

# **The Scottish Brass Band Association**

## **RULES and PROCEDURES**

**© SBBA 2018**

# CONTENTS

## RULES

### **1 Responsibilities of the Scottish Brass Band Association**

- 1.1 Development
- 1.2 Standards
- 1.3 Promotion
- 1.4 Representation
- 1.5 Support

### **2 Responsibilities of member bands and organisations**

- 2.1 Conduct of bands, players, conductors and officials
- 2.2 Child protection
- 2.3 Equal opportunities
- 2.4 Awareness of rules

### **3 Contests**

- 3.1 The Contesting Year
- 3.2 Scottish Championship Contests
- 3.3 Local and Other Contests

### **4 The Scottish Brass Band Registry (“The Registry”)**

- 4.1 Requirement to have Players Registered

### **5 Disciplinary Processes**

- 5.1 Misconduct
- 5.2 Disciplinary Rules

### **6 Appeals Process**

- 6.1 Right of Appeal
- 6.2 Appeals to Executive Committee
- 6.3. Arbitration

### **7 General**

- 7.1 Definitions
- 7.2 Applicability of Rules
- 7.3 Alteration to Rules

## Procedures

### **Annex A: Procedures for the Regulation of Contests**

- A1 Rules and Procedures for Organisations wishing to arrange a Contest
- A2 Adjudicators
- A3 Entries
- A4 Qualification of players
- A5 Guest Players
- A6 Number of players on platform
- A7 Instrumentation
- A8 Music
- A9 Regulations for the Draw
- A10 Substitutes for sick players
- A11 Trophies and prize money
- A12 Rehearsal

## **Annex B: Procedures for Solo, Quartet/Quintet and Small Ensemble Contests**

- B1 Prospectus and Prizes
- B2 Entry Forms and Fees
- B3 Scores
- B4 Quartets/Quintets
- B5 Small Ensembles
- B6 Instrumentation
- B7 Substitute Players
- B8 Time Limits
- B9 Contests for School Pupils / Youth
- B10 Competitors
- B11 Age Groups
- B12 Local Rules

## **Annex C: Grading Procedures**

- C1 General Considerations
- C2 Promotion and Relegation
- C3 Failure to Compete at the Championships
- C4 Appeals
- C5 Amalgamated Bands
- C6 New Bands

## **Annex D: Registration Procedures of the Scottish Brass Band Registry**

- D1 Registration of Unregistered Players
- D2 Transfer of Registered Players between Bands
- D3 Special Transfer Arrangements for Students Studying Away from Home
- D4 Method of transfer to another Registry (England or Wales)
- D5 Number of Registered Players
- D6 Annual Renewal of Players' Registrations
- D7 Registry Fees
- D8 Cancelled Registration (card held by the Registry)
- D9 Lost Registration Cards
- D10 Change of Name
- D11 Registration Numbers
- D12 Registration Forms
- D13 Change of Band Secretary
- D14 Accounts
- D15 Communications with the Registry

## **Annex E: Registration Procedures applicable to Junior and Training Bands**

- E1 Optional Registration of Members
- E2 Transfer to the Senior Band

# **1 Responsibilities of the Scottish Brass Band Association**

## **1.1 Development**

1.1.1 To develop brass bands in Scotland in terms of numbers, standards, public appreciation, and value to society.

1.1.2. To maintain existing bands and increase the number of bands, especially in areas where there are few or none.

1.1.3 To expand the number and range of brass and percussion players participating in brass bands.

1.1.4. To democratise the brass band movement in Scotland through attracting people irrespective of age, gender, race, sexuality, religion or ability, and to facilitate the return of former players.

1.1.5. To further develop the standards, accessibility, and public profile of the National Youth Brass Band of Scotland (NYBBS).

## **1.2 Standards**

1.2.1. To raise the musical standards of brass bands by means of competitions and improved feedback, workshops and masterclasses, and solo & ensemble events.

1.2.2. To raise its own organisational standards and that of member bands in terms of structures, procedures, quality control and credibility.

## **1.3 Promotion**

1.3.1. To promote brass bands and their music to the general public.

1.3.2. To raise the awareness of politicians, public authorities, and the arts community to the value and potential of brass bands, the seriousness of banding and the credibility of SBBA.

## **1.4 Representation**

1.4.1. To represent brass bands to the public and decision makers at Scottish, UK and European level.

## **1.5 Support**

1.5.1. To provide membership and support services for all bands and organisations in Scotland.

1.5.2. To support the development of NYBBS.

1.5.3. To secure funding that will support the development activities and ensure sustainability of results.

# **2 Responsibilities of member bands and organisations**

## **2.1 Conduct of bands, players, conductors and officials**

2.1.1. To conduct themselves with decorum and avoid any behavior that will bring SBBA, or any of its member bands, or its Area Associations, or other affiliated bodies, or banding, into disrepute.

## **2.2 Child protection**

2.2.1. To adopt and conform to an appropriate child protection policy, that recognises the special position of children as individuals who, as a result of their vulnerability, will be awarded special protection and will be treated fairly.

## **2.3 Equal opportunities**

2.3.1. To operate on the basic principle that the only requirement for membership of a brass band is a love of music, and particularly of brass bands.

2.3.2. To ensure that membership of a band and participation in its rehearsals and performances will be open to all persons without enquiry of, regard to, or record of their gender, age, race, religion or sexuality.

2.3.3. To ensure that appointment to any playing position within a band will be made entirely on musical aptitude and ability, and on no other criteria.

