the contest host of a change in the band’s division until forty-eight hours prior to the start of the contest.

I.B. CLASSIFICATION PROCEDURE
A marching band’s classification will be dependent upon two components.
1. School size component
   A. KMEA will determine the sizes of Kentucky high schools for the past two years as supplied by the Kentucky Department of Education, then calculate each school’s two-year average.
   B. All bands that were enrolled in the State Marching Band Championships for either or both of the previous two years will be sorted by school size, and divided into five equal-number groups. If there is a remainder of one, it will be added one to the group containing smallest schools; if there is a remainder of two, one band will added to each of the two groups containing the smaller schools, and so forth.
   C. 1 point will be awarded to bands in the group containing the smallest schools, 2 points to the bands in the group containing the next larger schools, and so forth.
2. Band size component
   A. By August 15 KMEA will collect band sizes (number of student musicians) from band directors who wish to enroll their band for 2019, sort these bands by band size, and divide them into five equal-number groups. If there is a remainder of one, it will be added to the group containing smallest bands; if there is a remainder of two, one band will be added to each of the two groups containing the smaller bands, and so forth.
   B. 1 point will be awarded to bands in the group containing the smallest bands, 2 points to the bands in the class containing the next larger bands, and so forth.
   C. If it becomes necessary to equalize the groups by placing two bands with an equal number of students in adjacent classes, the band from the larger of the two schools will be assigned an additional point for band size.
   D. KMEA will add the points assigned to each band due to its school size group and its band-size group, and classify the band according to the following formula—
      i. 2–3 points = 1A
      ii. 4–5 points = 2A
      iii. 6–7 points = 3A
      iv. 8–9 points = 4A
      v. 10 points = 5A (A 5A band will be one that accumulates 10 points, i.e., will be in the top 20% of bands by school size, and the top 20% of bands by band size.)
3. Each year this procedure will recur, and new classification boundaries will be established.

I.C. CLASSIFICATION CONSIDERATIONS
1. If the school system divides the 9–12 student population between two buildings (i.e., 9th grade center or 9–10 campus) but both student populations participate in the marching band, the total populations of the two schools will comprise the school size for SMBC classification purposes.
2. All performing members, including conductors or manipulators of any visual equipment or musical instruments, must be enrolled members in grades 7–12 of the school or feeder school they represent. (Students in 6th grade and under are not allowed to be part of the performance.) For a marching band to participate in KMEA sanctioned contests or to be admitted to the Regional Quarterfinals and beyond, its members must all attend a single high school or its feeder schools.
3. Upon discovery of student performers below 7th grade, a band’s enrollment in sanctioned contests and the state championships will be revoked for the remainder of the season.
4. In the event that a new high school is opened, taking its membership from one or more preexisting schools, or if the size of an existing school is dramatically changed due to the combining or dividing of schools, the KMEA state office is authorized to consult with the school system administration to determine, for KMEA marching band classification purposes, the enrollment of the affected high schools in the school system for the fall of the first year, and a one-year average from the Kentucky Department of Education shall be used to determine their classifications for the following year. In each of the scenarios described, if the school’s size is between that of the smallest band in one class and the largest band in another class, the band will be placed in the lower class.

I.D. APPLICATION
1. All bands wishing to participate in the Regional Quarterfinals and beyond must submit an *SMBC Application Part I* to the KMEA office by August 15.

2. All Kentucky Bands, whether enrolled in the SMBC or not, must submit band information to the KMEA office prior to enrolling in any sanctioned contests. This will include, but will not be limited to: name of school, name of band, directors (certified teachers who are KMEA members), head director’s contact information, band booster president’s contact information, up to 5 staff names (weekly teaching staff, not writers or band camp staff, not parents or fans), drum major name(s), school colors, school mascot, number of playing members, number of auxiliary, number of drum majors, total on field, number of buses, number of equipment vehicles and type, and repertoire (show name and title only).

3. A band will be allowed to bring to contests the number of vehicles the director has reported to the KMEA office by way of the band information form or other means on or before October 1.

4. Bands that do not apply for SMBC events will be assigned to their correct class for the regular season events, using the same criteria as for those registered to attend the SMBC. Out-of-state bands participating in KMEA-sanctioned local events must submit enrollment information to the event manager for purposes of classification.

II. HOSTING A KMEA SANCTIONED PERFORMANCE ASSESSMENT EVENT

II.A. SANCTIONING PROCESS
1. The performance assessment event season will run from the Saturday after Labor Day to the Kentucky Marching Band Championships.

2. The host school must be registered with KMEA and host band director must be a current member of KMEA. Non-secondary School institutions or agencies are exempt from this requirement.

3. The host school must submit the application form to the KMEA Executive Director by March 15 of each year. An alternate date is requested; however, the Marching Band Committee will consider any written request that an event not be held on the alternate date.

4. April 1 of each year at 4:30 PM will be the deadline for the manager of a proposed contest to notify the KMEA office about changing the date of the contest. If April 1 is not a business day, the deadline will be 4:30 PM on the next business day. If a contest manager notifies the KMEA office within two business days prior to the deadline about changing the date of the contest, other contest managers will be granted a 48-hour deadline extension that begins when the KMEA office notifies the managers there has been a change. If a contest manager makes a change as allowed by the deadline extension, another 48-hour extension will be granted to managers of contest, and this will repeat indefinitely until 48 hours have passed since the announcement of a change, or the spring Marching Band Committee meeting, whichever comes first.

