

Chief Steward Program

OPERATIONS MANUAL



Western United States Pipe Band Association

www.wuspba.org

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A. Office Overview

The Chief Stewards are critical to the efficient and timely communications between the games sponsors and the association regarding issues related to organizing either solo and/or band contests that are sanctioned by the Western United States Pipe Band Association.

This manual is intended to aid the Chief Stewards appointed by the respective branches in understanding the scope of the program and accomplishing the duties and obligations of the office.

- 1. Chief Steward Appointments.** The Chief Stewards are appointed by each of the Branches. A successful appointee should be well versed in the current WUSPBA Bylaws and Contest Rules as well as some experience with the contest environment with regard to piping and drumming competitions. Additionally, individuals appointed to the position should not have competition commitments at the contest for which he/she would be serving. The reason for this is two-fold: (i) the CS workload is such that many of the duties will conflict with the timing of contests if the CS is also a competitor; and (ii) because the CS works with registration materials, score sheets, timing of the bands, etc., the CS should not be a competitor to avoid any perceived conflict of interest.

The duration of the appointments will be at the discretion of the Branch according to the respective Branch Rules.

- 2. Jurisdiction.** Each Chief Steward will be responsible for contests within their respective Branch as assigned by the Branch.
- 3. Decorum.** To the extent that the Chief Stewards represent and reflect upon the Branch and the WUSPBA, the Chief Stewards must conduct themselves professionally, objectively and in a manner not inconsistent with the Association's Code of Conduct.
- 4. Expense Reimbursement.** Each Chief Steward will receive a \$45 *per diem* for each contest day. Upon advance approval by the Branch, lodging expenses will also be reimbursed at no more than host hotel rate.

B. WUSPBA Chief Steward Communications with Contest Organizers

- 1. Introductory Interview.** As soon as possible, but no less than eight weeks prior to a contest, the Chief Steward shall contact the Contest Sponsor/Organizer (or designated Piping & Drumming Chairs or other representative) within his/her assigned jurisdiction. The purpose of the introductory interview is to explain the process by which the Contest Organizer obtains WUSPBA Sanctioning including

a description of the information to be submitted to the WUSPBA Executive Committee for approval along with the due dates.

Additionally, the Chief Steward shall describe the services that he/she will be able to provide to assist the Contest Organizer in obtaining WUSPBA Sanctioned Event Status whether the assistance be physical, logistical, scheduling, enrolling in the Adjudicator Services Program, selecting contest events, completing all necessary paper work. The WUSPBA Chief Steward and Contest Organizer shall agree on what services the WUSPBA Chief Steward shall be assisting.

- 2. Assist in WUSPBA Sanction Process and Verify Sanctions Have Been Granted.** WUSPBA sanctioning is recognition that a contest and its sponsor are following the WUSPBA procedures so that competitors have a consistent and fair forum for competition. The benefits of sanctioning to contest organizers include a greater draw of competitors and assistance from the WUSPBA. No unsanctioned contests may be held within the WUSPBA area and all solo and band contests must receive WUSPBA sanctioning. Local option solo contests may also be permitted if submitted for approval by the WUSPBA Executive Committee. See WUSPBA Contest Rules.

The Chief Steward should assist the Contest Organizer/Sponsor in meeting the necessary prerequisites for sanctioning including obtaining permits, approved adjudicator lists, etc. The Chief Steward can use the Contest Information Worksheet to track the deadlines and status of the sanctioning process (see attached).

- a. Sanctioning Request.** To obtain WUSPBA Sanctions, the Contest Sponsor must complete a multi-step process. Sanctioning Request Forms (SR-Forms) are available for electronic submission or hard-copy submission. Table 1 summarizes the due dates for the submissions.

