

Colorado Bandmasters Association Timing & Penalties Assistant Guidelines

1. Arrive an hour prior to the first band's performance to meet the official CBA Timing and & Penalty judge.
2. Know where bands exit after their performance and be aware of possible issues if that is the same gate as where bands enter.
3. You will need a performance schedule with the list of bands and name of director(s).
4. You will need a walkie talkie that is on the same channel as the announcer and official CBA T&P judge.
5. **If a director or staff member asks you a question about what the band can or cannot do even if it relates to the field entrance, contact the T&P judge on the walkie talkie. Do not give an answer to any question other than to your procedure to bring them onto the field.**
6. Make sure you know who to give the official time countdown. The director may be with a different group of the band, sometimes you work with a staff member or drum major.
7. Once you start bringing a band out to pre-entrance stay close to the director, staff member, drum major, etc., to whom you will be giving the entrance time.
8. The announcer will give you a warning, pass that along verbally...."30 seconds!"
9. The announcer will count down 10, 9,8,7,6,5,4,3,2,1, Mark! Count that aloud to the band director, staff member, etc., then get out of their way!!
10. If for some reason there is a delay of the contest, the CBA Timing & Penalties judge will take control of the time from the announcer. He will communicate directly to you, the announcer and the director. Follow the instructions given by the T&P judge.
11. Your radio channel will be used for communication of assessed penalties to the announcer/chief judge. These communications should be kept private and out of hearing range from all other parents, contest personnel, directors, students, etc. Once you hear that conversation starting, move away from all others so they do not overhear what is being discussed. **Do not discuss this communication with anyone during or after the contest!**
12. The announcer may contact you at times for correct pronunciation of drum major names, director name, etc. It is best to just hand the walkie talkie to the director and let the director talk to the announcer.
13. There will be a secondary helper there checking wrist bands. Any problems will be reported to you and then you relay to the chief judge, they will handle any penalty to be assessed if necessary.
14. At 11 minutes 30 seconds for class 1A-3A and 13 minutes 30 seconds for class 4A/5A OR immediately following the conclusion of the preceding band's performance, whatever occurs first, the next band, color guard and/or those pre-setting props/equipment may be moved into the back half of the end zone (defined as from the middle of the goal post to the far sideline) up to the goal line, to pre-stage prior to being given permission to enter the field. This applies only to the end zone nearest the entrance where the band, color guard or props enter the field/stadium. Note- a band exiting the field has the right of way through the front half of the end zone (defined as from the middle of the goal post to the near sideline) until that band has cleared the field. Once all elements of the exiting band clear the end zone, the entire end zone can be utilized by the entering unit.