5. All contest hosts must have the following information available to KMEA on the sanctioned contest application, which will be displayed in the online registration system.
   a. Name of the contest
   b. Date and starting time of contest
   c. Whether the contest shall be a single performance or prelims/finals format
   d. Names and caption assignments of the six KMEA-specified judges
   e. List of awards
   f. Whether an electrical outlet, no farther than 50 feet from the front sideline at the 50 yard line, will be available for use in the performance zone (could be either an outlet or an extension cord)
g. The participation fee, if any, that will be charged to bands that enroll
6. After the spring sanctioning meeting, a contest host must adhere to the information submitted on the application, although permission to amend the information may be granted by the Marching Band Chair prior to the enrollment of any bands in the contest.
7. A nonrefundable fee of $125.00 must be paid to KMEA at the time of application.
8. The Marching Band Committee will decide on a yearly basis which events will be sanctioned. Sanctioning may be denied for a violation of the rules. Violations must be reported by February 1, in writing, by a KMEA member who attended the event (or by the KMEA state office, especially in regard to compliance with deadline). A representative from the performance assessment event involved will be invited to the sanctioning meeting. The Marching Band Committee will determine by a majority vote whether or not sanctioning will be denied for the upcoming year.
9. All paperwork must be completed in its entirety (no blank spaces) and be on time in order to be considered for sanctioning. Failure to comply may result in loss of future sanctioning.
10. Decisions made at the spring sanctioning meetings are final. Any contest that changes dates after those decisions will not be sanctioned.

II.B. REQUIRED PROCEDURES, FACILITIES, AND SERVICES
2. The performance assessment event field must:
   a. be a football field of regulation size (conforming to KHSAA regulations).
   b. be marked in five-yard increments with high school hashes clearly marked on each yard line.
   c. have yard line markers that are easily readable from both the field and the press box. Markers should be placed off the field twelve feet from the front sideline on even yard lines only.
   d. have clearly marked boundary lines.
   e. be free from any obstructions for a minimum of twelve feet from the front and back sideline.
   f. have a crew to maintain field markings.
   g. be clear of holes, ruts or other hazards (guy wires, fences, telephone poles, etc.) which could cause injury.
   h. have a press box judging area reasonably centered in the field. The view should be unobstructed and provide a perspective to fully view the form development.
3. Electrical Service
   KMEA-Sanctioned Marching Band events may provide electrical service for participating bands.
   a. If electrical service is available at a site, it may be used at the band’s own risk.
   b. A contest may not be delayed due to a problem with the electrical service.
   c. Bands providing for their own electrical needs may use wet cell batteries, generators that use gasoline or diesel fuel, or other portable power supply devices. The band is held liable for any damage to the field surface.
4. Seating
   a. The stadium must have permanent seating, portable bleachers or folding chairs for all participants and spectators.
   b. All seating must be in safe condition. Concrete blocks with boards or other temporary seating is not acceptable. The host must check their school’s liability clause. KMEA will not be held liable for any injury.
5. Parking
   A suitable area must be provided for parking buses and equipment vehicles.
6. Equipment Shuttle
   KMEA-Sanctioned Marching Band events are not required to provide Equipment Shuttle services and State Marching Band Championship events will not provide Equipment Shuttle service.
7. Warm-Up Areas
   a. Both outdoor and/or indoor warm-up areas must be provided for each band.
   b. Each band must be allowed a minimum of thirty minutes in the warm-up area, not to include travel time.
8. Dressing Facilities
   Separate dressing areas for males and females must be provided.
9. First Aid Services
2019 KMEA Marching Band Rules and Regulations

10. Restroom Facilities
   Permanent or portable restrooms are required near the bus parking area, in or near the stadium and in or near the dressing areas.

11. Security
   At least one law enforcement officer (as defined by the local Board of Education) must be on duty at all times during the event. However, each band will be responsible for the security of all equipment and vehicles that they bring to a performance assessment event.

12. The contest host has the authority to deny access to the field by any equipment the host feels would be damaging to the field surface.

II.C. RECOMMENDATIONS FOR BETTER QUALITY EXPERIENCE

1. Encourage audience members to acknowledge and show support to ALL competing bands through the use of the following statement: “As performers, parents, and directors we must strive to demonstrate our continued support for everyone involved in this activity—it is what makes the marching arts unique as a competitive event. Our support, involvement, and encouragement from the stands impacts the overall environment, and is critical to creating and promoting the best experience for the students, directors, and parents. Additionally, we are expected to support all bands that are performing through our genuine and generous applause. Thank you for being in attendance and serving as a positive role model for every band performing today.”
   a. Print the statement in programs.
   b. Direct announcer to read the statement.

2. All staff working at SMBC event should be issued, and should wear, a KMEA badge for quick identification, and all guides and checkpoint personnel should have a neon colored vest for quick identification.

3. Every band should be assigned a personal guide to be available to the band director from the time the band arrives until the band exits the performance field.
   a. Guides should have knowledge of the performance schedule, warm-up areas, dressing areas, bus and equipment parking areas, gate entrance, and restrooms.
   b. Guides should have the ability to immediately contact (by radio/phone) the site manager, as well as equipment, spectator, and bus parking personnel.
   c. Guides should have escort the band to the gate
   d. Guides should ask the band director, after the band’s performance, if he/she needs any further assistance
   e. Guides should be helpful in a positive, supporting manner.

4. Host site personnel should be staged at strategic checkpoints onsite to guide and aid with buses, equipment vehicles, and spectator parking throughout the event. Checkpoint personnel should also be placed throughout the campus to aid in the control of band personnel, equipment vehicles, and spectator traffic.

5. Sanctioned contest managers are not to issue recaps after prelims of a regular season show. Prelims recaps are to be given after finals. Bands that do not make finals are to receive an electronic copy after finals. Judges’ recorded comments will be distributed at the conclusion of prelims.

III. PERFORMANCE ASSESSMENT EVENT OPERATION

III.A. ENTERING

1. The entry deadline for sanctioned events (other than State Championships) is 26 days prior to the event date at 8:00 pm eastern time (7:00 pm central time). (When a contest falls 26 days after Labor Day, the deadline shall be 25 days before the contest.) Bands must enter in Festival Division or Competitive Division.

2. All sanctioned contests shall be listed online, and shall be categorized by date.

3. Kentucky directors who are applying for contests shall not be asked by the host to list band information. Instead, the band information from the SMBC application shall be made available to the
contest hosts. All Kentucky Bands, whether enrolled in the SMBC or not, must submit band information to the KMEA office prior to enrolling in any sanctioned contests.

