



***Fall Member Handbook
2023***

Contents

1.	General Information	4
	NWAPA Mission Statement	4
	NWAPA Code of Conduct.....	4
	NWAPA 2022/2023 Officers	5
	NWAPA Mailing Address.....	5
	NWAPA 2022/2023 Staff.....	6
	NWAPA Website	6
2.	Membership.....	7
	Membership Requirements	7
	Eligibility	7
	Unit Registration	8
	Fees	8
	Withdrawal Penalty	8
	Event Passes.....	9
3.	Event Scheduling.....	10
	NWAPA Sanctioned Events	10
	Classifications.....	11
	Special Guest.....	12
	Time Requirements.....	12
	Event/Contest Performance Schedules	13
	Fall Draw	13
	Preliminary Contest Performance Order	14
	Advancement to Finals Contest.....	14
	Finals Contest Performance Order	14
	Guest Bands	15
4.	Event Logistics.....	16
	Unit Director’s Pre-Event Information.....	16
	Health and Safety Guidelines.....	16
	Unit Arrival/Check-In	16
	Equipment Storage	17
	Warm up Areas	17
	Competition Area.....	17

	Field Entrance & Exit.....	19
	Electronics.....	21
	Dropped Equipment.....	22
	Videotaping.....	22
	Director's Packet/Director's Meeting	22
	Award Ceremonies.....	23
	Inclement Weather / Emergency Situations.....	26
5.	Scoring & Adjudication	27
	Scoring System.....	27
	Judge Locations.....	28
	Judge Commentary/Scoring.....	28
6.	Field Competition Rules & Penalties.....	29
	Eligible Performers.....	29
	Warm-up.....	30
	Timing	31
	Non-Competitive Area	32
	Prop/Equipment Use and Safety	33
	American Flag and National Colors.....	34
	Additional Rules	35
7.	Copyright.....	37
8.	Revision History	39

1. General Information

NWAPA Mission Statement

The Northwest Association for Performing Arts exists to promote, enrich and foster growth in music education of students through the activities of marching band, winter guard, winter percussion, and associated music and dance opportunities.

NWAPA Code of Conduct

All those participating in a NWAPA sanctioned event are held to the highest ethical standards. Good manners, courtesy and common sense are expected. Conduct or language that could be perceived by a reasonable person as threatening, rude, inappropriate, abusive, derogatory, immoral or discriminatory will not be tolerated.

Harassment of any other individual at a NWAPA sanctioned event is not tolerated. This is considered behavior that is found to be threatening or disturbing including, but not limited to:

- Repeated unwanted sexual flirtations, advances or propositions.
- Verbal abuse of a sexual nature.
- Verbal comments about an individual's body, gender, ethnicity or sexual orientation/identification.
- Degrading words used to describe an individual.
- Unwanted physical contact.
- Any other behavior that is not socially acceptable in a professional environment.

Any participant, staff member, or volunteer at an NWAPA event that is found, after appropriate investigation, to be in violation of the above Code of Conduct could be subject to appropriate disciplinary actions with regard to their role for the NWAPA or its affiliated organizations.

If you feel that you have been subject to harassing or discriminatory behavior, you are expected to report it immediately to your coach, unit director or a member of the NWAPA Staff or Board of Directors as is appropriate based on your affiliation with the NWAPA and its competing units and sanctioned events.

NWAPA 2022/2023 Officers

President – Julie Bounds president@nwapa.net
Sheldon High School

President Elect – Ben Adams president@nwapa.net
Glencoe High School

Fall Vice President – TBD

Winter Guard Vice President – Amy DiGiovanni vp_guard@nwapa.net
Glencoe High School

Winter Percussion Vice President – Eric Yahrmarkt vp_percussion@nwapa.net
Kamiak High School

Secretary – Blake Kuroiwa secretary@nwapa.net
Mountainside High School

Treasurer – Laura Beeler treasurer@nwapa.net
Liberty High School

Past President – JJ Sutton president@nwapa.net

NWAPA Mailing Address

PO Box 230874
Portland OR, 97281

NWAPA 2022/2023 Staff

Contest Coordinator – Jeff Mitchell contest_coord@nwapa.net

Event logistics & schedule, Timing & penalties, Contest rules, Staff coordination

Judges Coordinator – Curtis Costanza judge_coord@nwapa.net

Judges hiring, Judges training

Operations Admin – Christine Clayton judge_liaison@nwapa.net

Judges travel coordination, Judges logistics, Communication

Webmaster – Brian Fisher web@nwapa.net

NWAPA Website

<http://nwapa.net>

2. Membership

Membership Requirements

Any band that competes in two (2) or more NWAPA sanctioned events (including championships) are considered members of the NWAPA with full voting privileges. Any band may compete in one NWAPA sanctioned event in a single season without becoming a member (hereafter referred to as "[Guest Bands.](#)")

Eligibility

Any high school student that meets the eligibility requirements outlined below is welcome to perform and/or compete in either a member or a guest band at NWAPA sanctioned events. The term band is all inclusive of the wind, percussion, color guard and other sub units of the marching band.

School Representation & Academic Eligibility

- Bands must be comprised of students in grades 9 through 12.
- Each member of the band must be properly enrolled as a full-time student at the school represented. Each band shall enforce their school or district specific academic eligibility rules and class load requirements.
- No student may compete in a band that represents a school other than the one in which the student is enrolled.

Exceptions

- *Feeder School Students.* Students in grades lower than 9th who feed directly into the participating high school program may represent the participating high school. Such students must be properly enrolled as a full-time student at their school(s) and meet school or district specific academic eligibility rules and class load requirements.
- *Home School Students.* A home school student who meets the eligibility standards established by laws in the state of the participating high school may represent a public or private school located within the school attendance boundaries of Joint Residence of the student and the student's guardians, provided that the home school student was enrolled in the home school prior to the first day of school for the public/private school. Once a home school student represents a school, that home school student may not represent another school for one calendar year after last representing the original school without a change in Joint Residence.
- *Students Attending Private or Charter Schools.* A student attending a private school or charter school which does not offer a competitive marching band activity may represent the public school of Joint Residence of the student and the student's guardians.
- *Students Attending a Different High School.* A student attending a high school which does not offer a fall marching band activity as defined by the NWAPA may represent another school with the written permission of the band directors of both schools. This option is not extended to students below 9th grade.

Penalties

Bands that knowingly use ineligible members shall be disqualified from competition as long as ineligible members continue to participate. Upon review, awards earned at recent events in the current season may be revoked and retroactively awarded to other bands (See [Eligible Members](#)).

Unit Registration

Units may register for NWAPA membership via the NWAPA web site (<http://nwapa.net>) – use the “Units – Add New Unit” menu. Units may enter events by using their private unit information page on the NWAPA web site. Access to the unit information page is provided to the director after registration.

Fees

Event Entry Fees

The Event Entry Fee is as follows:

- \$350 per band, per non-video event.
- \$450 per band, per video event.

Once paid, Event Entry Fees are non-refundable.

Fees may be paid online via PayPal at the [NWAPA web site](#), or an invoice may be printed during online registration.

Once all fees are paid in full, member bands are automatically entered for all event draws. See [Preliminary Contest Performance Order](#).