## **2.4 Awareness of rules**

2.4.1. All organisations must ensure that their members are aware of all SBBA rules and the potential consequences of breach of the rules. Ignorance of the rules will not be regarded as an excuse or reason for breach of any rule.

## **3 Contests**

### **3.1 The Contesting Year**

3.1.1 The Contesting Year will be from 1 January to 31 December.

### **3.2 Scottish Championship Contests**

3.2.1. The Scottish Championships will be run in accordance with the procedures described in Annex A "Procedures for the Regulation of Contests". The Scottish Championships results will determine the grading and allocation of bands to sections, as described in Annex C "Grading Procedures".

3.2.2. The results of each section of the Scottish Championships will determine qualification for The National Championships in accordance with its rules (the "National Rules"). If the National Rules conflict with or do not cover provisions in the SBBA Rules, the SBBA Rules will have precedence unless otherwise decided by the Committee.

3.2.3. At their first meeting following these contests, the Committee will classify all bands to the sections they consider them best suited for in accordance with the Grading Rules. All changes in grading will take effect from the first day of January each year.

### **3.3 Local and Other Contests**

3.3.1. Member bands competing at any brass band contest must fully comply with the rules of the Association and procedures as described in Annexes A, B and D.

3.3.2. Bands taking part in a contest outside Scotland must inform the Registrar to assist in registration requirements.

3.3.3. Organisers of contests in Scotland must be member bands, or affiliated members, of the Association. Affiliated members wishing to organise a contest must lodge a copy of their constitution with the Secretary of the Association.

## **4 The Scottish Brass Band Registry ("The Registry")**

### **4.1 Requirement to have Players Registered**

4.1.1 Players may only take part in any contest as a member of a band if so registered with the Registry as a member of that band.

4.1.2 Players may only take part in any contest as a guest player or substitute player if registered with the Registry or registered as a member of a band with another United Kingdom Registry.

4.1.3 The Registry requirements will not apply to any contest which has a waiver from the Committee.

4.1.4 Players may be registered as a member of only one band in the United Kingdom at a time.

4.1.5 If a player wittingly or unwittingly registers with a band while still registered with another band, the later registration will be null and void until the earlier registration is cancelled.

4.1.6 It is the responsibility of both the player who applies for a new registration and the band submitting that application to ensure that the player is not registered with another band in the United Kingdom.

4.1.7 The Registrar and the Association accept no responsibility in respect of any new registration which is issued and where it is later discovered that the player is or was currently registered with another band in the United Kingdom.

## **5 Disciplinary Processes**

### **5.1 Misconduct**

5.1.1. Any band official, player, bandmaster or conductor who interferes with, threatens or uses abusive language towards, an adjudicator, official or attendant will be liable to the penalties described in 5.2.6 below.

5.1.2. If officials in charge of a contest are of the opinion that a player or conductor is unfit to take part in the contest they have the power to prevent the player or conductor from appearing on the contest platform.

5.1.3. Any charge of misconduct against any band official, player, bandmaster or conductor will be dealt with by the Committee as set out below. There is a right of appeal against any finding of misconduct.

## **5.2 Disciplinary Rules**

**5.2.1 Applicability.** These procedures apply to bands (and their players, officials, and employees) in relation to breaches of Registration, Contest or Misconduct rules, and matters which the Committee consider as having brought, or being likely to bring the Association and/or any of its member bands and/or its Area Associations and/or other affiliated bodies into disrepute. All other disciplinary matters are between bands and their players.

**5.2.2. Notification of alleged breach.** An alleged breach of rules can be raised by any member band, Area Association, affiliated organisation, officer of the Association or Committee member. The alleged breach has to be notified in writing within 28 days of its occurrence to the Secretary of the Association.

**5.2.3. Review of alleged breach.** The notification of the alleged breach will be reviewed by a Disciplinary sub-committee as soon as practicable, and not later than 28 days following receipt of notification of the alleged breach. The Disciplinary sub-committee will consist of 3 members appointed by and from the Executive Committee, excluding the President or Vice-President, and avoiding any conflict of interest. The Disciplinary sub-committee will consider only the notification received and decide if there is a possible case to answer.. If there is no case to answer, the Disciplinary sub-committee will record their decision and the reasons for it, and will report this in writing to the Committee. If it is considered that there is a case to answer, the Disciplinary sub-committee will initiate the disciplinary process. The Secretary of the Association will then advise the party who had submitted the notification of alleged breach and any other party who the Committee considers should be advised, of the outcome.

**5.2.4. Notification of Initiation of the Disciplinary process.** If it is considered that there is a case to answer, within 7 days of that decision being reached by the Disciplinary sub-committee, the Secretary of the Association (or another member of the Committee appointed to act in his place) shall forward to the subject of the alleged breach, the party which notified the alleged breach, and to such other parties as are identified by the Disciplinary sub-committee as having a potential interest in the matter, a copy of the notification of the alleged breach with notification that the disciplinary process has been initiated.

**5.2.5. The Disciplinary Hearing.** The subject of the alleged breach, the party which notified the alleged breach and such other parties as are identified by the Disciplinary sub-committee as having a potential interest in the matter will be invited to attend a disciplinary hearing and/or to make a written submission for consideration at the disciplinary hearing. All parties invited to attend and/or make a submission to the disciplinary hearing will be given a minimum of 7 days notice of the hearing. The disciplinary hearing will be arranged for the earliest convenient date and will generally be expected to take place within 28 days from the notification that the disciplinary process has been initiated. The subject of the alleged breach and all other parties invited to attend the disciplinary hearing may be accompanied or have representation of up to 2 people. The subject of the alleged breach and all other parties invited to attend the disciplinary hearing may call witnesses in support of their case. Facts/statements and decisions will be recorded by the Disciplinary sub-committee. The Association and all parties attending the disciplinary hearing will each bear their own costs of the hearing. The subject of the alleged breach and all parties who have made a submission to the hearing either in person or in writing will be notified of the decision, as soon as possible after the hearing, and in writing within 7 days, together with the reasons for the decision. If there is no appeal, the Disciplinary sub-committee will make a written report to the Committee.