4. Once a director enrolls his/her band through the online system, the band’s name and classification shall immediately and automatically appear on an enrollment list. Bands that enroll in sanctioned contests with deadlines that occur before classifications are determined will do so without knowledge of their class.

5. Contest deadlines shall be administered automatically: submissions will not be accepted after 8:00 pm eastern time (7:00 pm central time).

6. Withdrawal and cancellation
   a. After a band is entered in a sanctioned event it may not be withdrawn unless the event is cancelled. If an entered band is the only band in its class, within twenty-four hours after the contest deadline the director of the band must email notification that the band will transfer to another contest. If a band is the only band in its class, and it is enrolled in a second contest on that same day, the director may withdraw the band without transferring. Recipients of the email should be the manager of the contest from which the band is transferring and the KMEA Executive Director. Failure to follow this procedure will result in the band remaining in the contest originally entered.
   b. The event manager must declare his/her decision to cancel within twenty-five hours after the enrollment deadline (9:00 PM eastern time, 8:00 PM central time). Failure to meet this deadline will result in an automatic loss of sanction the following year.
   c. If an event is cancelled it shall be the responsibility of the event manager to notify the band(s) immediately (no less than 25 days prior to the event). Bands so notified, and the host band of a cancelled contest, shall have the option of entering another contest for that date and may do so by phone or email 24 days prior to the event. (When a contest falls 26 days after Labor Day, the option to enter another contest shall be 23 days prior to the contest.) Any phoned-in transfers must be followed by a written confirmation transmitted or postmarked within 24 hours of the phone conversation. These are the only exceptions to the 26-day deadline.

7. All participating Kentucky bands must be registered with KMEA, and their directors must be members of KMEA.

8. Kentucky bands that do not apply for the State Marching Band Championships, and any out-of-state bands, may participate in KMEA sanctioned local contests. These groups will enter local contests and be classified in the same manner as bands that enroll in the Championships. All information needed for classification must be received on or before the deadline for entering the event.

9. Failure to appear at a sanctioned performance assessment event will result in automatic disqualification from the State Championships for that year. If finals are held, bands that qualify must attend finals. If an emergency situation or an extenuating circumstance exists, a written explanation must be sent to the KMEA Marching Band Committee Chairperson within seven days of the missed assessment for an exemption. Bands in the Festival Division will not be eligible for finals assessment.

10. Bands wishing to qualify for the State Championships are limited to a maximum of six in-state and/or out-of-state marching band performance assessment events (not including the State Championships) during the regular performance assessment event season. Non-sanctioned marching band exhibitions held before Labor Day will not count toward the six-event limit.

III.B. SCHEDULING BANDS FOR ASSESSMENT

1. a. Bands are to be scheduled by classification, with performance order within classification determined by random drawing. It is suggested that classifications proceed from smallest to largest.
   b. The method of scheduling is to be determined by the host and must be announced in advance on the application forms sent out to directors.
   c. Awards will be made by classification no matter the method of scheduling.
   d. Bands in the Festival Division will not be eligible for finals assessment.

2. Subdivision of classes is possible to form two or more equal classes. The division must be based on the enrollment information provided as provided by the Kentucky Department of Education (or, in the case of private schools, as submitted by the director and principal on the SMBC Application Part I) and the band sizes (number of student musicians). There must be at least six bands in a class before it can be divided, and there must be at least three bands in each subdivision. Classes will not be divided based on whether a band is in the Festival Division or the Competitive Division.
3. The order of performance will be determined by a drawing held by the host 23 days prior to the event.
4. A sanctioned performance assessment event that is postponed due to inclement weather may be rescheduled only on a weekday within two weeks of the original date. Bands committed to the original date may opt not to attend the rescheduled event. If the next-to-last contest of the season is cancelled due to inclement weather, bands have the option to enter another contest by 4:00 p.m. on the following Monday. They will be placed at the beginning or end of the contest and will be entered in the Festival Division.
5. A schedule of all bands must be sent or transmitted to each participating band no later than 1 day after the deadline for all eligible bands to transfer to the performance assessment event, and it must include:
   a. A suggested arrival time that allows sufficient time for each band to meet with performance assessment event guides and unload equipment.
   b. A dressing time period that is sufficient to allow members time to dress.
   c. A warm-up period of at least 30 minutes that is scheduled for each band, not to include travel time. This schedule must be correlated to performance time.
   d. A gate time to be used as a guide to ensure that the performance assessment event runs on time.
   e. A performance time that indicates when timing for the 14 minute block will start, regardless of the physical location of the band.
   f. Performance times for bands scheduled at fifteen-minute intervals.
   g. A list of all evaluators and awards
   h. The last band for evaluation scheduled no later than 9:45 PM (Exception: State Finals.) If a contest is delayed due to weather or for other reasons, bands enrolled may perform later than 10:00 PM. Following the announcement of a delayed performance schedule, a director may withdraw his or her band from the event without penalty or disqualification from Regional Quarterfinals.
6. Any host band electing to hold a senior recognition at its contest must hold that ceremony before the first competing band performs. In the case of a prelims-finals contest, senior recognition may be held before the first competing band in finals.

III.C. PARTICIPATING
1. Each band will be allotted fourteen minutes in which to enter the field, set up any equipment, perform the show, exit the field, and remove all equipment. Additional time may be utilized in accordance with section III.C.1.b.
   a. Bands may enter or exit the field from any point.
   b. Once a band has cleared the field and pit, the next band may move into the performance area. A band may not begin its performance until it is announced to enter the field at its scheduled time. Timing penalties will be assessed at on-half point per fifteen seconds or portion thereof. A band that has entered the field accordingly may warm up regardless of whether it has been announced to enter the field.
   c. Only band members, band staff and equipment crews will be allowed in the performance area. Once the performance has begun, band directors and staff must leave the performance area. For the safety of the students, and with permission of the contest manager, band staff/adults may remain in the performance area to secure props, if needed. Non-compliance carries a 5-point penalty. In emergencies, adults may enter the performance area with no penalty.
   d. Allowable exceptions:
      i. For the safety of the students, band staff/adults may remain in the performance area to secure props, if needed.
      ii. If a student has an Individualized Education Plan (IEP) that specifies a need for assistance, an aide who is fulfilling that need may accompany the student in the performance area during any part of the performance.
   e. Props and other grounded equipment, with the exception of soundboards, must be situated within the performance assessment event field as defined in II.C.1.g. Non-compliance carries a 5-point penalty.
   f. The pit area is defined as the area off the regulation football field playing area, between the 35 yard lines, extending a distance of 10 yards, or 30 feet, from the front sideline toward the audience/evaluators if facilities permit. All staff/adults must remain out of the pit area, behind
the field commander during the performance of the band. Non-compliance carries a 5-point penalty.

g. The performance field will be a regulation size football field with end zones including the area from out-of-bounds lines on the ends to 12 feet outward from the front and back sidelines (360 feet long). The contest manager at any specific facility having permanent structures that limit the performance area must inform applicants of such limitations at least 30 days prior to the event.