Table 1: Contest Sponsor Sanctioning Submission Deadlines

STEP	Due Dates	Submission Description	Send To:
Step 1	before distributing entry forms and other contest information to prospective competitors	a) SR-Form A: Contest Information b) SR-Form B: Event Schedule c) Draft Contest Entry Form and other contest information to be mailed to prospective competitors. NOTE: The entry form must be approved WUSPBA EC before distribution to prospective competitors. We recommend that sponsors wait for approval before printing the form to avoid added expense if changes are required.	Executive Secretary

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Step 2	4-6 weeks before event (see item “d” below)	a) SR-Form C: Assigned Adjudicators Form b) SR-Form D: Contest Permit Fee Worksheet NOTE: Upon review, the WUSPBA EC will issue its approval to the Contest Organizer/Sponsor.	Executive Secretary
Step 3	2 weeks after the event	Contest Permit Fees are due.	Treasurer

- b. Non-Standard “LOCAL OPTION” Contest Events or Rules.** Contest Organizers/Sponsors should be encouraged to offer the list of events identified on SR-Form B “Schedule of Events” before offering non-standard (local option) events. All local option events must be reviewed by the Executive Committee.

Additionally, any **local option rules** to be applied at the contest which are not already stated in the WUSPBA Contest Rules should be forwarded to the WUSPBA Executive Secretary for review. These rules must not conflict with the WUSPBA rules.

Usually local option events and local option rules are indicated on the draft entry form. Additionally, these events and rules should be listed in the local option space on SR-Form B “Schedule of Events” in the lower right corner.

- c. Non-WUSPBA Bands.** To the extent possible, the Chief Steward should obtain from the Contest Sponsor a list of non-WUSPBA member bands that have registered to compete at the Contest venue. The Chief Steward will forward the non-WUSPBA band the following in either hard or soft formats:

- WUSPBA Bylaws and Contest Rules
- Statement of Understanding

The Non-WUSPBA Band should:

- Return the executed Statement of Understanding
- Evidence of Registration within their home association

The Chief Steward should forward the executed Statement of Understanding and evidence of registration to the Executive Secretary.

- d. Proposed Adjudicators.** WUSPBA area contests must be adjudicated by WUSPBA-approved judges only (see WUSPBA Approved judges list). The Contest Organizer/Sponsor must submit a **list of proposed adjudicators** to the WUSPBA Executive Secretary no later than **four (4) weeks before the contest date** for expedited review (see SR-Form C). The list should include

all events offered at the contest along with the name of the corresponding proposed adjudicator.

If a Sponsor wishes to use one or more **non-WUSPBA adjudicators**, the proposed adjudicator list must be **submitted six (6) weeks before the contest date**. This Executive Committee will forward SR-Form C to the Advisory Committee for consideration.

NOTE: The Contest Organizer/Sponsor must contact the adjudicator's home association before contracting with non-WUSPBA judges especially where the association makes the adjudicator assignments for all their respective contests. The RSPBA Executive Officer Ian Embelton made this request at the ANAPBA 2003 Summit meeting.

If the Sponsor requests assistance in selecting suitable judges, please refer to the guidelines in the Piping & Drumming Handbook and the most recent list of WUSPBA Approved Adjudicators. Additionally, WUSPBA is now offering an Adjudicator Services Program to assist Contest Organizers/Sponsors in obtaining qualified adjudicators for their contests. Enrollment in the Adjudicator Services Program must be submitted at least 3 months in advance of the event.

- 3. Contest Days.** The role of the WUSPBA Chief Steward on contest day is to assist in the smooth running of all contests and to advise the WUSPBA Contest Committee of any possible infractions of applicable WUSPBA contest rules. The Chief Steward **is not a WUSPBA Contest Committee Representative and therefore cannot make emergency decisions** regarding changes in assigned adjudicators, grading levels, disqualifications, etc. All such matters should be immediately referred to the WUSPBA Contest Committee.

Please contact your Branch Office for the list of WUSPBA Contest Committee members prior to each event since the list will change from contest to contest.

- a. Dress.** The Chief Steward should be appropriately dressed in highland attire and wear distinctive identification provided by his/her respective Branch.
- b. Solo Registration with WUSPBA.** The Chief Steward will be on site during registration to ensure all competitors are registered with WUSPBA or affiliate registration. Any WUSPBA registration fees and/or WUSPBA registration forms received that day for individuals not currently registered will be forwarded by the Chief Steward to the WUSPBA Treasurer for processing after the contest.