Withdrawal Penalty

Withdrawal penalties consist of forfeiture of the Event Entry Fee to the NWAPA. Fees may be credited towards another event in the same season if written permission from the NWAPA board is obtained more than 21 calendar days in advance of the event the band is withdrawing from or switching to, whichever comes first.

Event Passes

NWAPA All Access Pass

NWAPA All Access Passes are good for entry to all NWAPA sanctioned events in the current season. They are made and distributed by the NWAPA. The NWAPA shall provide every member band with two NWAPA All Access Passes. These passes are intended to be used exclusively by the Band Director and an Assistant Band Director and/or other trusted staff member.

Members of the NWAPA Board (President, Past President, Fall Vice President, Winter Vice Presidents, Treasurer and Secretary) each possess one (1) NWAPA All Access Pass.

Show Pass

Show Passes are good for entry only to a specific event. They are made and distributed by individual Show Sponsors.

Show Sponsors shall provide Show Passes to bands attending their show as follows: one pass per every eight performing students, minimum 10 passes. The distribution of these passes to staff member, volunteers, etc., shall be at the discretion of the band director. Show Sponsors are also required to allot ten (10) additional show passes to each participating unit at half the General Admission ticket price for extra staff or volunteers supporting their unit. Show Sponsors shall indicate how additional passes are obtained in Director's Packet (see Director's Packet)

3. Event Scheduling

NWAPA Sanctioned Events

Regular Season Show: This event is hosted by one Show Sponsor and may include a Preliminary and Finals contest or just one round of competition.

Clinic Event: This event is hosted by one Show Sponsor and includes a clinic format in place of the preliminary contest followed by one round of competition. This type of event is typically reserved for early season shows.

Championship Show: This event includes a Preliminary and Finals contest. It is the last event of the season

Additional NWAPA Sanctioned Event information:

- All NWAPA sanctioned events regardless of type shall strictly follow the policies and procedures outlined in the Fall Member Handbook and the Fall Show Sponsor Handbook.
- All sanctioned events (including Championships) will begin no earlier than 9:00 AM, and the last competing unit will be scheduled to perform no later than 10:00 PM.
- All sanctioned events will be limited to the maximum number of performances that can be held within the hours 9:00 AM and 10:00 PM.
- Exceptions to bullets #3 and #4 may be granted by the NWAPA board.

Classifications

There are four classifications of bands in NWAPA events, as follows:

Class	Description
AAAA	90 members or greater in size
AAA	60 – 89 members in size
AA	50-59 members in size
A	49 members or fewer in size
Exhibition	Any band of any size that wishes to perform but not compete at an NWAPA event. Exhibition units will receive comments only and will not receive a score from the judging panel.

For events with a Finals round of competition, the above classification will only apply to the Preliminary round. All competing bands that advance to Finals shall compete in one class (Open), in reverse order of score from the Preliminary round.

Bands may enter in Exhibition class for a specific event (e.g. as a host band), or for the entire season.

Calculating Size

"Size" is defined by the NWAPA as the total membership of a band:

- Winds (brass & woodwind instrumentalists)
 - + Battery (marching percussion)
 - + Front Ensemble (non-marching percussion)
 - + Color Guard (performers using flag, rifle, sabre, other equipment, and dancers)
 - + Drum Majors/Conductors
 - + Designated dropped equipment retrievers and/or prop holders.
 - = TOTAL MEMBERSHIP
- * Total membership also referred to as "performers" within this document*

Note that students who do not perform on an instrument or piece of color guard equipment, but are designated to retrieve dropped equipment and/or hold and move props during the band's competitive show are considered to be performers and must satisfy eligibility requirements as noted above.

Assigning Classifications

Bands will provide a preliminary membership number and intended classification prior to the fall draw. Bands will provide a final number and classification by the copyright due date. **In 2023 this date is September 8th**. Bands not providing a differing number/classification by this date will be placed in the class noted during the fall draw.

Competing Up One Class

At any time during the season, a band may choose to compete up a class (A to AA, AA to AAA, AAA to AAAA). Class switch must be submitted in writing to NWAPA Fall Vice President. Show schedules that have been set at the time the written request is received may be adjusted or left in a 'locked' status at the discretion of NWAPA Fall Vice President, Contest Coordinator, or President. Bands that have elected to switch classification must remain in the new class for the duration of the NWAPA Fall Season.

Special Guest

Special Guest units are invited to individual events at the discretion of the Show Sponsor or the NWAPA. Special Guests are not required to pay an entry fee. Special Guests can include, but are not limited to, National Anthem performers, feeder school performances, other performing units that do not meet the eligibility requirement to be a competitive unit (i.e. dance team, choir, cheerleaders etc.). Special Guest units will not receive scores or comments from the judges.

Time Requirements

Class	Performance Time (min-max)	Total Interval Time (max)
AAAA	5 - 10 mins	13 mins
AAA	5 - 10 mins	13 mins
AA	5 - 10 mins	13 mins
A	5 - 10 mins	13 mins
Open	5 - 10 mins	13 mins
Exhibition	N/A	13 mins

The above time requirements for each class are in place for both Preliminary and Finals competition. The Show Schedule may be built with additional allotted interval times with permission of the Fall Vice President.

Scoring penalties shall be assessed for bands that do not meet the minimum and or exceed the maximum performance time requirements. Bands that exceed the allotted interval time shall also be penalized (See [Timing](#)).

Event/Contest Performance Schedules

Bands will be included in an event schedule after all applicable Membership and Event Entry Fees are paid in full. Bands that register and pay for events after the Fall Draw Meeting shall be scheduled before other bands in their class in the preliminary contest on a first paid - last scheduled basis. Bands who are excluded from a schedule they expect to be included on should contact the Contest Coordinator immediately.

A performance schedule for a given event shall be published on the [NWAPA web site](#) no later than two weeks before an event. Efforts will be made to provide a schedule sooner when it is possible to do so.

Changes to published schedules

The schedule may be adjusted anytime within 7-13 days of an event. An NWAPA email blast will be sent and the new schedule will be posted on nwapa.net.

The schedule is considered locked 7 days prior to a contest. Bands requiring an emergency schedule change must notify the Contest Coordinator. Day-of-event schedule changes resulting from extenuating circumstances may be requested via phone or some other method of communication to the Contest Coordinator or Show Sponsor.

Depending on the nature of the change and the number of units affected, the requested change may be approved, denied altogether or may be approved with the caveat that the band may perform in a new time slot but in the Exhibition class. Note – performing in the Exhibition class in Prelims will result in the band being required to perform in Exhibition in Finals. See [Finals Contest Performance Order](#).

Fall Draw

Bands that have registered and paid their fees in full shall be entered in a random draw for performance order in the preliminary contest for each event in which they have registered including Championships (see [Unit Registration](#)). This will determine the order in which bands perform in the preliminary contest, within each classification.

Band representatives need not be present at the meeting to be entered in the draw process.

In the preliminary contest at all NWAPA events, Exhibition bands shall perform in a time slot at the discretion of NWAPA Fall Vice President, Contest Coordinator, and Show Sponsor.

Preliminary Contest Performance Order

Preliminaries classification order at every event will A, AA, AAA, AAAA.