2. Each band must perform according to the following guidelines, during which time they will be evaluated.

a. In the first week of sanctioned contests, each band must perform from a minimum of four minutes to a maximum of ten minutes during which time they will be evaluated.

b. In the second week of sanctioned contests, each band must perform from a minimum of five minutes to a maximum of ten minutes during which time they will be evaluated.

c. In the third week of sanctioned contests through the state championships, each band must perform from a minimum of six minutes to a maximum of ten minutes during which time they will be evaluated.

d. Timing penalties will be assessed at on-half point per fifteen seconds or portion thereof.

3. When the band is in starting position, the drum major(s) must present a salute. The announcer will respond, “(name of band), you may take the field.” The drum major(s) will signify the conclusion of the band’s performance with a final salute immediately following the last prepared selection. Non-compliance carries a 5-point penalty.

4. An adult may control audio amplification equipment during the performance from outside the performance area, at the field level. Non-compliance with these limitations carries a 5-point penalty.

5. Prerecorded sounds other than music, such as narration or sound effects, may be used without penalty, but must be actuated by a student performer. Any prerecorded sounds used that are copyrighted must have permission obtained for their use, similar to copyright consideration for music. Evidence of such authority must be included in the Music Information Form required for your participation. Non-compliance carries a 5-point penalty.

6. No single, triggered, electronic sound may contain rhythmic content. If anything performed electronically has elements of melody, harmony, or rhythm, it must be performed live. All music must be generated by the performer who is actuating the instrument that is the source of the sound. No sequenced or pre-recorded music will be allowed during the band’s performance. Directors who are unsure whether or not their planned use of electronics is allowable may submit a sample of it to the Electronics Committee in advance of use in performance. Non-compliance carries a 5-point penalty.

7. Lighting effects must be controlled by a student performer. Non-compliance carries a 5-point penalty.

8. Prerecorded music may be used before the starting salute and/or after the final salute. Any prerecorded music used that is copyrighted must have permission obtained for its use. Evidence of such authority must be included in the Music Information Form required for your participation. Non-compliance carries a 5-point penalty.

9. Live animals, aircraft, sources of combustion (including firearms and/or live ammunition, flammable smoke “bombs”, fire batons and fireworks, etc.) are prohibited from use. A carbon dioxide fire extinguisher is the only permissible prop for smoke effects. No residue that is damaging to the field may remain on the field following a band’s performance. The school responsible for the damage must make restitution to the host school. Non-compliance carries a 5-point penalty.

10. Use of national or state colors is optional. A band doing so must follow the Code of Conduct of the Use of the American Flag. Non-compliance carries a 5-point penalty.

11. Bands should not display signs or banners in the evaluators’ viewing area. Supporters may wave hand flags. No cowbells, stereos, or other noisemakers, which may distract from the performances, are allowed.

12. Dropped equipment can be retrieved without an automatic penalty for the drop. However, drops may be reflected in the Overall Effect and Visual Performance scores.

13. Any band member who is ill may be assisted from the field by band staff, alternates or emergency technicians without penalty.

14. Assessment forms, recordings from the judges, composite sheets and Directors Report on Adjudicators forms must be given to each director immediately following the conclusion of the event. If finals are held, assessment forms, recordings from the judges, and evaluator evaluation forms must be given to
each director immediately following the conclusion of the preliminary evaluation. If practical, composite sheets should be given to bands in Festival Division following preliminary evaluations.

15. Participating bands will not be allowed to practice on the performance field the day of the performance assessment event. Non-compliance carries a 5-point penalty.

16. Bands are not allowed to practice music on or within a reasonable distance of the contest site (stadium, grounds, parking area) other than in the designated warm-up area at the designated time. A band engaging in a musical warmup outside the assigned warmup area will receive a 5-point penalty.

18. KMEA will act congruently with KHSAA regulations regarding drones (which follows FAA regulations). At all KMEA sanctioned marching events there may be no use of drones for any reason, regardless of the seating capacity of the facility. The flight restrictions begin one hour prior to the start of the event and end one hour after the event has concluded. If any of these devices are detected at a KMEA sanctioned event, it is the responsibility of the contest manager to stop the activity, and to ensure that any such device is not operating at the facility prior to the resumption of the activity.

III.D. ANNOUNCING AND TIMING

1. Announcer’s Duties
   a. At the printed time of a particular band and regardless of their physical position in the stadium, make the following announcement: “And now entering the field, at (time of performance), the (name of band) from (name of town)”.
   b. Make the following announcement after the drum major has given the salute: “(name of band), you may take the field.”
   c. Never announce prior awards of the band at any time.
   d. Unofficial announcements are prohibited at KMEA sanctioned contests and at any level of the state championships. These include but are not limited to personal announcements (i.e. “band-o-grams”). Reports of news and athletic scores are considered to be unofficial in nature and are not allowed.
   e. When admission is sold as general seating, contest managers are to direct announcers to say, “Please be considerate as people enter the stadium. Seats are sold as general admission, which means first-come, first served, so there is to be no saving of seats. Thank you for your cooperation.” This announcement is to be made at the beginning of each classification, or once an hour during total contest scheduling (including a multi-class finals competition).

