



## ***Application to Host 2013 NCMEA Marching Contest***

School Name \_\_\_\_\_

Director (s) \_\_\_\_\_

School Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Email(s) \_\_\_\_\_

Telephone: Home ( ) Office ( ) Cell ( )

MENC # and Exp Date \_\_\_\_\_ Date of Contest \_\_\_\_\_ NCMEA District \_\_\_\_\_

Location of Contest and/or MPA \_\_\_\_\_

Anticipated Number of Bands (contest) \_\_\_\_\_ MPA \_\_\_\_\_ Total Bands in the Day \_\_\_\_\_

Contest Director (if different from Band Director) \_\_\_\_\_

Contest Director Telephone \_\_\_\_\_ Email(s) \_\_\_\_\_

**JUDGING PANEL:** (if unknown may be forwarded to Tommy Smith no later than August 1, 2013)

Music Effect 1 \_\_\_\_\_ Music Effect 2 \_\_\_\_\_

Contact info: \_\_\_\_\_ Contact info: \_\_\_\_\_

Music Performance-Ensemble \_\_\_\_\_ Music Performance-Individual \_\_\_\_\_

Contact info: \_\_\_\_\_ Contact info: \_\_\_\_\_

Visual Effect \_\_\_\_\_ Visual Performance \_\_\_\_\_

Contact info: \_\_\_\_\_ Contact info: \_\_\_\_\_

### **CHIEF JUDGE --REQUIRED**

NCBA will provide for each contest a sanctioned Chief Judge. NCBA will pay \$350 to the chief judge as a standard state fee. Each contest will still pay same travel expenses as other judges. Each contest also has the right to pay above the state fee. If you have a preference or have already contacted a chief judge please list below:

Chief Judge \_\_\_\_\_ Contact Info: \_\_\_\_\_

**Include a check (\$175) to NCMEA/NCBA Marching Band with application and contract. Once your chief judge has been assigned a second check (\$350) made out to the assigned Chief Judge will be required in order to receive your sheets. *This check should be dated for the day of your show.* All applications and contracts must be post marked by June 15, 2013.**

**\*HOSTING A NCBA MPA EVENT - as an additional, but separate part of your NCBA Contest day OR as a stand alone event:**

Will your contest host a MPA event separate from your competition? \_\_\_\_\_

Will you offer a MPA event that will not be affiliated with a competition? \_\_\_\_\_

How many bands do you anticipate accepting into your MPA portion? \_\_\_\_\_

### **PLEASE REMEMBER:**

**Read and understand the 2013-14 NCBA Marching Band Manual (on NCBA website).**

There have been several changes for this year (highlighted in yellow).

## **Please mail application and contract to:**

Tommy Smith, Executive Administrator  
NCBDA Marching Band Committee  
5411 Greenough Way  
Greensboro, NC 27410

*Questions- Contact: Neil Underwood – [Nunderwood@Lincoln.k12.nc.us](mailto:Nunderwood@Lincoln.k12.nc.us) or 980-241-0691 (cell)*

## **Contract to Host NCBA Marching Contest**

To help promote consistency in our activity, aspects of every NCBA Competition are held to the same standard. By consenting to host an NCBA event, you agree to the following guidelines:

### **The host director will agree to the following:**

- Six adjudicators must be hired to evaluate bands in the format described in the NCBA Procedures Manual.
- All numerical values and point distributions as well as award determination must be followed exactly as described in the procedures manual.
- The contest will follow the rules and regulations in the NCBA Procedures Manual.
- Fee of \$175 must accompany your contract and application.
- Fee of \$350 for the Chief Judge must be received before sheets will be mailed to you.
- The NCBA Procedures Manual must be updated to include show specific details and be distributed to all bands (email distribution is acceptable) entered into your event at least 10 days prior to your contest.
- You may present awards for Drum Major, Percussion and Auxiliaries only if separate judges are hired for these captions. Sample adjudication sheets for these captions will be available on the NCBA Marching Band website. However, the NCBA Marching Band Committee reminds the show host and all participating bands that we have no administrative control over the officiating of or adjudication of these captions.
- We **strongly encourage** the host band director to attend an NCBA sponsored training event before hosting a competition.
- All show host fees are non-refundable once sheets have been ordered. However, if the event should need to be canceled for any reason (weather, etc), the show host and the chief judge may negotiate return of the Chief Judge fee. The NCBA does not officiate over this negotiation.
- Contest directors must return judge's evaluation sheets and duplicate judge's sheets to the Chief Judge.
- Contest directors must provide each participating director a feedback form to return to NCBA, if a feedback form is being used. This may be a note that includes the website that is hosting the feedback form.
- Contest directors must be a member in good standing of NCMEA/MENC. This requires the Band Director to be the Contest Director. A band booster may be the Assistant Contest Director.
- Contest directors must provide NCBA feedback on each member of your judging panel and the chief judge. (Complete and return evaluation form)
- Contest directors must use the NCBA approved recap sheet and return it to the NCBA by the first Monday following the event at noon. This may be done by way of the Chief Judge.
- If a show is using the NCBA sheets in a festival format, they must be used in the following manner
  - They must be used for feedback only. Judges may circle the box that that they would have placed a band in however NO NUMBERS may be given. NO RATINGS should be given as the NCBA does not currently have a method for converting the information from the sheets into a rating.

### **NCBA will perform the following:**

- Provide duplicate sheets for the 6 adjudicated captions, tote sheets and procedures manual for your competition no later than two weeks prior to your event.
- Publish a list of all contests and a list of their judges to be published on the NCBA website using the NCBA format.
- Assign and pay (\$350) a Chief Judge for your competition, with your input.
- Publish a list of adjudicators with experience on the NCBA system.
- Publish your recap sheet on the NCBA website following your event.
- Provide a show host placemat to help with the planning of your event.

## **Agreement and Signature Page**

I have read the NCBA CONTRACT TO HOST A MARCHING CONTEST and agree to follow the included guidelines. I also understand that if I do not follow the above guidelines my school will not be able to host an NCBA event the following year.

\_\_\_\_\_  
Signature of Band Director      Date

\_\_\_\_\_  
NCBA Representative      Date

\_\_\_\_\_  
Signature of Principal      Date