To assist in this process, the Chief Steward should obtain a list of all competitors entered in the event **before the contest** to verify registration. To the extent that individuals have not completed the WUSPBA registration process prior to the event they may complete the process on the contest day prior to the event. If the individual has indicated that the registration is “pending” make a note of the name and forward to the Registrar. The Chief Steward will record the following registration information:

- Date of Registration
- Name, address, telephone number, e-mail, WUSPBA number and band affiliation or tartan (for soloist competitors)
- The event(s) entered and total amount of the fee enclosed

The registration fees are:

- \$20 for first time registrants and timely renewals
- \$30 for late registrants
- \$10 for additional family members (must have same mailing address)
- \$10 for non-competing individual membership

c. Band Registrations. Similarly, all bands entered in an event must be properly registered with WUSPBA or an affiliated association. Additionally, the Chief Steward should obtain the Official Rosters for registered WUSPBA bands before the event to confirm that no individual is listed on two rosters (other than as an instructor). The official rosters may be obtained from the WUSPBA Registrar. If an individual is listed on two rosters, the WUSPBA Executive Committee should be notified immediately. This may be done in advance of the contest.

Additionally, the band members must have registered with the band 30 days in advance of the contest. If an individual is not registered within the required time period, the individual may not compete with the band. If the individual does compete with the band, the WUSPBA Contest Committee should be notified immediately following the event.

d. Event Stewards. Contest Organizers/Sponsors are encouraged to hold a training session for their stewards a week or two prior to the games. Whenever feasible, the WUSPBA Chief Steward should attend these training sessions to learn their system and be available to answer any questions regarding his/her role.

On the day of the contest, the event stewards must return the score sheets to the event head steward immediately after each contest, showing the forms to no one. Event stewards should also be informed that it is their obligation to

keep judging results confidential until results are formally announced, and not to repeat any comments about any competitor or band that they might chance to hear from a judge during the course of their stewarding. The event head steward oversees other stewards and tabulation of band and solo contest scores.

- e. **Band Draws.** According to the WUSPBA Contest Rules, where a band is not represented at a band draw, and Executive Committee Officer shall draw on behalf of the absent band. The WUSPBA Chief Steward shall, for purposes of the band draw only, shall stand in for the Executive Committee Officers and shall make the draw for any absent bands.

- f. **Timing of Band Contests.** The WUSPBA Chief Steward will be responsible for timing the band contests. Consequently, the WUSPBA Chief Steward must synchronize his/her watch with the official time clock. WUSPBA-sanctioned band contests run on time. Under the WUSPBA bylaws, **bands must be at the line no later than five minutes after their appointed time, or five minutes after the exit of the preceding band, whichever is greatest.** Bands who are late may be disqualified by a WUSPBA representative. Chief Stewards should use the Band Contest Time Sheet to track the arrival and exit of the bands as well as the duration of the contest performance. **Arrival** at the line is defined as when the front row of the band reaches the line. **Exit** is defined as when the last row of the band crosses the line. All time issues should be reported to the WUSPBA Contest Committee as soon as possible.

A large clock with the "official time" should be displayed in the band contest area and an event steward should be assigned to let bands that are "next up" know how much time they have until their contest.

- g. **Reviewing Score Sheets.** The WUSPBA Chief Steward should review the score sheets to confirm they are completely and appropriately filled out including signatures and scores. If the sponsor uses their own kilt numbers, the solo competitors' WUSPBA number should be listed on the solo contest forms.

- h. **Information & Possible Infractions:** The WUSPBA Chief Steward should be familiar with the current WUSPBA Bylaws and Contest Rules. Accordingly, if there may be an infraction of the rules, the WUSPBA Chief Steward should advise the competitor and notify the event representative and WUSPBA Contest Committee immediately, so that that situation can be resolved as quickly as possible. The WUSPBA Chief Steward should request a list of the WUSPBA Contest Committee members from the Branch prior to the contest.