2. Timing Official’s Duties
   a. Time each band to ensure that it does not exceed a fourteen-minute block of time that begins with the announcement, “And now entering the field, at (time of performance), the (name of band) from (name of town),” and ends when all personnel and equipment are cleared from the performance area, and all instruments are silenced.
   b. Time the actual performance of each band, which must be at least six minutes but no more than ten minutes in length. The timing of the show must begin immediately after the announcement, “(name of band), you may take the field.” Drum majors will signify the conclusion of the band’s performance (and timing for the show will end) with a final salute immediately following the last prepared selection.
   c. Record all timing information and any penalties on the Timing and Penalty Report.

III.E. EVALUATION

1. a. A six-person caption-style system must be used. The only official KMEA captions shall be Music Performance Ensemble (20%), Music Performance Individual (20%), Visual Performance Ensemble (10%), Visual Performance Individual (10%), Music General Effect (20%) and Visual General Effect (20%). Each caption shall have one evaluator each.
   b. Contest hosts may print adjudication sheets on colored paper corresponding with the traditional KMEA coding: music performance ensemble = blue, music performance individual = pink, visual performance ensemble = yellow, visual performance individual = lilac, general effect music = white, and general effect visual = green.

2. Online judge training to be required of anyone judging sanctioned contests unless exempted by the marching band chair.

3. It is suggested that evaluators evaluate different official captions if preliminary and final events are held.
4. Evaluators judging Music Performance Individual and Visual Performance Individual must be located on the performance field judge at sanctioned contests and the events on the championship weekends.

5. Other captions (guard, percussion, soloist, etc.) added by the host must be evaluated by separate evaluators. An evaluator evaluating an official KMEA caption must not evaluate any other caption.

6. Each evaluator must complete a written and verbal assessment of each band, and give each band a score based solely on the criteria of the caption sheet he or she is assigned.
   a. Official KMEA forms, licensed from Bands of America, will be used to record an evaluator’s written comments and score. The evaluator must initial any change on the evaluation form.
   b. The host must send to each evaluator a copy of the appropriate assessment form with corresponding instructions at least ten days prior to the event.
   c. Evaluators will not be told if a band is in the Festival Division or the Competitive Division.

5. Evaluation must begin immediately after the announcement, “(name of band), you may take the field.”

6. Evaluation must end with the final salute from the drum major.

7. Evaluators should be separated from each other as much as possible during the performance assessment event.

8. Only official performance assessment event staff is allowed in the evaluating area. Video crews, directors, staff, etc. from performance assessment event bands are not permitted in the evaluating area.

9. Directors Report on Adjudicators forms must be provided to each band director immediately following the performance assessment event to allow participating directors to evaluate each evaluator. Forms will include the name of each evaluator and area of evaluation. These forms are to be mailed to the KMEA Executive Director. In the event an evaluator is found unsatisfactory by 30% of the directors at three different sanctioned performance assessment events in one season or by 50% of the directors at two different performance assessment events in one season, the evaluator will not be included on the KMEA list of approved evaluators for the following year.

10. Assessment forms, recordings from judges, composite sheets and Directors Report on Adjudicators forms must be given to each director immediately following the conclusion of the event. If a critique session is to be held, recordings from the judges may be given to band directors as soon as possible after each band’s performance. If finals are held, assessment forms, recordings from the judges, and evaluation forms must be given to each director immediately following the conclusion of the preliminary assessment. If practical, composite sheets should be given to bands in the Festival Division following preliminary evaluations. Audio comments may be in the form of cassettes, compact discs, or digital files (mp3, etc.). The contest host must inform the participating directors of the particular audio format before the contest.

11. The wages of official KMEA caption evaluators will be paid by the host school using the following guidelines:
   a. Each evaluator will be paid a minimum of $200 per performance assessment event.
   b. For events with more than 15 performances (including finals performances), an additional $15.00 will be paid for each performance over 15. This applies to any exhibition bands that are assessed, including the host band.
   c. Evaluators will be paid a minimum of the current KMEA mileage rate, if needed.
   d. Lodging costs will be paid by the host, if needed.
   e. Any air fares will be paid by the performance assessment event host.
   f. A meal allowance up to $36.00 per day will be paid, if needed.
   g. Salaries of any additional evaluators shall be determined by the performance assessment event host.

12. All performance assessment event managers must provide an evaluator orientation prior to the first scheduled band performance. This orientation must include a full review of the Pre-Event Evaluator Orientation Packet, a review of KMEA assessment sheet captions and scoring guidelines, an opportunity for questions/answers, time for consultation between adjudicators in the same caption, and completion/signing of the Adjudicator Information Form.

13. Local managers will provide event results, including a recap sheet and signed Pre-Event Evaluator Orientation Packets, to the KMEA Executive Director within 48 hours of the completion of their event. Failure to comply will trigger an automatic loss of sanction for the following year. Directors may appeal loss of sanction penalty by submitting an explanation in writing to the chair of the Marching Band Committee who will hold a hearing prior to the fall MBC meeting.
III.F. **PENALTIES**

1. Any participating band violating any printed rule in sections III.C.1, III.C.2, III.C.3, III.C.4, III.C.5, III.C.6, III.C.8, III.C.9, and/or III.C.14 in the KMEA Marching Band Rules, Regulations and Policies will receive a penalty.
   a. Timing penalties will be assessed at one-half point per fifteen seconds or any portion thereof.
   b. All other penalties will be assessed at five points per infraction.
2. Only the performance assessment event manager may assess a penalty.
3. In the event of an infraction, the performance assessment event manager or other official representative must immediately notify the band director of the band in question of any penalty assessed.
4. All penalties must be assessed to ensure fairness. However, the performance assessment event manager may waive the penalty if there were circumstances beyond the control of the band in question.
5. Penalties will be deducted from the final score.
7. Participating directors should notify the KMEA Marching Band Committee Chairperson in writing of any rules infractions by the host or by other performance assessment event bands that go unreported.
8. **Disqualification**
   a. Any participating band violating any printed rule in sections II.A.9 (failure to appear) or II.A.10 (exceeding of the 6 event maximum) in the KMEA Marching Band Rules, Regulations and Policies will be disqualified from participation in the State Championships for that year.
   b. Students or staff who are involved in improper behavior, unsportsmanlike conduct, or destruction of property in the building or on the grounds of the event site will cause the band with which they are affiliated to be disqualified from the event. Directors and their students will be liable for destruction of property.

