

Colorado Bandmasters Association

2025 Sanctioned Contest

Guidelines

1. All sanctioned marching contests must adhere to CBA rules, classifications and guidelines/ **All documents are available at www.cbamarching.com.**
2. Each host, host school, or host stadium will hold a standard liability insurance policy for the event. CBA assumes no responsibility for any damages or accidents incurred by the host facility during the event. CBA assumes no liability for accidents or occurrences suffered by participants or spectators that relate to, or are caused by, the condition of the facility.
3. **Regional hosts should send out the application form, letter, etc. no later than Monday, September 1, 2025. (see entry fee amount in the Fees and Proceeds Section)**
4. All sanctioned contests will copy the CBA marching chair (cbamarchingaffairs@gmail.com) on all correspondence to directors.
5. All registration materials and performance schedules need to be submitted to the CBA Chief Judge (WL Whaley-wlwpo@comcast.net), Rick Shaw (cbamarchingaffairs@gmail.com) CBA Marching Chair for approval prior to sending to directors.
6. All CBA sanctioned shows that schedule performances by class to include regionals and state will schedule 1A-3A classes in 13-minute intervals and 4A/5A in 15-minute intervals. All Open Class shows will be 15-minute intervals regardless of class size. All Finals competitions are to be considered Open Class.
7. All sanctioned contests must have a law enforcement presence during the contest. This could be school resource officer, sheriff, local police, etc.
8. A medical tent or designated location with adequate First Aid supplies is required. A person with basic First Aid certification is required. An onsite ambulance is recommended but not required. First Aid location and information must be included in the director packet.
9. **Show hosts should inform out of state judges regarding airline reservation details, airport shuttle/pickup, hotel reservation, etc. as soon as all reservations are made and no later than 3 weeks prior to the show date.**
10. Show Coordinators/Director will either host a Friday meal for out of state judges or provide a \$50 meal per diem.
11. CBA sanctioned contests will use the 2025 CBA judges pay scale (provided by the Chairman of Marching Affairs). All out of state judges are guaranteed a \$500 minimum. **In-state mileage reimbursement is \$.40 per mile with a 50 mile one way minimum.** Checks should be given to the chief judge at the start of the contest. The chief judge will verify that the amounts are correct according the current pay scale. ***Please consult with the CBA Chief Judge (WL Whaley (wlwpo@comcast.net) if you have questions.***

12. Out of state judge expenses include airfare reimbursement, quality hotel accommodations, host provided ground transportation not to include Ride Share, and either a hosted dinner on Friday night or a \$50 meal per diem added to each out of state judges check.
13. At field level there will be a canopy with three sides for the field judges. ***Please make sure the canopy is securely anchored.*** This location requires two tables with a minimum of 3 chairs. The canopy is to be placed between the 30 and 25 yard lines on the front side opposite the bands exit end zone.
14. A canopy with sides as well as electricity, table and chairs must be provided for all judges located on the roof of the press box when being utilized.
15. **Each judge will need an electrical power source.** A power cord and power strip is to be at field level for the two field level judges and the T&P judge. Each pressbox judge will require a minimum of two outlets within 4' of judging seat/window.
16. Provide a printed list for each judge of show title and music performed by each band.
17. The chief judge has the final say regarding the location and placement of all judges in the pressbox, judging area and performance field. The show host should consult with the chief judge if there are questions or concerns. Press box judges should have their own room or a location with a minimum of 4' on each side from any other judges, announcer, or working staff. Four of the five press box judges require open air locations or pressbox rooms with open windows.
18. Contest host should have judge door signs printed to give to the chief judge upon arrival. Other signage should include street signs indicating spectator parking, handicap parking, bus parking, and equipment truck parking. Each access point to the seating area requires a Do Not Enter During Performance sign along with a parent monitor.
19. ADA Accessibility is required and includes parking accessibility, stadium accessibility, ADA seating and ADA restroom facilities.
20. Sanctioned contests must provide a qualified Announcer and Tabulator. **The tabulator can be a parent volunteer with computer experience. You will need to notify the Marching Chair regarding who the tabulator will be and their email address. Send this info by August 20.**
21. Tabulation will be done via the Competition Suite website. ***The chief judge will enter the bands into the program. Your tabulator will need a high speed, secure internet access to view this program, monitor judge commentary for clarity, verify score entry and print finals schedules/ judge tote sheets. Tabulator will also need an audio file manipulator program loaded on their computer. (Audacity is a free program that works well)***
22. Tabulators need to have a **high speed copier/printer** at their festival for materials as needed.
23. Prepare a labeled envelope for each performing band. This is where you put the performance video, a copy of the program, finals schedule (if applicable) and anything else you would like directors to have. Do this for both prelims and finals.

