

Mountain West Marching Invitational Competition Handbook

ARTICLE 1: COMPETITION SETUP

SECTION 1: FACILITIES AND DEFINITIONS

A. Performance Area Definitions

- a. Performance Area - The entire field surface of the stadium. Track surfaces are not considered the field surface.
- b. Performance Field - A regulation-sized American football field with end zones, including from 15 feet in front of the regulation field (or the front soccer boundary on a multi-purpose artificial turf field) to the back limit of the surface field.
- c. Staging Area - The area of the Performance Area behind the Timing line, generally (but not limited to) the end zone.
- d. Timing Line - The boundary line of the entrance to the Performance Field, congruent to the goal line.
- e. Spectator Area - the seating area and aisles, the entire stadium other than the performance area.

B. Field Markings

- a. The front boundaries of the Performance Field will be marked with the portable field markers and the regulation football field will be clearly lined every five yards.
- b. Hash marks shall be placed at 53'4" from each sideline (dividing the field into equal thirds) every five yards. College facilities must add these high school hash markings (additional paint for grass fields or field tape for artificial turf fields).
- c. Other markings (field numbers, vertical sideline markings, etc.) are not required, but may be included by the show host).

C. Warmup Areas

- a. Each competition will have two sufficiently-sized zones for bands to complete their pre-performance warm-up routine.

D. Performance Venue

- a. Each competition will be hosted at a venue with a regulation football field and required markings.
- b. The Performance venue will have a press box for judges and competition personnel. Personal video recordings may not be filmed from the press box.

SECTION 2: SCHEDULING

- A. Bands will perform within their classification group. Classification groups will be ordered from the smallest band classification at the beginning of the show to the largest band classification at the end of the show.
- B. Bands may elect to perform for comments only (exhibition). Exhibition bands will be placed at the discretion of the show host, but not within a competing band classification.
- C. Local competitions
 - a. Each classification will be ordered by random draw or by the show host.

- i. There will be a separate draw for each IMEA marching band competition.
 - ii. Only bands with completed registrations (as of September 27) will be eligible for the draw.
- b. Exceptions to the random draw (in order of application).
 - i. Bands that have not submitted a complete registration will perform first in the classification.
 - ii. Bands that did not perform at a particular show the previous year will perform first in the classification of that same show.
- c. Bands that submit completed registrations after September 27 will be placed at the beginning of the classification, in order of full reception. Latest entries will go first in the classification.
- d. After the initial draw, performance order will not change except 1) a band withdraws from the competition, or 2) a band elects to perform first in their classification.
 - i. Bands may not swap positions with other bands in the classification.

ARTICLE 2: COMPETITION PROCEDURE AND FLOW

SECTION 1: ARRIVAL

- A. All competitions will have a **CHECK-IN STATION** where directors will receive final information on parking, warmup, band staging, and any other last-minute details. The band director must check in at the station upon arrival. No other staff member, parent, or student will be given information unless the director is present.
- B. The **CHECK-IN STATION** will be open at least two hours before the first band goes on the field.
- C. Because equipment trucks generally arrive ahead of the band, truck drivers should go first to the check-in station so they can be directed to their assigned parking area.
- D. The competition host at the **CHECK-IN STATION** will direct the buses and other vehicles to their assigned parking area.
- E. Bands arriving late and missing their scheduled performance time will be given the option to perform during a judges' break for Exhibition only. The show schedule will not be altered to reseal a late band. Directors need to do all they can to get to the show on time so as not to delay all the other bands.

SECTION 2: WARM-UP PROCEDURES

- A. Warm-up practice fields will only be available during scheduled warm-up times at the specified warm-up sites. Your warm-up time is indicated on the competition schedule.
- B. Bands may not practice music or warm-up within earshot or visual vicinity of the stadium or the designated warm-up areas, except at the designated warm up times in the designated warm-up areas.
- C. Bands may not practice or warm-up in any way in the event parking lots or surrounding areas.

- D. Body stretching, marching basics and vocalization are not considered “musical warming up”, therefore it is allowed anywhere prior to the designated time and area for Warm-Up as per the official schedule.
- E. Spinning flags or other equipment is the guard equivalent to a “musical warm-up” and is prohibited outside the warm-up area.
- F. Drum tuning outside the warm-up area is acceptable, but percussion instructors are encouraged to be discreet and cognizant of the distance to the performance venue.
- G. The use of Dr. Beats, jam blocks, other time keeping devices and the use of long rangers and megaphone amplification devices WILL be allowed in assigned warm up areas only, with the following exceptions:
 - a. No wireless systems will be allowed in the warm-up areas.
 - b. The sound projected cannot interfere with the performances occurring in the stadium.
- H. All competitions are scheduled to allow 45 minutes warm-up in the assigned area and 10 minutes to move to the starting gate. Warm-up will begin 65 minutes before the scheduled performance time.