**5.2.6 Powers of the Disciplinary sub-committee.** The Disciplinary sub-committee will have the power to amend the result of any contest organised by the Association, or conducted in Scotland under its rules, and to direct the organisers of any such contest to award the prizes in accordance with the amended result. It shall also have power to impose upon any band found to be in breach of these rules, or of the rules of the contest concerned or of the rules of the Scottish Brass Band Registry, a fine not exceeding £1,000 and/or a suspension from participation in contests in Scotland for such period as it deems appropriate, and generally to impose any penalties within the range approved by the Committee from time to time. Where an individual's behaviour is deemed to have brought the Association, its members or employees into disrepute, the Disciplinary sub-committee has the power to impose a fine not exceeding £250 and/or a suspension from participation in contests in Scotland for such period as it deems appropriate and generally to impose any penalties within the range approved by the Committee from time to time. It is entitled to impose any such penalties on a suspended basis for such period and subject to such conditions as it deems appropriate.

## **6 Appeals Process**

## **6.1 Right of Appeal**

6.1.1. Appeals may be made against any decision of a Disciplinary sub-committee.

## **6.2 Appeals to Executive Committee**

6.2.1. Any Appeal must be lodged in writing with the Secretary of the Association within 14 days of written notification of the decision of the Disciplinary sub-committee being issued. The appeal must state in full the grounds of the Appeal.

6.2.2. At all stages of the Appeals process, the original decision may either be upheld or set aside, or a different penalty substituted within the range approved by the Committee from time to time.

6.2.3. The Appeal will be to the full Committee (excluding the members of the Disciplinary sub-committee and any members with a potential conflict of interest) chaired by the President, or the Vice President, or another office bearer. All interested parties will be notified of the appeal and the grounds of appeal which have been submitted. All such parties will be entitled to make further submissions, either in person or in writing, as part of the appeal process. The appeal will be heard either at the next scheduled meeting of the Committee or at a special meeting of the Committee specially convened for this purpose. All parties will be given at least 7 days prior notice of the appeal hearing. The appellant and all parties who have made a submission to the hearing will be notified of the decision, as soon as possible after the hearing, and in writing within 7 days, together with the reasons for the decision. The Association, the appellant and all other parties making submissions as part of the appeal process will each bear their own costs.

## **6.3. Arbitration**

6.3.1. In the event of the appellant being dissatisfied with the outcome of the appeal, the Committee will offer the opportunity of recourse to binding arbitration using the services of an external arbiter. The arbiter will be a party to be mutually agreed or, failing such agreement, a party appointed by the President of the Law Society of Scotland or his nominee on the application of either party. The costs of the arbitration process will be met as may be directed by the arbiter, but subject to the general principle that all costs should be borne by the unsuccessful party.

# **7 General**

## **7.1 Definitions**

In these Rules the expressions listed shall have the following meanings and where the context so requires the masculine shall include the feminine and the singular shall include the plural.

7.1.1. "Association" means the Scottish Brass Band Association.

7.1.2. "Committee" means the Executive Committee of the Scottish Brass Band Association.

7.1.3. "Organisation" means any Band, Area Association or other Affiliated Group presenting contests in Scotland.

7.1.4. "Contest" means Full Band, Solo, Duet, Trio, Quartet or other combinations of brass instruments.

7.1.5. "Player" means a male or female competing member of a contesting band.

## **7.2 Applicability of Rules**

7.2.1. These rules govern all contests and organisations in Scotland.

7.2.2. These rules supersede all previous rules and shall operate with effect from 1 September 2011.

## **7.3 Alteration to Rules**

7.3.1. Alterations and additions to these rules may be made at any meeting of the Committee. The Secretary of the Association will issue written notification of all alterations and additions to these rules to all organisations at the earliest opportunity thereafter. The effective date for implementation of the amended rules will be set by the Committee.

7.3.2. In the event of any situation arising not covered by the constitution, the contest rules or the rules of the Scottish Brass Band Registry, the committee shall have the power to deal with this, and its decision shall be final and binding.

# Annex A

## Procedures for the Regulation of Contests

### A1 Rules and Procedures for Organisations wishing to arrange a Contest

A1.1. Organisations wishing to arrange a contest must submit the proposed date, the venue and the schedule of the event to the Committee for approval.

A1.2. All contests must be held under the rules of the Association.

A1.3. Four weeks before the date of the contest the organisers must inform the Registrar in writing of the list of bands participating at the contest.

A1.4. Bands must be in current membership of the Association to take part in any contest.

A1.5. The Registrar shall produce registration sheets three weeks before all contests for the contest organisers to use on the day of the contest.