24. Sanctioned contests will provide participating bands with a professional quality video recording on a DVD, USB drive, SD memory card, or other digital platform. Please inform directors regarding your choice of format. It is the responsibility of the site host to secure an experienced videographer.
25. A high speed wireless or hard wired internet connection is required in the press box for the tabulator. Login information and password access for wifi will be provided by the host. While CBA asks each judge to use their own data plans for Competition Suite, each contest will still need to provide a high speed, secure wireless internet for judges. Connectivity issues typically happen with judges and many times certain judges will require wifi for iPads, etc. This is especially important at field level. CBA RECOMMENDS THAT YOU PROVIDE 4-5 PORTABLE (hotspot) WIFI CONNECTIONS DEPENDING ON YOUR STADIUM NEEDS AND CONNECTIVITY.
26. Announcers should be selected well in advance of the contest and be given materials to review several days prior to the contest. They should also review the announcement procedure which is available in the CBA Rulebook. Announcers should practice reading the standard announcement in order to keep it no less than 30 seconds and no more than 45 seconds. This timing affects the pre-show that many bands have designed into their overall show design. *Announcers may not adlib any comments, announcements, etc.*
27. Prepare an Announcer Binder. Announcer sheets for each band should be in a binder and in performance order. Announcer sheets will be provided by the Marching Chairman and directors should not be required to provide these as part of the application packet. Print a script of any festival announcements and include in the binder to avoid adlib announcements. Award presentation scripts (template) must be prepared and included (see #23). The chief judge for the contest will approve all of the band announcements prior to the start of the contest.
28. Announcers must have an accurate digital clock, preferably an atomic clock to keep accurate timing. Many are available as apps for smart phones, iPads, etc. **Check with your announcer to see if this is something the site host needs to provide.**
29. The show host will provide FIVE high quality professional grade radios/walkie talkies for the Chief Judge, Field judge table, announcer, T&P judge and the T&P Assistant. Inexpensive radios/walkie talkies often have too much outside interference and are not sufficient for this use.
30. The show host will have an awards script typed and printed **prior** to the start of the show. This script should be given to the chief judge to approve. After verifying the results the chief judge will write in the names of the bands in the appropriate placements and give to the announcer prior to the awards presentation after prelims and finals. **Awards announcements WILL NOT begin until given approval by the Chief Judge.**
31. Trophies will be awarded at the discretion of the show sponsor. Recommendations are trophies in each class for **at least** 1st, 2nd and 3rd place. More trophies may be awarded at the discretion of the show host.
32. **No trophies or awards** will be given for drum majors, color guard or percussion. **There will be no award given for “Most Improved Band.”**
33. All contests will have an assistant to the T&P judge. This person will count the time down to each band and give each band permission to enter the field. **This person will need shadow a T&P Assistant at a CBA show prior to your contest. Shadowing is for all T/P Assistants even if they performed this task**

previously. You can use a parent volunteer to fill this position. If CBA is asked to provide one for you it will be a paid position and added to the expense of your contest. It would be best if this person could serve in this capacity for your entire contest. If not, one person for all of prelims and train another for finals. **Send the name(s) and email address(es) to the marching chair by August 30.**

34. **Field pass wristbands. Anyone helping with pit equipment/props must have a field pass wristband. Each band gets 25 from the contest host. If your contest is prelims/finals you may need to provide a different wristband for each show. You also must have personnel at the field entrance to check for wristbands. Parents/helpers without the field pass wristband will not be allowed access to the performance field. Field wristbands will not provide access to the spectator sections of the stadium.**
35. Each site may change entrance/exit procedures for bands, props, color guards, etc. to create easier entrance/exit flow due to stadium design. This must be agreed upon by the CBA Chairman and communicated to all participating bands by the contest host. This must be included in the Directors Packet sent prior to the contest.
36. **Stadiums should have a 120 volt/20amp supply. The extension cord to the sideline must be at least a 10-12 gauge cord. Backup generators are no longer a requirement at any CBA sanctioned show (12/9/23).**
37. *The CBA Marching Chair will collect and approve all copyright documentation. Bands who have not provided proof of permission will not be allowed to perform. Your responsibility as a contest host is to provide the Chairman with a list of participating bands as soon as possible and to inform all out of state bands to contact the Chairman regarding copyright documentation.*
38. Contest hosts must have a group text messaging service (Remind.com for example) implemented with all participating directors, assistant directors. A cell phone listing for all participating directors/assistant directors will be available for the Chief Judge in the press box.
39. Any competition may be cancelled at any time due to a major power failure, unsafe conditions such as facility damage, inclement weather, unforeseen health issues, etc. Cancellation will be determined by the Chief Judge, contest host and the facilities manager.
CBA is not responsible for any damages or loss of revenue due to event cancellation.
40. The performance field should be prepared and ready for competition at least 2 hours before the first performance. Preparation includes but not limited to the following: Benches on both sides of the field moved from sidelines to the fences. Soccer goals moved off of the turf and as far away from the field as possible. Goals may not be positioned in the end zone or impede any traffic flow of band, props, etc. Any track and field jump pits covered and marked. (Page 5)
41. All show hosts must complete the Sanction Show Host agreement and submit to the State Chairman by August 30, 2025.