SECTION 3: REPORT TIMES AND PRE-PERFORMANCE PROCEDURES

- A. The band will report to the stadium at the entrance gate 10 minutes prior to their scheduled performance time as per the competition schedule.
- B. Only those adults with a name badge or appropriate ticket will be allowed to enter the performance area with the band.
- C. A competition official will meet the band and inform them when they should proceed to the staging area, behind the timing lines. In consideration of competition flow, bands should use the designated staging area. However, bands have a right to use multiple staging areas as long as they stage behind the timing lines. Should a band need to use both staging areas, bands must travel backfield to the cross-field staging area, unless otherwise directed by the competition official.
- D. Performance timing begins when the starter clears the band to cross the timing line(s) and enter the Performance field as designated by the performance schedule. Bands will be released at 4-minutes before their scheduled performance time.
- E. Bands will have a 4-minute maximum prep time for set-up and warm-up prior to the performance. The placement of any props or equipment must take place at this time.
- F. Bands may use the 4-minute setup time to complete any music warm up or “pre-show” you choose to do.
- G. Between three (3) minutes 15 seconds to three (3) minutes 30 seconds, the announcer will introduce the band as follows:
 - “Joining us from _____, please welcome the _____ High School Marching Band!”*
 - (pause for audience response)
 - (Announcer reads their program and/or selections)

If your drum majors are going to salute, it should occur no later than when the announcer says:

"The Mountain West Marching Invitational is proud to present Drum Majors _____ and _____ and the _____ High School Marching Band."

- H. A drum major salute is not necessary to indicate that the band is ready to start.
- I. Adjudication and timing will begin immediately following the announcement as listed above.
- J. Following the announcement, the band is allowed 11 minutes total on the performance field to perform their show and vacate the field. "Vacating the field" is defined as having all personnel, equipment, and props clear of the goal line.
- K. Should a performer drop equipment or fall during a performance, the performer may retrieve any dropped equipment and resume the performance. There will be no mandatory penalty for drops and or falls, but they may impact general effect captions.

SECTION 4: POST-PERFORMANCE

- A. Following their performance, bands may elect to return to the parking lot or move directly to the stands to watch other performances.
- B. Bands that move directly into the stands should do so quickly and quietly without marching, to avoid any distraction to the next band on the field.
- C. Drum cadences or taps may be used exiting the field, but all sound must stop once the band is off the performance field.

SECTION 5: EVALUATION/ASSESSMENT AND AWARDS

- A. At the conclusion of the competition drum majors and other leadership designated by the band director will meet at a designated location to line up for awards presentation.
 - a. The competition host will provide information with the information packet as to where and when the drum majors will meet.
 - b. The competition host will provide a diagram showing drum majors their assigned location on the field.
- B. Each band will be given a **Festival Rating** of Superior, Excellent, Good, Fair for their overall performance. These ratings will not be announced at the awards ceremony.
- C. Awards will be given for: **1st, 2nd and 3rd place in each division.**
- D. Caption awards will also be given in each division for the following:
 - a. Outstanding Musical Performance
 - b. Outstanding Visual Performance
 - c. Outstanding Percussion Performance
 - d. Outstanding Color Guard Performance
- E. All awards will be posted digitally on the Idaho State Marching Band web page.

SECTION 6: DELAYS

No delays will take place at competitions and festivals with the exception of lightning or other exceptions per IHSA guidelines.

ARTICLE 3: PERFORMANCE REGULATIONS

SECTION 1: PROPS AND EQUIPMENT

- A. Each competition site and host will communicate rules regarding equipment, props, etc.
- B. Parents and volunteers can be on the field to help hold props (especially in cases of weather), but must not contribute to the performance.
- C. Performers must be students.

SECTION 2: PENALTIES

- A. Timing - A penalty will be incurred for exceeding the designated time slot. The penalty will result in loss of points toward placement awards, but not ratings.
- B. Any non-eligible performers contributing to a show will result in loss of placement and caption awards.

ARTICLE 4: COMPETITION HOST EXPECTATIONS

SECTION 1: SITE SETUP

- A. Director Letter Page from Host Site -- This document should include the details and map for your competition with the items below explained to help directors and their parents/staff.
 - a. Bus Entrance Location to parking lot
 - b. Concessions being offered and costs
 - c. Spectator parking location and entrance to the stadium. Include costs to enter
 - d. Performer/Staff Entrance Location to stadium
 - e. Performance Field Entrance and Exit Location
 - f. Field Markings (hashes, numbers, etc. so directors can prepare their bands)
 - g. Warm-up Areas
 - h. Hospitality and Press Box
 - i. Where Drum Majors should meet before the awards ceremony to get in order
 - j. Judging Panel Names
 - k. Location of Restrooms
- B. Site Set-up
 - a. Check-in Station for where buses enter the parking lot
 - b. Warm-up Areas A, B, C that will not interfere with the performance venue
 - c. Ticket Gate/Booth for paying audience members
 - d. Band Entrance and Exit Gates
 - e. Bus and Trailer Parking Area
 - f. Concessions
 - g. Director/Judge Hospitality Room (some just use the stadium box).
 - h. Judge/Director Debriefing Area (if applicable) for judges and band directors to meet after competition.
- C. Schedule
 - a. Create the schedule for the competition using the google sheets, communicating with the Competition Coordinator. Using the google list, send out the schedule to all the directors in the circuit.

