

## Instructions for Submitting Sanction Requests to WUSPBA

### Step 1.

Download the Sanction Request Forms from [www.wuspba.org](http://www.wuspba.org) under the Contest Sponsor Information page.

### Step 2.

Complete the forms. These forms are designed to be completed on your computer and then e-mailed to WUSPBA. To complete the forms electronically, open the document, use the "Tab" key or the mouse to navigate through the fields, then enter the data (for check boxes, use "x" key to mark and unmark or click with the mouse). Skip over any fields that are located in the "official use only" boxes.

**SR Form A** asks for general contact information. We also use this form to record which documents we have received and approved.

**SR Form B** requests a list of events held at the contest. For your convenience, we have provided all of the WUSPBA tracked contests that are identified in the WUSPBA Contest Rules. Any contests that are not WUSPBA tracked, including the Grade 5 solo chanter and pad contests, should be noted in the "local option" fields. We also use this form to compare against the **draft entry form**.

**SR Form C** requests a list of all the adjudications for the contest. Please select judges who are on an approved adjudicators list. WUSPBA judges must be on 2004 WUSPBA Approved Adjudicator's list, available at [www.wuspba.org](http://www.wuspba.org). Because WUSPBA uses a two level panel system of judges, it is important that you provide the specific event (i.e., piping/ensemble/snare/tenor/drum major; band/solo; grade level) along with one adjudicator.

Appropriate: G2 Bnd Piping Jane Judge WUSPBA  
G2 Bnd Ensemb Arnie Adjud PPBSO

Inappropriate: All drumming David Drum WUSPBA  
All piping Peter Piper PPBSO

If you need assistance with this form, please don't hesitate to contact your assigned WUSPBA Chief Steward, your Branch President, or any one of the Executive Committee officers.

**SR Form D** is the fee worksheet. If you are offering only solo contests and no band contests, please indicate "0" bands and submit this form along with your sanction request packet.

### Step 3.

Attach the draft entry form(s) and the completed SR forms to an e-mail addressed to [secretary@wuspba.org](mailto:secretary@wuspba.org). It is helpful if you save your Sanction Request forms with the contest city location and the form letter. For example, SR Form A for the United Scottish Society Highland Games would be saved as "CostaMesa-A.doc".

**Please don't hesitate to contact us if you have any questions or need assistance.**