A1.6. The organisers of any contest may request from the Committee the use of a team of officials to administer registration at the contest concerned. Subject to availability, the Committee will provide a team of not less than 3 officials to administer registration at the contest concerned. The organisers must provide, free of charge, appropriate catering for all officials in attendance and forming part of the registration team. Alternatively, the organisers of any contest may themselves administer registration at the contest concerned, in which case the Committee will appoint one of its number as a representative and observer to attend the contest. The said representative and observer will have no responsibility for administering the registration process at the contest but will be available to offer guidance and advice on registration matters on the day of the contest. No fee will be charged by the Association for the attendance of the representative and observer but the organisers must:

- a) pay travelling expenses to the official concerned at the rate at which the Association pays travelling expenses to Committee members for attendance at Committee meetings;
- b) provide, free of charge, appropriate catering for the official in attendance as representative and observer.

A1.7. These Rules will not apply if a waiver is granted by the Committee for events which do not require normal registration procedures.

### A2 Adjudicators

A2.1. Contest organisers shall appoint one or more suitable persons to act as adjudicators. The number of adjudicators must be stated on the entry forms.

A2.2. For contests with set test pieces it will be the responsibility of the contest organisers to provide scores for the use of adjudicators. For contests with own choice pieces, it will be the responsibility of each band to provide a score for each piece to be played by that band for the use of each adjudicator (i.e. two scores for each piece where there are two adjudicators and three scores for each piece where there are three adjudicators).

A2.3. Contest organisers shall decide whether adjudication is to be open or closed and, where there is to be more than one adjudicator, whether adjudicators will mark individually or operate as a panel. The method to be adopted must be stated on the entry forms.

### A3 Entries

A3.1. Bands must inform the appropriate contest secretary of their intention to take part in any contest by returning the entry form duly completed, not later than the closing date for entries.

A3.2. Any band entered for a contest finding that through unforeseen circumstances it is unable to compete shall endeavour to notify the secretary of the contest no later than 7 days prior to that on which the contest is to be held.

A3.3. No refund of entry fee will be given.

### A4 Qualification of players

A4.1. Players shall not be allowed to play for any Scottish band at a contest in Scotland that does not comply with the rules of the Scottish Brass Band Registry.

A4.2. All transfers and new registrations must be completed in accordance with the Rules of the Scottish Brass Band Registry.



A4.3 Registration cards for all players intending to perform in a contest require to be produced at the registration point and, if directed by the contest organisers, on entering the contest platform. It shall be the duty of the registration officials on the day of the contest to check that the effective date and photograph upon each registration card is in order and to compare each player's signature on the registration card with the signature on the registration form and to report any irregularities to the contest controller.

A4.4. Rules A4.1, A4.2 and A4.3 above will not apply if a waiver is granted by the Committee for events which do not require normal registration procedures.

A4.5. Subject to the provisions of the National Rules for contests governed by those rules, if a band does not have the Registration Card for a particular player for presentation by that player at the registration point, it will be assumed that the player is not a registered member of the band and the player will not be allowed to contest.

## **A5 Guest Players**

A5.1. Organisers of any contest can, if they wish, permit bands taking part in their contest to make use of a number of guest players. The maximum number of guest players permitted will be set by the contest organisers but will not exceed 4 players. The number of guest players permitted in any contest will be stated on the entry form. This will not apply to the Scottish Championships where no guest players will be permitted.

A5.2. Where either one or two guest players are permitted, these may be from bands in any section. Where three guest players are permitted, two may be from bands in any section but the third must be from a band in the same section or a lower section (or, in the case of bands in the 4th Section, from a band in the same section or a band in the 3rd Section). Where four guest players are permitted, two may be from bands in any section but the other two must be from a band in the same section or a lower section (or, in the case of bands in the 4th Section, from a band in the same section or a band in the 3rd Section).

A5.3. Players may guest on as many occasions as they wish but are not permitted to guest with the same band at contests in Scotland on more than two occasions in any contest year (1 January to 31 December next following), and are not permitted to guest with more than one band at the same contest.

A5.4. All players giving assistance as guest players must be registered members of bands in full membership of the Association or another United Kingdom Registry. Each guest player must present his registration card to the registration officials at the contest who will enter his or her name on the registration form.

A5.5. A player registered as a member of a junior or training band in accordance with the provisions of Annex E may be used as a guest player only with the senior band with which the junior or training band concerned is associated and must produce his or her registration card to the registration officials at the contest who will enter his or her name on the registration form.

A5.6. No band providing a guest player may apply any conditions additional to those contained in these rules.

A5.7. All requests for the assistance of guest players must be prepared in duplicate and lodged with both the Secretary of the Contest in question and the Registrar, using the Guest Player Application Form not less than seven days prior to the date of the contest.

A5.8. Players assisting another band as a guest player in a contest may also play for the band with which he or she is registered in the same contest.

A5.9. Guest players will not be permitted to win any solo or featured prize.

## **A6 Number of players on platform**

A6.1. Bands will not be allowed to compete with more than 25 or less than 16 brass players plus percussionists as required by the score. This rule will not apply if a waiver is granted by the Committee for events which do not require normal registration procedures.

A6.2. Conductors will not play an instrument with the band they are conducting.

## **A7 Instrumentation**

A7.1. Subject to Rule A8.2 below, at all contests promoted under Association rules, only recognised and accepted instruments of the brass band are eligible: Soprano Cornet, Bb cornet, Flugel Horn, Tenor Horn, Baritone, Euphonium, Eb, EEb, Bb and BBb Basses and Slide Trombone. Exceptions may be made at youth solo and

quartet/quintet contests where competitors may not be registered players and other brass instruments can be used, and at entertainment contests with approval from the contest organisers.

---

To facilitate trombone players with limited arm mobility, they have the option to play a Valve Trombone but must gain approval from the Contest Management prior to Contest.