III.G. **SCORES, RATINGS, AND AWARDS**

1. **Scores**
   a. Scores must be tabulated and validated by two different individuals to ensure accuracy. The tabulators should be in a secure location away from spectators and performance assessment event participants.
   b. The evaluator must initial all changes on evaluation forms.
   c. Any discrepancy between the final score and the actual total of the sub-caption scores must be brought to the attention of the evaluator for correction. If this is not possible, the discrepancy will be resolved by using the final score of the evaluator and not the total of the sub-caption scores.
   d. Ties must be broken as follows:
      i. By comparing Music Performance scores.
      ii. If still tied, by comparing Visual Performance scores.
      iii. If a tie still exists, it will remain a tie and duplicate awards will be presented.
      iv. Scores from bands in Festival Division will not be considered in determining ties. (“Ties” will not exist in Festival Division.)
2. The scores of bands in the Festival Division will not appear anywhere on the composite sheet. Ratings for Festival Division bands will be inserted in place of scores.
3. **Ratings**
   Ratings will be assigned according to the following scale:
   
<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Distinguished</td>
<td>80.00 to 100.00 points</td>
</tr>
<tr>
<td>II</td>
<td>Proficient</td>
<td>60.00 to 79.99 points</td>
</tr>
<tr>
<td>III</td>
<td>Apprentice</td>
<td>40.00 to 59.99 points</td>
</tr>
<tr>
<td>IV</td>
<td>Novice</td>
<td>0.00 to 39.99 points</td>
</tr>
</tbody>
</table>
4. **Awards (optional)**
   a. First, second and third place and ratings will be awarded in each class for Competitive Division bands in single or preliminary evaluation. Ratings only will be awarded in each class for Festival Division bands. Bands in Festival Division are not eligible for any other ranked awards (Best Percussion, Guard, etc.).
   b. Festival Division awards will be announced first, followed by the Competitive Division awards.
c. Appropriate placement awards in each class will be given to bands in finals assessment. If classes are not separated (as in an open format), placement awards will be given to each band in finals.

d. Other awards may be given at the option of the host. However, it is felt by KMEA that a band should be viewed as a total unit and that other awards may tend to fragment the overall unity of the band. Drum majors may be evaluated but not ranked or scored.
e. Monetary awards or incentives are prohibited.

IV. KMEA STATE MARCHING BAND CHAMPIONSHIPS

IV.A. QUALIFYING FOR STATE CHAMPIONSHIPS

1. All bands participating in state level events must follow all rules and procedures for entering. Deadlines for entry will be strictly enforced.

2. Bands that participate in a KMEA district level concert assessment the preceding spring may become eligible to participate in the State Marching Band Championships for the current year by performing for assessment at two or more KMEA sanctioned events within the current marching season. If a band is registered for a contest and the contest is cancelled due to inclement weather, the contest will still count as one of the two events that allow the band to qualify.

3. Host bands may not compete or qualify at their own events. (Exception Quarterfinals and Semifinals)

4. Bands must declare their intention to participate, and private schools must also submit enrollment information on the SMBC Application Part I. Bands will then be assigned to the appropriate classification based on definitions in rule I.B.
   a. The deadline for the SMBC Application Part I is August 15 at 4:30 p.m., Eastern Time. Bands applying to the SMBC (Regional Quarterfinals and beyond) must include an application fee of $100.00 with the form. (The application fee will not be refunded if the band does not qualify for state level events.)
   b. The SMBC Application Part II, Music Information Form, and Permission to Arrange must be received by the August 15 deadline.
   c. Bands must enter in Festival Division or Competitive Division. Festival Division will be non-competitive and bands entered in this division at the Regional Quarterfinal events will not continue in semifinals or finals events of the State Marching Band Championships since these succeeding events are strictly competitive. Regional Quarterfinal events are not considered to be competitive events and may be used as a final, end of season evaluation for bands that have qualified as outlined in these rules. Bands not wishing to compete should enter in the Festival Division.
   d. A director may request a change of division at the Regional Quarterfinal event by notifying the KMEA Executive Director in writing. This written notification must be received by the KMEA Executive Director 12 days prior to the Regional Quarterfinal date. If not received in writing by midnight 12 days prior to the event, the request for change will automatically be denied. Competitive division bands that receive one of the eight highest scores will qualify to continue in semifinals competition.

5. Bands will be assigned to an east or west regional site based on their geographic location and equal division of the classifications for all registered bands. Assignments will be made by the KMEA Executive Director, Band Division Chair, and MBC Chair and posted on the KMEA web site within one week after the September 1 deadline. Bands must participate in the regional events as assigned.

6. If the number of bands in a class is sixteen or fewer, Regional Quarterfinals will not be held for that class. All bands in the class will be enrolled in the Semifinals. The KMEA Executive Director will hold a drawing following the August 15 deadline to determine the order of performance in each class at the Regional Quarterfinals, and/or at the Semifinals in each class in which the number of bands is sixteen or fewer including all bands that submitted a completed application on time. Bands that do not qualify for State Championships will be removed from the performance order.

7. Bands that performed in one of the first five performance positions within their classification and regional assignment for State Marching Band Championships will be withheld from the drawing conducted by the KMEA Executive Director until five bands have been drawn or until five bands have been drawn or until all remaining bands have been drawn, whichever comes first. The draw is for Regional Quarterfinal events only, or Semifinals in the event Regional Quarterfinals are not held. This
reference to the previous year’s order does not apply to the drawing for performance order at the state Semifinals held following Regional Quarterfinals. In the event quarterfinals are not held for a class, a random draw will be held for semifinals.

8. The State Marching Band Championships will be operated under the rules and regulations of KMEA. KMEA will control all financial aspects of the event.