- b. Band Division order should be based off of the previous competition. Highest scoring band goes last in the division.
- D. Judges
- a. a. Communicate with the Competition Coordinator on where judges should park and where to meet before competition starts so they can communicate to the judges.
 - b. Be prepared to greet the judges. ISU tries to hire high quality judges, so they need to be treated with professionalism so that they will be willing to judge again in the future. It is recommended that the competition host assign a parent or two just to take care of judges and treat them like kings/queens.
 - c. Ensure that judges of water, pencils/pens, judging sheets, iPads/computers for competition suite, and anything else they may need.
 - d. *Make sure the Competition Suite is set up and ready to go well in advance so it is ready for the first band.*
- E. Volunteer Positions
- a. **Announcer/MC** - Announces each band using the Competition Suite Script. Announces awards.
 - b. **Check-In Station** - Greets each bus, stamps students hands, and gives directors their packets and any information they need regarding the competition.
 - c. **Parking** - Have a plan for where equipment trailers and buses will be parked. Someone should greet each bus as they pull in and stamp hands of students. Someone should help direct buses and trailers so they are parked efficiently and effectively.
 - d. **Tickets** - Takes tickets at the gate.
 - e. **Band Entrance Gate Timer** - Make sure each band enters the field at the exact time they are supposed to.
 - f. **Food/Concessions** - Provide food for audiences to purchase. Funds go toward the competition host band program.
 - g. **Band Chaperones** - Contacts the director of their assigned band a week prior to the competition by email or phone to check on arrival time. Meets the band on competition day to make sure they have everything they need. Escorts the band to their warm-up area, to the performance site, and back to their buses.
 - h. **Bus/Trailer Parking** - Guide buses and trailers into parking lot so parking is efficient and all band busses and trailers can fit and unload equipment.
 - i. **Scoring Tabulation** - Keeps track of judging sheets, double checks that all scores are added correctly, and helps communicate results to the volunteers preparing awards.
 - j. **Awards Preparation** - Once a division scores are completed, put the plates on the appropriate plaques in preparation for the awards ceremony. Communicate with the SEI Awards Chair on how the plaques should be put together and takes care of making sure they are delivered on time.
 - k. **Awards Presentation** (2-people) - Put out the signs on the field for each school. Organize drum majors into performance order (see program). Hand

out the awards after a division is announced and shake the hands of the drum majors.

- l. **Judges Food/Director Hospitality** - Make sure the judges are provided with water, snacks, breakfast, lunch or dinner as applicable. Often sites prefer to have some snacks available for directors in a hospitality room.
- m. **Adjudicator/Director Debrief Monitor** - Help lead the adjudicators to the Adjudicator/Director Debrief Area. Have a timer and let all in the room know when 5 minutes are up so they can move to the next adjudicator.

SECTION 2: ANNOUNCEMENTS

- A. Each band will be announced the same way according to the script posted on Competition Suite.
- B. Awards Script
Announce awards in the following order: Caption Awards, Music Awards, Placement Awards (3rd, 2nd, 1st).

Announcement

"Welcome to the Idaho State University Mountain West Marching Invitational. This competition is designed to promote and enhance music education in the State of Idaho through the marching arts. Performance opportunities are designed to give new, developing, and experienced ensembles educational feedback to improve the quality of their ensemble. Performance venues will provide a consistent approach to help students demonstrate their best!"

(Pause)

The awards for the (say which division, 1A, 2A, 3A, 4A, 5A, etc.) Division for this year's Mountain West Marching Invitational are as follows:

Caption Awards

- *The Outstanding Color Guard Award goes to (say band name). (pause)*
- *The Outstanding Percussion Award goes to (say band name). (pause)*
- *The Outstanding Visual Award goes to (say band name). (pause)*
- *The Outstanding Music Award goes to (say band name). (pause)*

Placement Awards

- *The placement awards for (say division, 1A, 2A, etc.) are as follows: In 3rd place with a score of (say score) (pause) (say band name). (pause). In 2nd place with a score of (say score) (pause) (say band name). (pause). In 1st place with a score of (say score) (pause) (say band name)."*

Continue same format for each division for the competition.

Ending Announcement

"On behalf of Idaho State University, we would like to thank all of the students, directors, and parent help for all of their hard work and preparations . . . please give them another round of applause. Thank you for supporting music education in our schools and safe travels back home. If you enjoyed your band's performance today, be sure to let your administration know how great these students are. They appreciate hearing from you. We hope to see you next year!"