The order in which bands compete within their class in the Preliminary contest is determined at the NWAPA Fall Draw Meeting (See [Fall Draw](#)). Bands that are unable to participate in the draw, either because they are not paid in full or are a Guest Band, will compete within their appropriate class in reverse order of when their entry fee is received, but before bands whose performance time is determined via the draw process.

Exception – Not including NWAPA Championships, if in attendance, the previous winner of an event shall be scheduled last in their class for the preliminary round of competition. NWAPA Championships will utilize the fall draw results as noted above.

Advancement to Finals Contest

In two-contest events, bands shall be advanced to the Finals contest using the following criteria:

- At all events, a standard of 15 bands will advance from the Preliminary contest to the Finals contest.
- At the discretion of the Show Sponsors, Contest Coordinator and Fall Vice President, events with up to 20 bands in preliminary competition can choose to let all competing bands into Finals or allow the previous standard of 15. Shows with 21 bands or more will advance only 15 bands into finals.
- For each classification (A, AA, AAA), the winning band of the Preliminary contest is automatically advanced to Finals.
- The remaining bands shall be selected based on highest scores from the Preliminary contest, regardless of classification.
- If only one (1) band is present from a particular classification, that band shall not automatically advance to Finals. The band may still advance based on their score from the Preliminary contest as stated above.
- Bands that do not compete in the Preliminary contest may not compete in Finals competition. Bands that perform in the Exhibition class in the Preliminary contest may not switch to a competitive class for the Finals contest.
- At NWAPA Championships, only Member Bands may advance to the competitive Finals contest. (See [Guest Bands](#) for more detail)

Finals Contest Performance Order

Bands shall perform in the Finals Round of competition in reverse order of their finish in the Preliminary Contest, based on their final, calculated numerical scores, and regardless of classification. In the event that two Finals bands achieved the same score in prelims, the band that performed first in prelims will perform first in finals. Exhibition bands shall perform in a time slot at the discretion of NWAPA Fall Vice President, Contest Coordinator, and Show Sponsor.

Guest Bands

In Preliminary Contests and in events with only one round, Guest Bands shall perform within their appropriate class in reverse order of when their entry fee payment was received but before bands whose performance time was determined via the draw process.

Guest Bands may attend any regular season show and are able to advance to the competitive round of finals if they receive a score that enables them to compete in Finals.

Guest Bands may attend championships. However, only 15 member bands will advance to the competitive finals round. If in receipt of a preliminary score that earns the Guest Band a place in finals, they may perform in exhibition only at the start of the finals contest.

4. Event Logistics

Unit Director's Pre-Event Information

Two weeks prior to the contest, the Show Sponsor shall send an email with the following information to the Contest Coordinator for distribution:

- Show location and basic traveling directions.
- Name, email address, and phone number of the Show Sponsor "main contact."
- Parking and Warm Up Information.
- Contest Flow Diagram and Area Map.
- List of any additional awards that will be given out and how winners are determined.
- Concessions information.
- Ticket prices.
- Health and Safety / COVID 19 Protocols / Social Distancing Guidelines

Unit Directors will be able to access this information at the Event Page on nwapa.net as well as their individual Unit Event page on Contest Dynamics.

Health and Safety Guidelines

Each Show Sponsor will have a dedicated volunteer who is responsible for ensuring that the event is in compliance with all local and facility COVID 19 safety precautions. Details for each event will be provided in the pre-event information. This could include, but is not limited to, vaccination requirements, availability of concessions, social distancing in and out of the seating area and number of spectators allowed. It is expected that all units and their fans will follow published health and safety rules. Units that fail to follow health and safety guidelines may not be able to perform.

Unit Arrival/Check-In

Each competing unit will have a packet prepared for them and ready at the check in desk when they arrive. Units must check-in and pick up their packet upon arrival.

The Unit Arrival Packet will contain:

- Performer wrist-bands (unless each performer is individually stamped as they arrive)
- Name, email address, and phone number of the Show Sponsor "main contact."
- Event Flow Diagram and Area Map.
- List of any additional awards that will be given out and how winners are determined.
- Concessions information.
- Picture information.
- Show Passes
- Procedure for obtaining ten (10) additional show passes at half price for extra staff or volunteers supporting their unit.
- Ticket prices.

Equipment Storage

If the venue permits, equipment storage will be in an area with ramped access to both unit parking area and competition area. Equipment can include backdrops, instruments, props, etc. Equipment storage is monitored by the Show Sponsor however units may choose to have a designated individual stay behind to monitor items left in the storage area.

Warm up Areas

All bands will have access to warm-up areas. Show Sponsors will mark/indicate areas at the venue that are permitted for warm-up and areas in which warm up is not permitted. These designations should be respected at all times. Ideally there will be at least three areas large enough to accommodate more than one ensemble at a time and/or horns, percussion and color guard. In venues where warm-up space is limited, the Show Sponsor may request a schedule indicating when bands are allowed in warm-up and at what time they must vacate in order to allow the next group to have access. It is understood that bands are not required to use these areas as long as they are not warming up in areas that are marked as off-limits.

If an official warm-up schedule is posted, the area will be monitored by the Show Sponsor. This individual is responsible for ensuring that bands do not remain past their assigned time as well as communicating changes in schedule to the band in the warm-up area (i.e. delays in the contest schedule). The warm up area monitor is also responsible for warning groups if the sound in the warm-up area is disruptive to the ongoing contest (See [Field Competition Rules – Musical Warm-Up](#))

All warm up areas will be marked on Event Flow Diagram and Area Map and included in Unit Directors Pre-Contest Information and Unit Arrival Packet.

Competition Area

Contest Field

The **contest field** shall be a regulation size football field, 160 feet wide and 300 feet long, with marked boundaries and yard lines. The hash marks will be indicated one third of the way inside each sideline (high school hashes). Numbered yard markers will be placed every 10 yards along the front sideline.

Front Ensemble Area

From the front sideline, outside the contest field, as much space as is possible up to fifteen (15) feet deep, from 35-yard-line to 35-yard-line, shall be designated as the **front ensemble area**. Power will be supplied to this area.

Competition Area

The **competition area** shall be defined as the **contest field** plus the **front ensemble area**. The contest area consists of the contest field, the front ensemble area, both football field end zones. Additionally, if available, an area from endzone to endzone extending 15ft off the front sideline towards the spectator area should be made available.

Non-Competitive area

The area beyond 15ft from the front sideline outside the contest field is not part of the competition area. No performance shall occur in this area. Podiums, mixers, sound carts, speakers, and other stationary equipment may be temporarily placed in this area, provided there is sufficient space. Performers who are not conductors may not enter this area during performance.

Exemption - Student conductors may perform from stationary podiums in this area, provided their performance is limited to conducting or playing an instrument in a stationary fashion, and the student remains on the podium.

Equipment may be retrieved to and from this area for safety reasons, but equipment should not be moved in or out of this area during a performance as part of a planned effect. Unit personnel, staff, and Band Directors may be in this area during performance, but only in such capacity as to stabilize or retrieve equipment for safety reasons, or to manipulate audio mixing equipment per Electronics policy.