9. Bands qualifying for the State Marching Band Championships are limited in the number of performance assessment events they may enter during the marching event season. Bands wishing to qualify for the State Championships are limited to six events. It makes no difference whether these events are sanctioned or unsanctioned, nor whether they are in-state or out-of-state.

IV.B. EXHIBITION BANDS AT REGIONAL QUARTERFINALS
1. College and university bands wishing to perform in exhibition following a regional quarterfinals competition may request to do so by written correspondence with the KMEA Executive Director.
2. Only one band will be permitted to perform after a class competition. Permission will be granted based to the first band to make a written request to the KMEA Executive Director.
3. Exhibition performances at regional quarterfinals will occur immediately after the last band in competition and prior to awards.
4. Exhibition bands will not be permitted to perform following state semifinals or finals.

IV.C. AWARDS AT STATE LEVEL
1. Distinguished performance plaques will be awarded to bands scoring 80.0 and higher in Regional Quarterfinal assessment. Distinguished performance plates for application to placement plaques will be awarded at semifinals to bands scoring 80.0 and higher. These awards will be announced at the conclusion of those events.
2. All Regional Quarterfinal participants will be eligible to purchase the Kentucky State Marching Band Championships patch.
3. Post event victory concerts are not allowed at any KMEA Championship Events. (Regional Quarterfinals, Semifinals, or Finals).
4. Plaques will be awarded to the four finalists in each class at the state championship.
5. Plaques denoting 5th through the 16th place in semifinal assessment will be awarded to bands placing in those positions in each class.
6. Semifinalist bands will be awarded stripes denoting “semifinalist” at no cost to the students.
7. Finalist bands will be awarded stripes denoting “finalist” at no cost to the students.
8. Olympic-style medals will be presented to all members of finalist bands at no cost to the students.
9. Awards presentation for Semifinals:
   a. Field Commanders/band representatives will be called to the field shortly after the last performing band has vacated the performance area.
   b. Packets should already be stuffed and awaiting only the last performing band’s sheets and the composite sheet to be put in each semifinalist’s packet.
   c. Each Semifinalist plaque should be taken out of its box and set on a table for easy access to presenter.
   d. Each of the 16 finalists is recognized and presented (in performance order) a semifinalist plaque. A KMEA official meets the field commander (just like finals) and presents the plaque in person and offers congratulations with a handshake and a smile.
   e. Distinguished ratings are announced and bands are recognized with a plaque at quarterfinals, and an announcement at semifinals.
   f. Before finalists are announced, all semifinalist band packets will be clearly marked, placed in alphabetical order, and displayed on a table at or near the 50-yard line. A KMEA official or staffer will be at the table to assist in distribution of packets to the directors. The announcer will instruct band directors to pick up their packets.
   g. Overall caption winners for Best Overall Music Performance, Best Overall Visual Performance, and Best Overall Effect to be announced at pre-determined intervals during the course of placement awards. No plaques would be issued for these acknowledgements – just announcements.
   h. The announcer will recognize 16th place through 5th place, then announce the four finalists.
IV.D. PERFORMANCE ASSESSMENT EVENT FORMAT

1. Regional Quarterfinals
   a. Up to ten sites will be required (two each – A, AA, AAA, AAAA, AAAAA divided geographically).
   b. Two classes may be combined into one site to cut down on site requirements if applicable.
   c. Sites must have a quality high school or university stadium. The sites will be selected through a bid process.
   d. The eight highest scoring bands in each class from each Regional Quarterfinal event (a total of 16 per class) will be in semifinal events.
   e. If the director of a band that qualifies for a semifinal event declares that the band shall not appear at that event, and if said declaration occurs prior to the draw for Semifinals performance order at the end of Regional Quarterfinals, the next competitive band in order of score may be offered the vacant semifinal position. This system may be used to fill any vacancies in the eight positions continuing in semifinals competition.
   f. Regional Quarterfinals managers will report to the manager of the State Marching Band Championships by 11:00 p.m. the day of the regional event the names of bands (maximum of 8 per class) qualifying for the state championship semifinals. Failure to do so may cause the bands to be disqualified.
   g. The first band at a Regional Quarterfinal site hosting one class will be scheduled no earlier than 12:00 noon local time. If two classes are being held at a single location, the first band will be scheduled no earlier than 10:00 am local time.

2. Semifinals and Finals Information
   a. There will be five sites for semifinal events. Locations of those sites will be determined by the KMEA Executive Director in consultation with potential site hosts.
   b. A drawing for performance order at the semifinal event will take place on the Saturday of the Regional Quarterfinal, immediately following the event. Bands placing 1st–4th at Regional Quarterfinals will randomly draw for performance slots 9–16. Bands placing 5th–8th at Regional Quarterfinals will randomly draw for performance slots 1–8. In even years, even numbered slots will be assigned to bands from the east region and odd numbered slots will be assigned to bands from the west region. In odd numbered years the reverse will be the case.
   c. The four highest scoring bands in each class for semifinals events (A, AA, AAA, AAAA, AAAAA) will be eligible to participate in the finals event.
   d. A drawing for the order of performance in each class for finals will be held at the conclusion of each semifinal event. This drawing will be held immediately after the finalists are announced.
   e. If practical, bands will perform by class in the finals event beginning with Class A, followed by AA, AAA, AAAA, and AAAAA. However, on a given year, the championships manager may change this order to allow sufficient time for bands and spectators to travel to the finals site from a distant semifinals site.
   f. Finals will begin at 6:00 pm local time.