---

A7.2. Only recognised and accepted brass band instruments will be allowed to win any solo or featured prize.

## A8 Music

A8.1. At the annual championship contests only authorised test pieces will be played. An approximate time will be issued with the contest instructions.

A8.2. At all other contests the contest organisers will determine the format of the music to be played.

## A9 Regulations for the Draw

A9.1. Except where a contest is subject to a pre-draw, each competing band must send a representative to the draw for the order of play and all bands must play in the order drawn. Officials will draw for any band not represented at the draw

A9.2. The band drawn to play first must commence at the advertised time. If it fails to do so, it will be excluded from the competition. In such circumstances the band drawn next in order shall immediately take the place of number one. Notwithstanding the foregoing, in the event of any emergency or unusual circumstances, the organisers will be entitled to exercise discretion.

A9.3. If a material discrepancy in procedure arises during the course of the draw, unless all band representatives present at the draw agree unanimously that the draw should stand, the draw will be deemed void and a re-draw will take place. What does and does not constitute a material discrepancy in procedure will be determined at the sole discretion of the Contest Controller whose decision on this point will be final.

## A10 Substitutes for sick players

A10.1. If a player is unable to compete due to personal illness, injury or other mitigating circumstances, the band representative may apply to the contest controller for a substitute player and support the application by providing the appropriate documentary evidence (e.g. a medical certificate). Any such application must be made at the draw immediately prior to the ballot-taking place or, in the event of the contest being subject to a pre-draw, prior to the commencement of the contest.

A10.2. If a majority of the band representatives at the draw acknowledge that the application is genuine or, in the case of a contest with a pre-draw, the Contest Controller is satisfied that the application is genuine, the application for the substitute player will be accepted.

A10.3 The substitute player must play the same part as that of the sick player.

A10.4. At a contest *with a set test* and where an application for a substitute player has been accepted in accordance with rule A10.2 above, the contest controller will instruct the band drawn to play immediately before the band making the application to supply the relevant substitute player complete with instrument (except in the case of a percussionist) and band part. If the band making the application is drawn number one, the band drawn last must supply the substitute player. Where the application for a substitute player relates to a percussionist and where, in the band which is to supply the substitute player, the percussion part concerned is being divided between two or more players, all such players shall be deemed to be the substitute player but they shall only play the parts which were to have been played by the player in respect of which the substitute has been requested. The secretary of the band supplying the substitute player, or the representative attending the ballot, shall be held responsible for ensuring that the substitute player fulfils this commitment. A substitute for a sick player is not the same as a guest player, and Guest Player rules will not apply.

A10.5. At a contest *with own choice music* the band submitting the application for a substitute player may use the services of any player registered with another band. Any such substitute player will be treated as **an additional guest player**, but the Guest Player Rules regarding the maximum number of guest players and the 7-day time limit for applications will be waived. However, the other Guest Player Rules will apply, including:

(a) Completion and submission of the application form:

(b) The rule preventing a player appearing as a guest for the same band on more than two occasions during the banding year;

(c) The limitations (see A5.2) from where the guest player may be obtained in any situation where more than two guest players (including the substitute player under these rules) are being used.

A.10.7. A player acting as substitute must not accept any payment for his or her services.

A10.8. Substitute players will not be permitted to win any solo or featured prize.

### **A11 Trophies and prize money**

A11.1. At the Annual Scottish Championship contest and at any other contests arranged by the Association, the prizes shall consist of the Association trophies allocated to each section together with cash prizes as stated in the contest schedule.

A11.2. Trophies will be held by the winning bands for a term of one year or for such other period as may be determined by the Committee. Bands will be responsible for having any trophies won by them suitably engraved in the manner directed by the Committee. Insurance will be arranged by the Association with the premiums being met from Association funds.

A11.3. Any accredited band representative taking possession of any trophy must sign an official receipt certifying acceptance and giving an assurance for the safe custody of the trophy.

A11.4. Trophies shall be returned in good order and condition as required to the Secretary or such other member of the Committee as may have been appointed by the Committee to attend to this matter.

A11.5. Bands are responsible for the trophies left in their care and will be responsible for the cost of repairing any trophy damaged whilst in the possession of the band and of replacing any trophy which the band is unable to return as and when directed by the Committee.

A11.6 Prizes and trophies shall be as stated in the contest schedule.

### **A12 Rehearsal**

A12.1. No band shall be allowed to rehearse in the contest hall on the day of the contest.

# Appendix B

## Procedures for Solo, Quartet/Quintet and Small Ensemble Contests

### B1 Prospectus and Prizes

B1.1 The organisation proposing to hold a contest shall clearly state the prizes in the contest prospectus.

### B2 Entry Forms and Fees

B2.2 All entries must be made on official entry forms and, in the case of small ensembles, the names of the players must be stated. Entry fees as stated in the prospectus must accompany the entry form.

B2.3 In contests for member bands, registration details must be entered and registration rules will apply insofar as applicable.

### B3 Scores

B3.1 The entrant shall supply a clear and legible score for the Adjudicator(s). In the case of a soloist who uses the services of the Official Accompanist a clear and legible copy of the piano score (showing any cuts) for the use of that official is required.

### B4 Quartets/Quintets

B4.1 In contests for member bands, all members of the quartet or quintet must be registered players with the same band. No Guest players are permitted.

### B5 Small Ensembles

B5.1 In contests for member bands, all members of the small ensemble must be registered players with the same band. No Guest players are permitted.

B5.2 Small ensembles will comprise up to 10 brass players plus one percussionist if desired by the entrants.