All boundary lines are included as part of the Competition Area. Stepping on a boundary line does not constitute a violation. The crossing of these lines, defined as one entire foot of a performer placed beyond the boundary, will constitute a boundary violation. Boundary rules apply only to a performer's body, specifically feet. Equipment and instruments can be placed, utilized, and retrieved from outside the boundary lines, so long as the performer's feet remain inside the boundary. Equipment (speakers, props, instruments, etc.) cannot cause a boundary violation. Equipment (mallets, etc.) can straddle the 15-foot line but performers must remain behind it.

Contest Area

The **contest area** consists of the contest field, the front ensemble area, both football field end zones, and, if present, any areas inside the stadium that are adjacent to both the front and back sidelines.

Field Entrance & Exit

Each unit is responsible for delivering their front ensemble members and equipment and any field props to the designated entrances fifteen (15) minutes before their posted performance time. All other marching members should arrive to their designated entrance ten (10) minutes before their posted performance time. Each venue is different and a reasonable amount of time will be afforded to each unit to then proceed from the designated entrances to the contest field.

Reminder – any event at Autzen stadium requires all members and props to enter via a tunnel that is 10' 6" wide and 6' 9" tall.

Units are cleared to enter the **contest area** by the timing and penalties judge based on performance times posted in the contest schedule. Generally, a unit is cleared to take the field one to four minutes before their posted performance time.

Once cleared to enter the contest area, units should proceed in a coordinated fashion and immediately begin their setup and staging for performance. Performer musicians may play and receive feedback from instructors during setup prior to performance. Because each unit has different setup and staging needs prior to performance, no mandate is placed on when musicians are allowed to play after being cleared to enter, nor will any announcement specifically call for the unit to begin a warm up. NOTE: Musicians may NOT play before the band is cleared to enter the contest area unless they are in an appropriate warm up area and adhering to warm up protocol.

Certain NWAPA performance venues include a track or other space beyond the dimensions of the competition area that may be suitable for conducting a short musical warm up during setup and staging. Units may use this space to conduct a brief warm up after being cleared to enter the contest area. The contest schedule is constructed with the assumption that units enter the contest field immediately after being cleared to do so; however units are not required to enter the contest field until their posted performance time.

Interval Time starts as soon as the first performer (not including front ensemble) enters the **contest field** boundaries OR at the unit's posted performance time, whichever comes first. If the posted performance time has come to pass before the unit is cleared to enter the contest area, the T&P judge may start the interval time at his/her discretion once the unit has been cleared to enter. Setup activities from performers in the front ensemble area do NOT trigger the start of interval time.

Additionally, certain venues may require modifications to the above when determining precisely when and where interval time begins and ends. The Contest Administrator may designate additional boundaries or exemptions in order to facilitate the practical transition of bands moving in and out of the performance area. Such modifications will be published in advance if possible. Example: at U of O Autzen Stadium, ensembles (when cleared to do so) will be allowed to pre-stage on side 1 up to the 50 yard line. Interval time starts as soon as performers, staff, props enter side 2, with the exception of the front ensemble, which may setup without triggering interval time start. Interval time ends when the entire ensemble has exited side 1 and is making forward progress towards the side 2 exit.

Field entrance and exit may be made over any boundary line. Bands may begin and end their performance anywhere in the competition area. Performers may not perform outside of the designated

competition area(non-competitive area), although they may enter and exit during a performance for safety reasons.

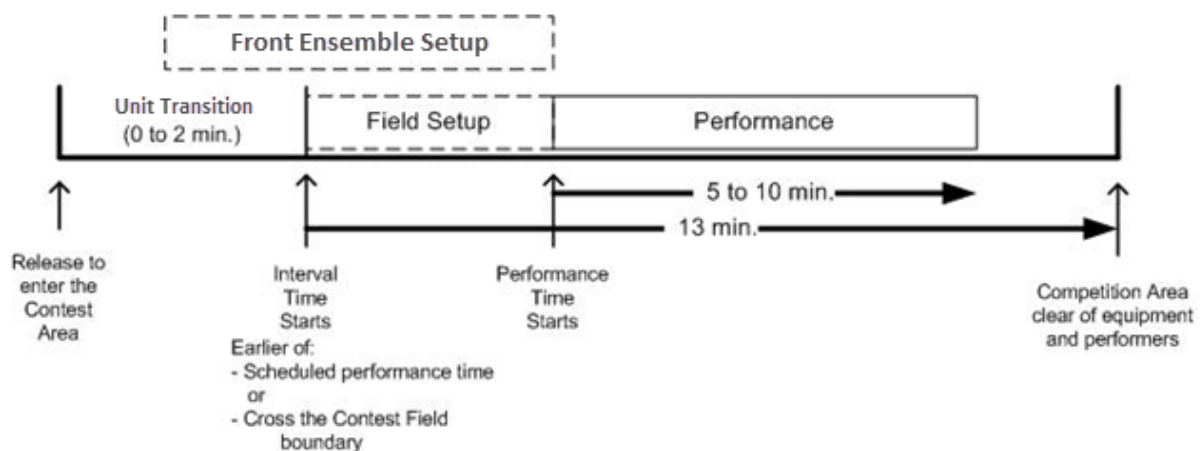
The T&P judge will survey a unit's readiness to perform and coordinate announcer cues accordingly.

Performance Time begins with the first note of music or meaningful movement of a performing member AFTER the announcer cues the band to begin. Each performance cue announcement varies slightly depending on the tradition of the particular contest, but all announcements are approved by the Contest Administrator. Coordinated music and movement before this announcement, while not prohibited, are not considered part of the performance in terms of adjudication.

Performance Time ends after last note of music or meaningful movement.

Interval Time ends when the entire **competition area** is clear of performers, equipment, props, and volunteers to the extent that the next unit's entry is not impeded, or when the exiting unit satisfies venue specific criteria set forth by the Contest Administrator.

This diagram summarizes the field entry and exit procedures, and defines the timing intervals.



Electronics

Electronic Musical Instruments

Electronic musical instruments, including synthesizers and laptop computers, are permitted in NWAPA performances under the following conditions:

- Any performance on an electronic musical instrument must be done by an eligible member of the band in the competition area.
- Prerecorded sounds ("samples") may be used as long as they do not have rhythmic, harmonic or melodic intent beyond the musical beat during which the sample event was triggered. Each repeated note in a series must be triggered individually. Harmonic changes must be triggered by an eligible performer. No metronomes or prerecorded count-offs are permitted. Prerecorded events triggered by eligible performers that are used for the sole purpose of 'ambiance effect' may contain rhythmic, harmonic, and melodic elements, provided they do not also serve as performance queues for other performers to follow or perform with.