- i. **Protests.** The WUSPBA Chief Steward will accept any formally lodged protests (i.e. written and signed by the protestor with \$5 fee) and forward them in a timely fashion to the WUSPBA Contest Committee for processing. See WUSPBA Bylaws and Contest Rules for additional information regarding protests on contest day.

4. Post-Contest

- a. **File Paperwork.** After the contest, the Chief Steward needs to collect, review and forward the following documents as indicated in Table 2.

Table 2: Contest Information Mailing Chart

Packet No.	Contents	Send To:
Packet 1	a) Pink Score Sheets b) Pink Summary Sheets c) Band Time Sheets	Registrar
Packet 2	a) Protests, if any b) Summary of any problems	Executive Secretary
Packet 3	a) Registration forms b) Membership checks/cash c) Any protest fees (\$5 each)	Treasurer
Packet 4	If the Contest Organizer will not retain the Yellow Score/Summary Sheets. However, if the Contest Organizer agrees to wishes to retain the Yellow Sheets for their own files, they may do so.	Branch President

- c. **Exit Interview with Contest Organizer/Sponsor.** Two weeks after the event, telephone conference with the sponsor as an exit interview to go over any problems that may have occurred and discuss methods to avoid them in the future.
- d. **Verify Payment of Contest Permit Fees (Sanctioning Fee).** Contest permit fees are based on the number of competing bands at a contest. There is no fee for games that offer solo contests only. Permit fees are due to the WUSPBA Treasurer no later than two weeks following the contest. Checks should be made out to WUSPBA and sent to the WUSPBA Treasurer. Before conducting the exit interview, the WUSPBA Chief Steward should determine whether payment has been received by contacting the WUSPBA Treasurer.

If the permit fees have not been received, the WUSPBA Chief Steward may follow up with the Contest Organizer/Sponsor during the exit interview.

The amount of the contest permit fees are indicated by the total number of bands competing:

- 1-5 bands \$110 per day
- 6-10 bands \$125 per day
- 11-15 bands \$150 per day
- 16 or more bands \$200 per day

C. Property

1. **Official WUSPBA Clock.** See Branch rules.



Chief Steward Contest Information Worksheet

Chief Steward: _____

Branch: _____

Contest Name: _____

Sponsor Name: _____

Dates of Contest: _____ Location: _____

Contact Name: _____ Title: _____

Address: _____ Day Tel: _____

_____ Eve Tel: _____

E-mail: _____ Fax: _____

Initial Contact Date: _____

Date Entry Form received by WUSPBA: _____ Approved: _____

Date judges list received by WUSPBA: _____ Approved: _____

(mandatory: 4 weeks before event for WUSPBA approved judges and 6 weeks for non-WUSPBA judges)

Date WUSPBA sanctions granted by WUSPBA: _____

Date sanctioning fees received by WUSPBA: _____

List Non-WUSPBA bands competing at contest: _____ Signed Stmt of Understanding

_____ Yes _____ No

_____ Yes _____ No

_____ Yes _____ No

List any special Programs Running On-Site: _____

Indicate any special concerns: _____



Statement of Understanding for Non-WUSPBA Registered Pipe Bands

Chief Steward: _____

Branch: _____

Band Name: _____ Grade: _____

Hometown: _____ Association: _____

Band Representative: _____ Title: _____

Address: _____ Day Tel: _____

_____ Eve Tel: _____

E-mail: _____ Fax: _____

Name of Contest Venue: _____

Location of Contest: _____ Dates: _____

I, _____, am the official representative of the ____
(name of band representative)

_____ and have
(name of pipe band)

received, read and understand the Bylaws and Contest Rules of the Western United States Pipe Band Association. I have distributed and/or explained the rules contained within these documents to the members of the Pipe Band. The Pipe Band understands and agrees to abide by all stated rules and guidelines contained therein at the above indicated contest venue.

Date: _____

(signature of band representative)

(print name and title)