### B6 Instrumentation

B6.1 There shall be no limitation on the instrumentation of a quartet, quintet or small ensemble except that, in band contests, only recognised and accepted brass band instruments may be used.

B6.2 An exception will be made at junior or youth solo and quartet/quintet contests where competitors may not be registered players and other brass instruments can be used.

B6.3 A player will not play in more than one quartet, quintet or small ensemble in a particular section of the contest.

B6.4 No player may play more than one instrument in a solo or quartet/quintet or small ensemble section of a contest.

### B7 Substitute Players

B7.1 If a player is unable to compete as part of a quartet or quintet or small ensemble due to personal illness, injury or other mitigating circumstances, a substitute player will be permitted on production of the appropriate documentary evidence (e.g. a medical certificate) but such substitute player must be from the same band or school.

### B8 Time Limits

B8.1 In contests where time limits are imposed it shall be the duty of the organisation to arrange for efficient and clearly visible timekeepers to be on duty.

B8.2 In solo contests the duration of time taken for playing shall be taken from the first note until the last note played by the soloist.

B8.3 Soloists must ensure that piano scores are sufficiently well marked to show any proposed cuts, since no protest that the official accompanist has lengthened the link passages will be entertained.

B8.4 The decision of the official timekeepers as to the duration of playing time shall be final.

## **B9 Contests for School Pupils / Youth**

B9.1 In a contest for Juniors or Youths for which school pupils and junior players are eligible to compete the school shall have the first claim on the services of a player who has dual membership.

## **B10 Competitors**

B10.1 Players competing in Senior Sections must be registered players with bands in membership of the Association.

B10.2 Players competing in Junior or Youth Sections must be registered in accordance with the rules of the Association as members of a member band or members of a junior or training band operated by a member band.

B10.3 Where the members of any junior or training band have not been registered, certification must be by an official of the junior or training band (if that band is a member band) or by an official of the senior member band to which the junior or training band is attached (if the junior or training band is not a member band in its own right).

B10.4 In the event of an entry being from a school or other organisation recognised by the Association, certification must be by an official of that organisation.

## **B11 Age Groups**

B11.1 The age of the player as at 1 August immediately preceding the date of the finals (for the national contests, including all area qualifying events for the national contests) or immediately preceding the date of the contest (in the case of all other contests) will determine what age groups players participate in.

## **B12 Local Rules**

B12.1 Organisations proposing to hold a Solo, Quartet/Quintet or Small Ensemble contest that wish to implement any additional rule(s) to the aforementioned Rules may do so only after having the additional rule(s) approved by the Committee.

# Annex C

## Grading Procedures

### C1 General Considerations

C1.1 Grading will be carried out annually at the first Committee meeting following the Scottish Championships and will become effective from the following 1 January.

C1.2 The Association Secretary will maintain the Grading Register and grading will be decided by the Committee based on the results of the most recent three Scottish Championships.

C1.3 Change of grades will be notified in Minutes circulated to all bands.

C1.4 A band given exemption from competing in the Scottish Championships after having won the National Championships of Great Britain will be positioned equal first for that year.

### C2 Promotion and Relegation

C2.1 Gratings will be calculated on the combined results of two Scottish Championships.

The two Scottish Championships will be the current year and the previous year.

The places for each year will count equally and will be added together for the score.

In the event of a tie, the most recent placing will be the tie-breaker.

The winning band in sections 1-4 will automatically be promoted.

The scores for all other bands in section Ch-4 will be calculated on the 2 year basis.

Two bands in sections Ch-3 with the highest combined score will be relegated.

The winning band and second placed band in each section will qualify for UK contest.

**System will start from the 2019 Scottish Championships based on previous two years, with effective date 1st January 2020**

C2.2 Any band entering or re-entering a section, on account of promotion or relegation, or as a new band, will on its first grading be given an average placing for the previous two years for that section. The average placing is calculated by totalling the placings awarded and dividing by the number of bands competing in that year (including bands failing to compete but awarded last place in accordance with rule C3.1 below). The average placing will be corrected to the nearest half number.

C2.3 If two or more bands receive equal points, each band will be given the same numerical placing. The next band will be placed the equivalent number of places below.

C2.4 If bands draw in the grading table, the result at the most recent Scottish Championship will determine which band is relegated. The band that was lowest placed will be relegated.

### C3 Failure to Compete at the Championships

C3.1 A band failing to compete will be given one placing lower than the number of bands competing in that section.

C3.2 A band failing to compete for two consecutive years will be automatically relegated.

C3.3 A band failing to compete for three consecutive years will be removed from the grading register before compilation of the grading tables at the end of the third year. If such a band wishes to resume contesting it will be treated as a first time entry in the Fourth Section.

### C4 Appeals

C4.1 A band, whether or not affected by promotion or relegation, which considers it has special reasons to be regarded must, within four weeks of receiving notification of its grading, submit an appeal to the Committee. If the appeal is upheld, the Committee will have power to alter the grading which the band would otherwise receive under these rules.

C4.2 A band in a position entitling it to promotion may elect to remain in its existing section although this will not apply if the same band is again in a position entitling it to promotion in the immediately following year.

C4.3 A band not achieving an automatic promotion place may request a review with other factors, including results in other contests and extenuating circumstances which may have affected the band's result in the Scottish Championships, being taken into account.

C4.4 A band in a position which would result in relegation may request a review with other factors, including results in other contests and extenuating circumstances which may have affected the band's result in the Scottish Championships, being taken into account. If a band is spared relegation following such a review, that band cannot apply for a further review if it is again in a position which would result in relegation in the immediately following year.