Sound Board Monitoring

A sound board or mixing board **MUST** be operated or closely attended by a designated individual. This can include adults and instructors of the band with the following considerations:

- If the sound operator is a non-performer, he/she may not initiate an effect that contributes to the performance in a significant way. He/she may only adjust the balance and/or amplification of sound filtered through the sound system.
- If the sound operator is a performer who meets eligibility requirements, he/she may initiate effects so long as they conform to NWAPA rules. (See [Electronic Instruments](#)).
- The Contest Coordinator or T&P judge may direct the sound operator to make mandatory adjustments during the band's performance for the safety of performers, judges and audience.
- The soundboard operator may adjust the soundboard wirelessly from a designated area as close to the judges as possible.
 - NWAPA and Show Sponsors will make an attempt to provide an area suitable for remote sound mixing. The Contest Administrator will approve the designation of the remote sound mixing area such that its usage does not interfere with contest operations, adjudication, and spectator experience.
 - The area will be clearly marked, and instructions for accessing the area will be available in director's information packets.
 - 2 adult unit staff members with clearly visible unit staff passes will be admitted to this area for the purposes of remote sound mixing during their unit's performance only.
 - Unit staff may NOT engage contest judges in any way while accessing the remote sound mixing area.
 - Student performers who operate sound mixers may NOT do so remotely. Student performers must remain inside the performance area.
 - Bands that utilize remote sound mixing during their performance must also provide a field level contact who can authorize or facilitate emergency requests from T&P judge to modify amplification for safety reasons.

Electric Supply

All Show Sponsors shall provide one (1) electrical outlet near the front area of the field that shall extend toward the front ensemble area. Performing bands are advised to bring their own extension cords.

Gas powered generators

Gas powered generators must be in proper working condition so as to not leave oil or other fluids on the turf. Some venues may prohibit gas powered generators from being used.

Dropped Equipment

“Dropped equipment” is defined as any piece or entirety of a musical instrument, uniform, or other inanimate object that has fallen to the ground, and was previously in possession of and/or under the control of a competing band member. Such dropped equipment will not be penalized.

Dropped equipment may be removed without penalty by performing members of the band, or any designated retriever. Judges on the field are not required or obligated by the NWAPA to remove dropped equipment, but may choose to do so if they are aware of the dropped equipment and can safely remove it without compromising their responsibilities as a judge. No judge shall be held responsible if dropped equipment contributes to the injury of a band member(s).

Videotaping

The NWAPA has secured a professional videography service for select fall season shows. Sponsors of shows where these services are not provided are welcome to provide units with videos of their performances, but they are not required to do so. Units will be allowed to video tape their own performances for educational use.

Director's Packet/Director's Meeting

At the conclusion of each round of competition, Unit Event pages will be updated with applicable information regarding the next round of competition and/or the results from the previous competition.

This information includes:

- Score recap sheet
- A schedule for the next round of competition (if applicable)

A Director's meeting will still be held at a location to be announced during the contest. During that meeting, the Timing & Penalties summary sheets will be distributed to any unit who received a penalty. Band Directors will also have the opportunity to discuss issues with Contest Coordinator at this time.

Award Ceremonies

Preliminary Awards Ceremony

Each NWAPA sanctioned contest will feature, at minimum, a "Drum Majors Only" awards ceremony following the conclusion of the Preliminary Round of competition. A minimum of twelve (12) Placement Awards shall be represented for First, Second and Third place scores in the A, AA, AAA and AAAA classifications.

- Total numerical scores are announced for the top 3 placements from 3rd to 1st by classification, beginning with A class, AA, then AAA, then AAAA.
- No other placements or scores will be announced.
- No penalty or sub-scores shall be announced.

A total of fifteen (15) Caption Awards shall be awarded for the single highest score in each class (A, AA, AAA and AAAA) in the following captions:

- *High Music* – based on combined music judges' scores.
- *High Visual* – based on combined visual judges' scores.
- *High General Effect* – based on total of both G/E judges' scores.
- *High Color Guard* – based solely on Color Guard judge's score.
- *High Percussion* – based solely on Percussion judge's score.

Actual numerical scores for Caption Awards shall *not* be announced.

High Color Guard and *High Percussion* Awards will **not** be awarded for contests that utilize a 6 caption scoring system.

Finals Awards Ceremony

Each NWAPA sanctioned event will feature, at minimum, a "Drum Majors Only" awards ceremony following the conclusion of the Finals round of competition. A minimum of three (3) Placement Awards shall be presented for the First, Second and Third place bands regardless of their classifications.

- Total numerical scores are announced from 5th place up to first.
- No other placements or scores will be announced.
- No penalty or sub-scores shall be announced.

A total of five (5) Caption Awards shall be awarded for the single highest score regardless of classification in the following captions (same as Preliminary Awards):

- *High Music* – based on combined music judges' scores from Finals contest only.
- *High Visual* – based on combined visual judges' scores from Finals contest only.
- *High General Effect* – based on total of both G/E judges' scores from Finals contest only.
- *High Color Guard* – based solely on Color Guard judge's score from Finals contest only.
- *High Percussion* – based solely on Percussion judge's score from Finals contest only.

Actual numerical scores for Caption Awards shall *not* be announced.

High Color Guard and *High Percussion* Awards will not be awarded for contests that utilize a 6 caption scoring system.

NWAPA Championships Prelims Awards Ceremony

At the conclusion of the Preliminary contest of the NWAPA Championships Event an awards ceremony will feature all “Drum Majors/Color Guard Captains & Seniors.”

Caption Awards shall be awarded for the single highest score in each classification in the following captions:

- *High Music* – based on combined Music scores.
- *High Visual* – based on combined Visual scores.
- *High General Effect* – based on total of both G/E scores.
- *High Color Guard* – based solely on Auxiliary score.
- *High Percussion* – based solely on Percussion score.

Actual numerical scores for Caption Awards shall *not* be announced.

Total numerical scores are announced for the top 5 placements from 5th to 1st by classification, beginning with the smallest classification and ending with the largest. (A-AA-AAA-AAAA)

Placement Awards shall be represented for First, Second and Third place scores in each of the competitive classes.

In addition to the awards listed above, the *Class Champion* will be awarded for each competitive classification in prelims to the highest scoring band in each class, which may be combined with First Place in each class.

NWAPA Championships Finals Awards Ceremony

At the conclusion of the Finals contest of the NWAPA Championships Event all performing unit’s total score and placement will be announced from lowest score and placement to highest score and placement during the ceremony.

A total of five (5) Caption Awards shall be awarded for the single highest score regardless of classification in the following captions (same as Preliminary Awards):

- *High Music* – based on combined music judges’ scores from Finals contest only.
- *High Visual* – based on combined visual judges’ scores from Finals contest only.
- *High General Effect* – based on total of both G/E judges’ scores from Finals contest only.
- *High Color Guard* – based solely on Color Guard judge’s score from Finals contest only.
- *High Percussion* – based solely on Percussion judge’s score from Finals contest only.

In addition to all of the awards listed above, the following award shall also be presented.

- *NWAPA Marching Band Champion*

This award is given to the single highest scoring band, regardless of its classification (A, AA, AAA or AAAA).

Ties

At any NWAPA event, in prelims or finals, in the event of a tie between two or more for any Placement, Caption or Achievement award(s), the tie will stand. Duplicate awards shall be announced and recorded. The band that traveled the farthest distance to the event shall receive the plaque, trophy, or token of achievement. The Show Sponsor shall make arrangements to deliver or send a duplicate award to the remaining bands involved in the tie.

Inclement Weather / Emergency Situations

It is understood that inclement weather and other emergent situations may affect a scheduled or in-process contest. When there is a judgment call to be made regarding whether a show should continue or assume an alternate format, that decision will be made by joint agreement of the Contest Coordinator, Chief Judge and Show Sponsor. Potential scenarios and solutions for these events follow.