FEES AND PROCEEDS

42. Regional entry fees are set by CBA and are \$375 per unit.
43. Contests other than CBA Regionals will reimburse CBA for the cost of using Competition Suite. That cost will be \$7.00 per performance (including any exhibition performances where judges make

commentary only). CBA Regionals do not have to reimburse for Competition Suite since they are required to pay CBA a percentage of gate receipts.

44. Judge fees and applicable mileage per the 2025 Judge Salary Scale provided by the Marching Affairs Chairman.
45. All out of state judge arrangements and expenses specified above.
46. Ticket prices are governed by the rates set for the State Championships and equivalent to that of the 1A-3A Finals. A sanctioned show may charge less but not exceed the Regional rate. 2025 rates for the CBA Regional shows are: Adults \$18, Students (6-18) \$13, Seniors (65+) \$13, 5 and under free.
47. The Regional rebate for 2025 is calculated as follows: any Regional whose gross tickets sales are under \$10,000 will rebate 10% back to CBA. Any Regional whose gross tickets sales are \$10,000 and higher will rebate 15% back to CBA. These rebates are due to CBA by December 1. These funds will be used in a revenue sharing process to guarantee a regional host of at least a \$5,000 net profit and any regional that is cancelled due to weather will be guaranteed \$3,000 net profit. Any regional host requesting this subsidy from CBA will submit a financial report prior to receiving the subsidy.

REQUIRED FIELD PREPARATION FOR ALL CBA SANCTIONED EVENTS

Wind and sun protection:

- A canopy tent large enough to house the judges table and 3 chairs. The tent must have three sides and be set up so that the leeward opening is shielded from the wind.
- SUBSTANTIAL girth (20-25lbs.) of weighted tie downs attached to each corner able sustain wind gusts of up to 25mph. Tying to solid structures on the grandstand side is preferable.
- Canopy should be set up closest to the grandstands with the least amount of audience viewing obstruction. **Set on the end zone side of the 30 yard line furthest from the band exit.**

Electric power with power strip on judges table at field level.

WiFi hotspot on judges table with WiFi password listed.

Front field yard line markers must be provided and are set 15 feet from sideline towards the grandstands. **Back field markers are not provided at CBA shows beginning in 2022.** If a band requires back field markers they must be provided, set, and removed by that performing band.

Soccer goals should be clear and as far as possible from end zones and not anywhere on the track pathways where bands enter or exit.

End zone pylons should be removed.

All permanently installed long jump, high jump, and pole vault pit perimeters located between the end zone and track need to be covered and marked with safety cones or tape.

A power source needs to be supplied to the 50 yard line marker. If using power from the grandstand side be sure the power cord is substantial enough for the number of feet needed. The power cord must be a 10-12 gauge cord. The cord should be a straight line across to the 50, not angled across the track which increases the potential tripping hazard. The breaker location for the used outlet should be accessible for immediate reset if needed.

An awards table needs to be set at the 50 yard line against the grand stand fence for prelim and finals ceremonies.

Show hosts are encouraged to consider alternating the beginning class sizes from year to year or draw for class order.

Show hosts are encouraged to include the top band from each class in finals or provide an exhibition performance opportunity if time allows.

The host site is no longer required to provide a backup generator incase house field power fails.

Show Host Acknowledgment and Agreement

Being a CBA Sanctioned Show or CBA Regional show host is huge undertaking and requires the attention to a lot of details. It is the goal of the CBA Marching Affairs to see that every show throughout the season runs smoothly and is consistent in its operation from week to week. In that effort, every show host director and festival coordinator is required to complete the Show Host Acknowledgement Agreement and attend the CBA sponsored Show Host Training Session.

The Show Host Acknowledgement needs completed and returned to the Marching Affairs Chairman no later than August 30.

Please initial each agreement and sign at the bottom

_____ I/we understand the timeline of information/registration/schedule distribution. This includes the requirement that all schedules must be approved before distribution.

_____ I/we understand and will adhere to the prescribed prices of entry fees and tickets.

_____ I/we will attend the Show Host Training, read and familiar with all aspects of the Sanctioned Host Guidelines, and will make every effort to follow these guidelines.

_____ I/we understand the requirements related to securing and hosting festival judges.

_____ I/we have read and understand the pressbox and field requirements for the competition area and facility. This includes securing professional security during the event.

_____ I/we have read and understand all aspects and requirements related to the tabulator and announcer.

_____ I/we understand all required materials necessary to provide to the Chief judge and tabulator prior to the start of the show (door signs, checks, envelopes, schedules, awards script, etc.)

_____ I/we understand and will provide the radio and WiFi requirements.

_____ I/we understand that it is our requirement to secure a videographer and provide a performance video for each band.

_____ I/we understand it is our responsibility to provide a backfield T&P assistant and that they are to attend a CBA sanctioned show to shadow and train prior to the assigned show.

_____ If I/we are a regional host, I/we have read and understand the gate rebate structure.

Signatures:

(Host Director)

(Date)

(Festival Director)

(Date)