C4.5 In the event of a band requesting a review under situation B4.3 or situation B4.4 above, the Committee will have power to order an assessment of the band concerned, with the band responsible for all costs incurred.

C4.6 In the event of the Committee agreeing to promote, not to promote or not to relegate a band as a result of a review at the request of the band, this will have no effect on the grading of any other band and no other band will be promoted or relegated in place of any band where the grading of that band has been adjusted under these provisions.

## **C5 Amalgamated Bands**

C5.1 If two or more bands amalgamate, the amalgamated band will adopt the position in the grading table and the record of previous placings retained for grading purposes of whichever of the two or more bands amalgamating held the highest position in the grading table at the date of the amalgamation.

## **C6 New Bands**

C6.1 When a new band is formed, it will, prior to taking part in any contest, be entitled to request the Committee to carry out an assessment of the band for the purposes of determining the most appropriate section within which the band should be placed for contesting purposes. The assessment will take such form as the Committee may deem appropriate in any particular case and the band will be responsible for settling all costs incurred in carrying out the assessment.

C6.2 In the event of it being determined as a result of such an assessment that the band should be placed in any section other than Fourth Section, Rule B2.4 above will apply.

C6.3 In the event of a newly formed band not requesting such an assessment prior to taking part in a contest for the first time, the band will be placed in the Fourth Section.

C6.4 For new contesting bands, the membership fee payable to SBBA will cover up to 35 registrations, to the end of the first banding year.

# Annex D

## Registration Procedures of the Scottish Brass Band Registry

### D1 Registration of Unregistered Players

D1.1. New Registrations must be made on the Official Registration Cards.

D1.2. The Registration Card must have the full name and address of the player inserted in block capitals or typewritten, leaving the space for the Registration Number unmarked, and must be signed by the player with his usual signature.

D1.3. The card must be accompanied by two identical passport size photographs, each photograph endorsed on the back in block capitals with the player's name and address and be signed by the player with his usual signature. One photograph will be attached to the Player's Contest Registration Card and will be embossed with the Registry Seal. The Registry retains the second photograph.

D1.4. A Standard Registration fee of £10.00 (or such other sum as may be set by the Committee from time to time) must accompany each registration.

D1.5 Where a band requires a new registration to be effective less than 28 days from the date of receipt by the Registrar of the card, the photographs and the fee, the Special Registration fee will be £40.00 (or such other sum as may be set by the Committee from time to time) and that fee must accompany each such registration.

D1.6. Where the Standard Registration fee is paid, the Registrar will effect the registration from the date occurring 28 days after receipt of the card, the photographs and the fee. Where the Special Registration fee is paid, the Registrar will effect the registration from the date occurring three days after receipt of the card, the photographs and the fee. In calculating the periods of 3 and 28 days after receipt of documentation by the Registrar, the date of receipt will not be counted.

D1.7. The Registrar will enter on the card the effective date of registration and then issue it to the band secretary. It will be the duty of the band secretary to ensure that the player signs the card upon receipt from the Registrar. Players will be entitled to take part in any contest on or after that date.

D1.8 Where the National Rules are inconsistent with the above provisions, the Rules of the Scottish Brass Band Registry will apply to bands in membership of the Association.

D1.9. Notwithstanding the terms of the National Rules, where a player has previously been registered with another band, an application for a new registration for that player will not be effected by the Registrar until a period of 28 days has elapsed from the date of cancellation of the previous registration. This rule may be waived where it is demonstrated to the reasonable satisfaction of the Registrar and such other members of the Committee as may be appointed for this purpose that, if the rule was to be applied, a Scottish band would be placed at a potential disadvantage when participating in a contest taking place outwith Scotland.

### D2 Transfer of Registered Players between Bands

D2.1. Players registered with a band may transfer their registration to another band with the agreement of both the releasing band and the receiving band.

D2.2 The Registrar will register the player with the receiving band, with an effective date 28 days from the date of receiving the Transfer Form, the player's Registration Card, and payment of the appropriate fee.

D2.3 The player will be eligible to play at a contest as a registered player with the receiving band from the effective date onwards. During the 28 days interim period, the player will be permitted to contest for the releasing band, but is not allowed to contest (unless as a guest) for the receiving band.

D2.4 At any time in the transfer process, the releasing band may object to the transfer if it has material reasons for doing so (for example, failure of the player to return all band property).

D2.5 The releasing band should not unreasonably delay agreeing to the transfer. If there is an unreasonable delay, the Registrar may put the transfer into effect with an appropriate effective date.



D2.6 A player may not transfer back to their releasing band within a 6 month period of the effective transfer date.

D2.7 A player is allowed a maximum of 2 transfers within any 12 month period.

### **D3 Special Transfer Arrangements for Students Studying Away from Home**

D3.1. A student in full time education and who is studying away from home may seek a special dispensation affecting transfers for a period of 12 months. Any application must be made in writing to the Registrar for consideration by the Committee which shall grant or refuse the application entirely at its discretion. The decision of the Committee shall be final and shall not be subject to any form of review or appeal.

D3.2. Any dispensation granted may be renewed for further periods of 12 month on further application.

D3.3. In submitting any application, the player must nominate two bands: the band in the vicinity of the player's home which the player is registered with at the time of the initial application, and a band in the vicinity of the educational establishment being attended by the player. During the 12 month period of any dispensation, the player will be permitted to transfer between the 2 nominated bands on as many occasions as may be desired, unaffected by the rules contained in Section 3 above. Transfer fees payable on the occasion of each such transfer will always be at the lower rate.