Scenario #1

Weather forces the contest to move off of the field and into an indoor venue or be conducted on the field/track as a standstill event.

Outcome

Once declared a standstill event, the event will remain a standstill event for the remainder of the contest. The entire music panel continues to adjudicate as well as the color guard judge. The entire contest, even the bands that marched, is tabulated with the reduced panel and advancement to finals (if needed) is based on that tabulation. The Finals contest may be either a standstill or marched. This is at the discretion of the Contest Coordinator, Show Sponsor and Chief Judge.

Scenario #2

Circumstances force the event to be cancelled after it has already begun. There is no option for a standstill either inside or out.

Outcome

No awards are issued. Participating bands will not be refunded the entry fee however any band that was unable to perform at all will be allowed to attend that same show for free the following year.

Scenario #3

Circumstances force the event to cancel with enough advance notice that no participants (bands, spectators, judges) are en route to the show/area.

Outcome

Participating bands will receive a credit towards any event the subsequent fall season.

Scenario #4

Circumstances force the event to cancel after participants (bands, spectators, and judges) are already en route to the show/area.

Outcome

Participating bands will receive a credit towards any event the subsequent fall season.

5. Scoring & Adjudication

All NWAPA Sanctioned events shall utilize judges contracted by the NWAPA. The NWAPA Judges Coordinator shall assign judges to adjudicate at specific events.

Scoring System

After each round of competition, each A, AA, AAA and AAAA band shall receive a numerical score that is based on a composite judges' score, out of a possible maximum of **100.00**, computed to the nearest hundredth of a point, minus any penalty points. The composite judges' score is the sum of the scores given by each of eight judges, apportioned and weighted as follows:

General Effect 40 points		
Music	20 points	Derived from 10% of 200 point judge's sheet
Visual	20 points	Derived from 10% of 200 point judge's sheet

Music Performance 30 points		
Individual	10 points	Derived from 5% of 200 point judge's sheet
Ensemble	10 points	Derived from 5% of 200 point judge's sheet
Percussion	10 points	Derived from 5% of 200 point judge's sheet

Visual Performance 30 points		
Individual	10 points	Derived from 5% of 200 point judge's sheet
Ensemble	10 points	Derived from 5% of 200 point judge's sheet
Color Guard	10 points	Derived from 5% of 200 point judge's sheet

GRAND TOTAL 100 points	
--------------------------------------	--

All scores will be given on a "credit earned," build-up basis utilizing an educationally oriented, criterion-referenced scale for each caption and category.

At certain shows, the panel may be reduced to 6 judges this results in the following scoring system:

General Effect 40 points		
Music	20 points	Derived from 10% of 200 point judge's sheet
Visual	20 points	Derived from 10% of 200 point judge's sheet

Music Performance 30 points		
Individual	15 points	Derived from 7.5% of 200 point judge's sheet
Ensemble	15 points	Derived from 7.5% of 200 point judge's sheet

Visual Performance 30 points		
Individual	15 points	Derived from 7.5% of 200 point judge's sheet
Ensemble	15 points	Derived from 7.5% of 200 point judge's sheet

GRAND TOTAL 100 points	
--------------------------------------	--

Judge Locations

Judges shall be positioned and adjudicate from the following vantages:

Location	Judges
Press Box	General Effect - Music General Effect - Visual Music Performance - Ensemble Visual Performance - Ensemble Visual Performance – Color Guard Music Performance - Percussion (Finals)
Field Level	Music Performance - Individual Visual Performance - Individual Music Performance - Percussion (Prelims)

The Timing and Penalties Judge may choose freely between the Press Box and Field level during competition. The percussion judge shall always adjudicate from the field level during the Preliminary contest and from Press Box during the Finals contest. No other numerical scores from optional captions such as Soloist and Drum Major will factor in to total score.

Judge Commentary/Scoring

Each judge shall be equipped with a digital audio recorder or other recording device with which they will record their commentary. For each round of competition, recorded comments shall be collected, sorted and distributed electronically by the NWAPA via the unit’s Unit Event page on Contest Dynamics.

As the NWAPA utilizes a “paperless” scoring system, no commentary will be written or passed on to bands in printed or written form (other than the Timing & Penalties Summary Sheet). Caption scoring sheets outlining the judged criteria and box definitions are available at NWAPA.net.

6. Field Competition Rules & Penalties

Assessment of penalties for violation of the following operational rules will be the responsibility of the Chief Judge and/or Contest Coordinator. They may take into account circumstances unique to the event and/or venue that may cause problems in adhering to these rules. However, competing bands must make every effort to follow all Field Competition Rules.

Eligible Performers

All performing members of each band must meet the eligibility requirements stated in this handbook. (See [Eligibility](#), above)

PENALTY	Disqualification from all events where any performer does not meet eligibility requirements.
---------	--

All non-performers (e.g., parent volunteers, equipment movers, etc.) must stay clear of the **competition area** during a band's performance from the conclusion of the announcer's introduction and his/her instruction to the band to begin performing, until the final note of music or meaningful movement is finished. Exceptions:

1. Non-performer sound monitor located in the front ensemble area
2. Non-performers may be allowed to enter the **competition area** to stabilize props and remove equipment for safety reasons, at the discretion of the Contest Coordinator or T&P Judge.

PENALTY	-0.1 points per non-performer inside the competition area, per minute or fraction thereof.
---------	--

Only persons meeting the eligibility requirements may contribute in a meaningful way to the overall effect of a band's performance.

PENALTY	Disqualification from the round of competition in which the infraction occurred.
---------	--

Warm-up

Bands may warm up at their discretion after being cleared to enter the **contest area**. Warming up prior to entering the **contest area** must be done in areas removed from the hearing range of the performance stadium. (See [Warm Up Areas](#)) All bands shall be considerate of their noise level(s) and physical location(s) relevant to the performance stadium. All directional sound sources (speakers, horn bells, drum scoops, etc.) shall be pointed away from the stadium.

Amplification devices use for warming up (such as a Mega Vox, Long Ranger, sound system, etc.) should be used far from the stadium, and should face away from the stadium and into the ground if possible. Gock blocks, claves, and other such tempo providers should also be used sparingly and away from the stadium.

A warning shall be given before a penalty is assessed. Bands who are approached by the Contest Coordinator, Show Staff, or NWAPA Board Members and asked to adjust their volume or move locations shall immediately comply with the request. Bands who choose to escalate the confrontation or who do not comply shall be penalized.

PENALTY	0.5 points per reported and confirmed incidence of non compliance with staff request.
---------	---

Timing

Timing will begin at the direction of the Timing & Penalties (T&P) judge, according to official contest time. The T&P judge will indicate that the band is cleared to enter the **contest area**.

Interval time begins when the first performer (not including front ensemble) enters the **contest field** OR at the posted performance time, whichever comes first.

Performance timing and judging shall begin with the first note of music played or the first meaningful step taken by a performer after the announcer has completely finished introducing the band. All performance timing and judging shall cease at the conclusion of the band's performance.