IV.E. EVENT DATE AND CANCELLATION POLICY

1. The State Marching Championships dates and locations will be recommended by the Marching Band Committee.
2. If possible, the Championships will be held in the same location for two years.
3. If any Regional Quarterfinal event must be canceled due to inclement weather or any other necessary reason, the event may be rescheduled on Sunday, Monday, Tuesday or Wednesday following the originally scheduled date. If the event cannot be rescheduled on those days, it will be canceled entirely.
4. Events will be canceled and/or postponed at the discretion of the site manager after consultation with the band directors scheduled to participate in the event. A simple majority vote of the participating directors is required to cancel or postpone a Regional Quarterfinal event. Cancellation/postponement and rescheduling of Regional Quarterfinal events must take place on the Saturday that the event is originally scheduled to take place.
5. Only bands selected from Regional Quarterfinal assessment events will continue in semifinal level assessment. The Regional Quarterfinal event must be held in order for bands assigned to that event to be able to continue in semifinal competition. (Exception: see IV.C.1.e & f.)
6. Semifinals and finals events may not be rescheduled.
7. If Finals must be cancelled due to inclement weather or any other necessary reason, the scores from semifinals will be used to determine the placement of all sixteen semifinalist bands.
8. If Semifinals and Finals must be cancelled due to inclement weather or any other necessary reason, placements will not be awarded.

IV. F STAFFING
1. Band entrance gate attendants for Semifinals and Finals play a vital role in the flow of traffic in and out of the performance area, as well as the atmosphere during a band’s arrival at the gate. If at all possible, be chosen from among KMEA officials. In addition to their regular work assignment, the gate attendant should:
   i) Greet the band director(s) and offer a handshake with a smile and a “Congratulations!”
   ii) Have a calming and reassuring demeanor. This might be something as simple as casual interaction with the director(s).
   iii) If the opportunity presents itself, (and it seems the band director will allow it) share congratulations with band members. (Thumbs up, “Congratulations,” high fives, applaud as they prepare to enter the field, “Have a great run!,” “Proud of you!,” etc.)

IV.F. EVALUATION AT STATE CHAMPIONSHIPS
1. Evaluation panels will consist of:
   a. One panel per site for Regional Quarterfinals events (up to 10 panels for Regional Quarterfinals)
   b. One panel per site for semifinals assessment event (one panel for each classification – 5 panels)
   c. Two panels for finals comprised of adjudicators from semifinals who are to be assigned to classifications other than the one they judged in semifinals.
2. Evaluators cannot have any connections with bands in the assessment event, such as drill designer or music arranger.
3. At Regional Quarterfinals and Semifinals, judges will be allowed to retain score sheets until four bands have performed.
   a. The Press Box Manager will instruct the judges to consult, especially within caption.
   b. After the fourth band’s performance, the four sheets will be collected by the tabulator and no further retention of score sheets will be allowed.

IV.G. ANNOUNCER AT STATE CHAMPIONSHIPS
KMEA will provide an assessment event announcer to introduce each band. The announcement will follow the same format as events held during the year.

IV.H. ADMISSIONS POLICIES FOR STATE CHAMPIONSHIPS
Admission and ticketing policy for the State Marching Band Championships will be determined by the KMEA Board of Directors. KMEA, KASA, and CNAfME members will be admitted free to all KMEA State Marching Band Championships events by showing a current membership card. Children age 6 and under are admitted free.

V. KMEA MARCHING BAND COMMITTEE
V.A. DEFINITION
The KMEA Marching Band Committee shall consist of:
1. A state appointed chairperson.
2. Twelve elected members, one from each KMEA district.

V.B. TERMS OF OFFICE
The term of office for members will begin on September 1. The two-year term will end on August 31.

V.C. ELECTIONS
Even numbered districts will elect representatives in even numbered years and odd numbered districts in odd numbered years.

V.D. RESPONSIBILITIES
It shall be the duty of the Marching Band Committee to set and enforce all rules and regulations pertaining to the operation of KMEA performance assessment events for marching bands. Actions taken by the MBC must be forwarded to and approved by the Band Council and the KMEA State Board of Directors.

V.E. ELECTRONICS SUBCOMMITTEE

1. Any questions would need to be received by the chair of the electronics subcommittee no fewer than fourteen days before the sound is to be used in performance at a KMEA sanctioned contest. A detailed description of how the sound is generated and how it is to be used in the production would need to be included with the question. An audio or video recording of the sound in question being performed with the ensemble and a metronome would be helpful in determining the acceptability of the sound. The recording could be submitted electronically or via mail.

2. The subcommittee would then evaluate using upon the following criteria:
   a. Is each sound articulated by the performer either with keys, drumsticks, hands, feet, or breath. If yes then the sound produced is acceptable. If no, then proceed to criterion b.
   b. Does the sound contain elements of steady beat? If no then the sound is acceptable. If yes then proceed to criterion c.
   c. Are the sounds NOT articulated by the performer being generated by either echo or reverb effects? If no, the sound is NOT permitted. If yes, proceed to criterion d.
   d. Does the sound in question establish a new tempo or align with previously established tempo in the production. If yes, then the sound is NOT allowed. If no, the sound is acceptable.

3. The subcommittee would then submit its recommendation to the chair of the Marching Band Committee for final approval. The band director submitting the question would be notified of the subcommittee's decision no later than seven days following original submission.

V.F. SUGGESTED BEST PRACTICES FOR NEW BUSINESS FOR THE KENTUCKY MARCHING BAND COMMITTEE

1. Motions from districts: any district can decide how it wishes to bring new business to the Kentucky Marching Band Committee through its MBC representative. It is suggested that districts should study, vet, and carefully consider any proposal before submitting a motion. Districts may decide to contact the Marching Band Chair or existing subcommittee chairs for assistance in administering a statewide survey to determine whether a proposal has broad support.

2. Motions from subcommittees: subcommittees should be appointed by the MBC chair to study complex issues. It is suggested that subcommittees survey members, consult with the KMEA Executive Director, look at other national models, and carefully study all aspects of proposals before submitting ideas to the Kentucky Marching Band Committee. Members of subcommittees should represent a diverse cross-section of Kentucky band directors (diverse by way of geography, classification, etc.).

3. Motions from the MBC leadership: the MBC leadership shall consist of the Kentucky Marching Band Committee State Chair, the KMEA Executive Director, and the KMEA President. The chair may want to consult with other individuals or groups during the formation of a proposal. The MBC leadership should suggest new business that is primarily administrative and procedural. If the MBC leadership identifies a need for a new business item that is not administrative or procedural in nature, it should present its findings to a subcommittee or form a new subcommittee to study this new business item.