D3.4. During the 12 month period of any dispensation the player will not be permitted to transfer to or register with any band other than the 2 nominated bands.

### **D4 Method of transfer to another Registry (England or Wales)**

D4.1. The band secretary will complete the release section of the Official Transfer Form and submit this, together with the player's Registration Card to the Scottish Registrar, who will process the cancellation from the Scottish Registry and then forward the documents to the appropriate Registry.

### **D5 Number of Registered Players**

D5.1. The maximum number of players (including percussionists) who may be registered with a band is thirty five.

D5.2. When a player ceases to be a member of a band (other than by transfer to another band or another registry) the Registration Card should be returned to the Registrar. If band retains a Registration Card the person named is still a registered member of the band and will count in the maximum number of players who are registered in that band.

### **D6 Annual Renewal of Players' Registrations**

D6.1. As from 1st January a Retention Fee of £50 (or other sum set by the Committee) must be paid for all Contest Registration Cards to be valid for the incoming year. This fee will cover all cards submitted together for players currently registered at the date of renewal. Any card submitted at a later date will require to be accompanied by a fee of £5.00 per card (or other sum set by the Committee).

D6.2. Failure to pay the retention fee, will result in players no longer qualifying to contest with the band.

D6.3 Bands in possession of unvalidated cards will not be allowed to contest.

### **D7 Registry Fees**

Fees payable in respect of services provided by the Registry, as at 1 October 2011, are as follows:

- a) Retention of cards: £50 for all cards submitted together. Where any card is subsequently and separately submitted for rebranding, an additional charge will be £4 per card is payable.
- b) New Registration: £5. Registration is effective 28 days after receipt of the fee and all other items required.
- c) New Registration (within 28 days): £40. Registration is effective 3 days after receipt of the fee and all other items required.
- d) Transfer: £5
- e) Change of band name: £20
- f) Duplicate card: No charge
- g) Replacement photo: No charge
- h) Change of Player's Name: No charge
- i) Fees are subject to review and alteration by the Committee from time to time. Any alterations will be notified to bands in minutes of meetings of the Committee.

### **D8 Cancelled Registration (card held by the Registry)**

D8.1 Where a band has cancelled a player's registration and returned the Player's Registration Card to the Registry for filing and where the band now wishes to re-register the player, this will be treated as a new registration. Photographs need not be submitted unless specifically requested by the Registrar. The restriction on re-registering with a band within a period of 6 months of ceasing to be registered with the band in question will not apply. Registration cards are generally held on file by the Registrar for a maximum period of 2 years.

D8.2. If the player has registered with another band in the interval, Rule 6.1 of this section will not apply and the situation will be governed by the rules on either Registration of Unregistered Players or Registration of Players by Transfer as the case may be and also the rules on Restrictions affecting New Registrations and Transfers.

## **D9 Lost Registration Cards**

D9.1. Where a player's Registration Card has been lost for any reason, the band secretary will notify the Registrar, quoting the registration number, and enclosing an Official Registration Card, (as for a new registration), with one passport size photograph.

D9.2. The Registrar will check the information against his file copy and, if in order, will issue a duplicate player's Registration Card.

D9.3. If the original card is subsequently found, it must be returned to the registry for cancellation.

## **D10 Change of Name**

D10.1. In the event of any player changing name the player's registration card should be amended. An Official Registration Card, (as for a new registration), should be submitted, with two passport size photographs and the old registration card for cancellation. No fee will be charged for this service.

## **D11 Registration Numbers**

D11.1. Registration numbers must be quoted in all correspondence with either the Registry or the Secretary of the Association relating to a registered player.

## **D12 Registration Forms**

D12.1. All registration forms can be obtained from the Registrar or (if available electronically) may be downloaded from the Association's website.

## **D13 Change of Band Secretary**

D13.1. When a change of band secretary takes place the registration cards of all players registered with the band should be checked and placed in the custody of the new secretary.

D13.2. The Association Secretary and the Registrar should be notified of the name, full address (including post-code) and telephone number of the new secretary.

## **D14 Accounts**

D14.1. All Cheques and Postal Orders are to be made payable to "The Scottish Brass Band Association" or "SBBA".

## **D15 Communications with the Registry**

D15.1. All return postage will be paid by the Registry.

D15.2. Mail should be despatched to the Registry by normal first or second class mail. Bands are advised that the use of Registered Post, Recorded Delivery mail or other such special services will generally result in delay in the items being received by the Registrar.

D15.3. No personal callers to the home of the Registrar are permitted unless a specific appointment has been agreed with the Registrar in advance.

D15.4. No telephone calls to the Registrar may be made after 10.00 pm on any evening.

# Annex E

## Registration Procedures applicable to Junior and Training Bands

### E1 Optional Registration of Members

E1.1. Where a member band is operating a junior or training band which is also a member of SBBA, players within the junior or training band may, if the band so desires, be registered as members of that junior or training band.

E1.2. All normal Registration Rules and all normal Registry fees and charges will apply to any such registrations.

### E2 Transfer to the Senior Band

E2.1 Where a player has been registered as a member of a junior or training band **for a minimum period of 28 days**, that player can, upon application, be transferred from the junior or training band to the senior band within the same band organisation. The player will be immediately available to take part in any contest as a member of the senior band from the date of transfer.

E2.2. In all other situations where players are being transferred from the junior or training band to the senior band the normal transfer fee will be payable.