Interval timing shall cease when the **competition area** is completely cleared of equipment (includes removal of all equipment from the contest field, front ensemble area, front and back sidelines, and both end zones) **and** upon the last band member's or volunteer's exit from the **competition area**. The requirements in the table below are in place for Preliminary and Finals competition.

Class	Min-Max Performance Time	Total Interval Time
AAAA	5 - 10 mins	13 mins
AAA	5 - 10 mins	13 mins
AA	5 - 10 mins	13 mins
A	5 - 10 mins	13 mins
Open	5 - 10 mins	13 mins
Exhibition	N/A	13 mins

PENALTY	-0.2 points per six (6) seconds or fraction thereof will be assessed for under-or over-performance time or over interval time.
---------	--

See [Field Entrance & Exit](#) for a diagram summarizing the field entry and exit procedures, and defining the timing intervals.

Non-Competitive Area

The area beyond 15ft from the front sideline outside the contest field is not part of the competition area. No performance shall occur in this area. Podiums, mixers, sound carts, speakers, and other stationary equipment may be temporarily placed in this area, provided there is sufficient space. Performers who are not conductors may not enter this area during performance.

Exemption - Student conductors may perform from stationary podiums in this area, provided their performance is limited to conducting or playing an instrument in a stationary fashion, and the student remains on the podium.

Equipment may be retrieved to and from this area for safety reasons, but equipment should not be moved in or out of this area during a performance as part of a planned effect. Unit personnel, staff, and Band Directors may be in this area during performance, but only in such capacity as to stabilize or retrieve equipment for safety reasons, or to manipulate audio mixing equipment per Electronics policy.

All boundary lines are included as part of the Competition Area. Stepping on a boundary line does not constitute a violation. The crossing of these lines, defined as one entire foot of a performer placed beyond the boundary, will constitute a boundary violation. Boundary rules apply only to a performer's body, specifically feet. Equipment and instruments can be placed, utilized, and retrieved from outside the boundary lines, so long as the performer's feet remain inside the boundary. Equipment (speakers, props, instruments, etc.) cannot cause a boundary violation. Equipment (mallets, etc.) can straddle the 15-foot line but performers must remain behind it.

PENALTY	-1 point per minute (rounded up) that performance in or illegal use of non-competitive area occurs.
---------	---

Prop/Equipment Use and Safety

Staging (props, backdrops, screens, or similar objects) built and/or used by bands at NWAPA events shall be limited to a maximum total height of fifteen (15) feet, including wheels, platforms, safety railings, other equipment, or other props placed upon the staging.

Soft props used for staging, which use air to create an effect, (i.e. streamers, fabric, inflatables, or similar material) are permitted up to a height of twenty-five feet. Materials such as wood, metal, plastic, PVC pipe, aluminum or other rigid properties which might be used as a support or ribbing are not permitted above the fifteen feet limit.

No participant may be on, any portion of any prop more than six (6) feet above the playing surface of the performance field unless appropriate safety railing and/or other safety equipment are in place and in use. Appropriate safety railing and/or safety equipment is defined but not limited to the following:

- Safety railing – A barrier at least forty-two inches (42”) in height at all points and surrounding participant a minimum of 50%.
- Safety harness - A method to preventing or arrest a fall.
- Protective padding - Compressed foam padding (gymnastic mat type) or other suitable material measuring a minimum of two inches (2”) in depth.

Participants are prohibited from jumping off or leaping between any prop or structure that exceeds six feet (6’) in height above playing surface unless protective padding or other adequate safety precautions are in place.

Prop assembly must be done during the ensemble’s allotted time for arrival, unload and warm-up. No additional setup/tear down time will be allowed. Prop disassembly and removal must not be disruptive to or hinder the next performance.

Because the NWAPA is a guest at our host stadiums, additional stadium and/or venue specific policies may be in effect. The NWAPA will identify and include known restrictions/limitations in pre-contest communications. However, any concerns expressed by the stadium management onsite will be addressed and must be acted upon and complied with by the participating ensembles.

The Contest Director shall at all times have the authority to prohibit the use of any prop or equipment that they believe presents an unreasonable or unacceptable risk of injury or harm to participants, Facilities, or others or potential danger to a venue or its property.

The NWAPA strongly recommends that ensembles and their instructors use the utmost caution and forethought in designing and using props and/or equipment that might place participants and others in potential danger during assembly or use. Directors are encouraged to contact the NWAPA to inquire about the use of equipment or materials when its permissibility under this section may be in question.

PENALTY

-0.1 points to a maximum of disqualification from the round of competition in which the infraction occurred.

American Flag and National Colors

Bands may opt to use the American Flag as part of their performance. The following guidelines are strongly recommended for its use:

- The American Flag and the National Colors shall always be afforded the highest level of respect and dignity associated with our National Symbol.
- The bearer of the flag shall not engage in any dance or theatrical steps.
- The flag shall never be permitted to touch the ground.
- The flag shall never be flown upside-down.
- The flag should not be draped over any person or object, nor should it be used as a cover for equipment.
- The flag itself should not be used as a costume or other apparel.
- Whenever possible, the flag should be allowed to fly freely and not bound or folded in an improper manner.
- The flag(s) of any U.S. State, city or locality should not be held, carried or mounted in a manner that is level with or higher than the American Flag, nor shall the American Flag be smaller in size than the other flags.
- When flags of two or more nations are displayed, they are to be flown on separate apparatuses at the same height. Additionally, the flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.
- The flag shall be guarded by at least one weapon (or simulated weapon) at all times.
- The flag may be posted according to proper posting procedure.

PENALTY	-0.1 to 0.5 points for flagrant and/or offensive violations to the above guidelines at the discretion of the Contest Coordinator.
---------	---

Additional Rules

Off road mechanized vehicles (golf carts, garden tractors, small ATV All-Terrain Vehicles, etc.) will be allowed to pull equipment trailers, only for set-up and take-down, unless prohibited by contest venue. Pick-up trucks, large tractors, or similar vehicles are never permitted in the competition area for any reason. The participating ensemble and its school are liable and will be held responsible for any damage to a Performance Field or venue caused by violation of these policies and/or actions of the operators. Certain venues may prohibit use of vehicles or deny entry to vehicles that are observed to not be in good working condition in order to minimize damage to turf.

PENALTY	-0.1 points to a maximum of disqualification from the round of competition in which the infraction occurred.
---------	--

The use of, live animals, lights out routines, pyrotechnics of any kind (fire, fireworks, discharge of arms etc.) or any equipment, object or material (including, but not limited to debris, powder, water, or other liquids) that may cause damage to the Performance Field, present a safety hazard and/or disrupt the scheduled flow of the contest are prohibited.

PENALTY	-0.1 points to a maximum of disqualification from the round of competition in which the infraction occurred.
---------	--

Use of drones or any remote-controlled airborne device is prohibited.

PENALTY	-0.1 points to a maximum of disqualification from the round of competition in which the infraction occurred.
---------	--

Glass objects that may break and/or leave shards of glass on the Competition Field are not allowed. Video monitors must utilize screen protectors. Mirrors must be of the acrylic type and cannot contain glass. Any lightbulbs used must be shatter resistant, safety coated.

PENALTY	-0.1 points to a maximum of disqualification from the round of competition in which the infraction occurred.
---------	--

Hazardous equipment or illegal use of equipment is prohibited.

PENALTY	-0.1 points to a maximum of disqualification from the round of competition in which the infraction occurred.
---------	--

Please note that the following may be used in a performance, provided they are not hazardous and do not remain on the Performance Field or in the air following a performance: Water or other non-hazardous liquids, paper, confetti or other debris.

Non-performing personnel, except the band director or his designee, may not conduct, cue, coach, or overtly encourage the performers from the area between the front row of the stands and the competition area.

PENALTY	-0.1 points to a maximum of disqualification from the round of competition in which the infraction occurred.
---------	--

During the competition, competing band directors may contact the Timing & Penalties Judge, Chief Judge, Contest Coordinator or Show Sponsor if necessary. Directors may not contact any other judge during the competition by any means (including text message).

PENALTY	-0.1 points to a maximum of disqualification from the round of competition in which the infraction occurred.
---------	--

A band, performer, director, staff member or other non-performing personnel directly connected with the performance of the band, exhibiting any extraordinary behavior for which no specific rule or penalty is provided, shall be penalized for each such violation.

PENALTY	-0.1 points to a maximum of disqualification from the round of competition in which the infraction occurred.
---------	--

7. Copyright

Performing units are required by law to obtain permission to arrange or adapt copyrighted material prior to creating the arrangement.

NWAPA units will be required to complete paperwork indicating they have received permission to arrange or adapt any copyrighted material included in their program. Units who do not turn in their paperwork by the date designated at the August membership meeting will not be permitted to perform until the appropriate paperwork is turned in.

To accommodate the publishers' processing needs, you should submit your permission requests at least 8 weeks prior to the date by which you plan to start arranging. Do not wait until your entire show is finished. Band Directors should keep permissions for arrangements and adaptations on file for the entire academic year in which they wish to utilize them and be prepared to show proof of these permissions if asked.

What Constitutes A New Arrangement?

- Creation of a completely new arrangement of a copyrighted song.
- Adapting or altering a marching band or drum corps arrangement.
- Arrangements made from concert band scores.
- Purchased arrangements played with added parts (for example, adding percussion where none existed).

Permission to arrange is not required if you are using a purchased arrangement as written, a completely original composition or a confirmed public domain composition. There are 3 easy ways to obtain permission to arrange a copyrighted song.

1. Contact a Print Representative Online

Your request will be processed most promptly when your request is submitted to the print publisher whose catalog includes your song(s). If known, submit your request to the proper print publisher. If the proper print publisher is not known, you may use a "category request" and submit your song(s) from your show to one of the print publishers listed below for processing. Most print publishers include a list of administered catalogs on their licensing website and will send referral information for songs not included in their catalog. This option offers the lowest possible costs and efficient turn-around time.

For Popular Repertoire, submit to:

Hal Leonard Corporation (<http://www.halleonard.com/permissions>)

Alfred Publishing Co., Inc. (www.alfred.com)

For Classical Repertoire, submit to:

Boosey & Hawkes, Inc. (www.boosey.com)

G. Schirmer, Inc. (www.schirmer.com)

These print publishers represent a large amount of repertoire most often utilized by marching ensembles. You may need to contact additional companies for those few works not handled by these publishers.

2. Use a Copyright Service

The following organizations have services available for assistance with obtaining permission to arrange:

Western Bands Association <http://www.westernbands.org>

Western Bands Association CopyCat Music Licensing: [CopyCat Music Licensing Form](#)

Bands of America <http://www.bands.org>

Bands of America Music For All Service Form: [Music for All Copyright Service Form](#)

3. Contact the Copyright Owner Directly

Confirm the copyright owner for each song through the, ASCAP, BMI or the Music for All Database (copyright holder's database). These databases provide writer, performer and publisher contact information for most published works. The MFA Database is a collection of permission-to-arrange data that MFA has collected through the years. The list is not comprehensive, but it includes most of the works commonly used by participating bands. The MFA Database is not an authoritative guarantee that a song listed will be approved for arrangement in the future. It lists works that have been approved for arrangement for marching band in the past and those that are known to have been automatically denied. If a publisher has informed MFA that a song will be automatically denied, its status has been noted in the comments field.

[ASCAP Database](#)

[BMI Database](#)

[Music for All Database \(Copyright Holder's Database\)](#)

Once you have determined who controls the licensing rights, send each holder a written request for each song using the Permission to Arrange Form prepared by the Music Publishers' Association. Please note that many composers use print representatives such as Hal Leonard Corporation or Alfred Publishing Co., Inc. to process arrangement requests and may not respond to requests direct or may direct you to their representatives. You may need to contact the copyright owner directly for more obscure or specialized repertoire. Submitting requests is free. This option may take more time and responses from publishers may be delayed.

The Bands of America website has a great resource for more information concerning copyright issues:

[Copyright Guide](#)

8. Revision History

6/6/2023 – Update 2023

10/2/22 – Clarified NWAPA Policy regarding vehicles and gas powered generators.

9/13/22 – Updated all classification references, updated Championships awards ceremony instructions, added Autzen stadium tunnel dimensions.

8/29/22 – Updated mailing address

6/4/22 – Update date to reflect 2022. Updated with new board of directors. Updates to Competitive and non-competitive field space as well as number and type of awards to given at NWAPA Championships to reflect proposals passed at the 2022 May general membership meeting. Updates to revert back pre-Covid number and type of classifications and payment requirements for fall draw.

9/14/21 – Updated Number requirements for Unit Classes

8/17/21 – Updated date to reflect 2021. Updates to safety section to reflect proposals passed at the May 2021 meeting. Updates to reflect new health and safety protocol. Updates to reflect judging changes in 2021. Updates to reflect the addition of the AAAA class for 2021

6/4/2020 – Updated with new board of directors. Date updated reflect 2020. Updates to safety section to reflect proposal passed at the May 2020 meeting

6/2/19 – Updated with new board of directors. Date updated reflect 2019. Updates relative to new class structure and announcement of scores at circuit championships relative to proposals passed at the May circuit meeting. Updates made to financial section.

8/25/18 – Updated with new board of directors. Date updated to reflect 2018

9/10/17 - Clarified the following sections:

- Withdrawal Penalty
- Classifications
- Preliminary Contest Performance Order

The following sections were updated from the 2016 version:

- NWAPA 2017/2018 Officers
- Preliminary Contest Performance Order
- Unit Director's Pre Event Information
- Videotaping
- Director's Packet/Director's Meeting
- Award Ceremonies

- Judge Commentary/Scoring
- Copyright

8/25/16 – Updated the Fall VP name

The following sections were updated from the 2015 version:

- NWAPA 2016/2017 Officers
- NWAPA 2016/2017 Staff
- Mailing Address
- Fall Draw
- Copyright
- Other formatting and tightening of language throughout

The following sections were updated from the 2014 version:

- NWAPA 2015/2016 Officers
- NWAPA 2015 Staff
- Membership Requirements
- Fees
- NWAPA Sanctioned Contests
- Guest Bands
- Videotaping
- Director's Packet
- Copyright

8/12/15 – Updated email addresses for board and staff. Adjusted typo in Director's packet section

8/31/15 – Updated Videotaping language