



summer season shows

GUIDELINES FOR CONTEST ORGANISERS

CONTENTS

	Introduction
Section 1	Contest Organisers Obligations
Section 2	Stadium Preparation and Necessary Facilities
Section 3	More Essentials
Section 4	A Few More Admin Bits
Section 5	Passes
Section 6	Contest Staffing
Section 7	DCUK Staff
Section 8	Finance
Section 9	Check List
Annexes	DCUK Contract
	Sample Instructions to Corps
	Sample Timetable
	Sample Managers' Meeting Agenda



DRUM CORPS UNITED KINGDOM

Registered Charity No 328541

Head Office
Croft House Settlement, Garden Street, Sheffield S1 4BJ

Tel : 0114 249 1922

GUIDELINES FOR CONTEST ORGANISERS (Summer Season)

Running a drum and bugle corps contest is simple - but not easy !

Because they run to a standardised format, competing corps and audiences know what to expect. It is your job, as organiser, to ensure that you have made the necessary preparations in order for the day to run smoothly and to time and that everyone involved is aware of their duties and roles. See - simple !

The following guidelines are deliberately detailed in content - many of the items will seem obvious and common-sense. This will enable new contest organisers to pay attention to all the necessary preparations and the more experienced to use them as a check-list (to avoid the mistakes that follow complacency !).

There may well be specialised local circumstances which require variation to the guidelines. These are fine as long as the organiser tells everyone about them.

Communication is the key to a successful day - ensuring all your show staff are aware of their responsibilities (well before the day) will enable them to give all visiting corps and spectators an enjoyable experience and further enhance your reputations. The list of jobs seems long but, if you start preparations early enough and gather about you a good team, the task is not too arduous.

Please contact the DCUK office if there are any queries about the following.



CONTEST ORGANISERS' OBLIGATIONS

- 1.1 A DCUK contest organiser must have signed a Contract with DCUK for the running of the show and returned this to the DCUK office by the specified date. A copy will be returned for your records. Please read the document carefully and ensure you agree to all the terms and conditions before you sign.

A copy of the Contract is attached.

- 1.2 The show organiser must communicate all details of the event directly to the competing corps. A copy must also be sent to the DCUK office and to the judges co-ordinator for distribution to the judges for the day.

Corps need to plan their transport and other details well in advance of the day - please send them full details **AT LEAST SIX WEEKS** before the date of your contest.

- 1.3 The organiser is responsible for providing a suitable venue and facilities for the contest. There is a process whereby all contest venues must be approved by the Board of Trustees of DCUK. Please see the following section on venue requirements.

The DCUK office must be advised **IMMEDIATELY** should there be any problem with the availability of the venue once it has been approved and announced.

- 1.4 The organiser must provide suitably qualified First Aid personnel during the hours of the event. It is recommended that contact be made with the local St John Ambulance or Red Cross organisations who will provide this service for a very reasonable fee.

- 1.5 The organiser is responsible for the provision of sufficient contest staff to manage the event safely and efficiently.

- 1.6 The organiser must follow, as closely as possible, all the procedures and requirements as detailed in this document. Any necessary variations must be advised to the DCUK office well in advance of the event date.



CONTEST ORGANISERS' OBLIGATIONS

(additional information)

1.7 In the event of inclement weather * that threatens the health and safety of participants and/or spectators and officials of the event, the DCUK contest referee must consult with the Contest Organiser to decide upon the most appropriate course of action.

These might include :

- : cancellation of the event
- : postponing timings (if possible)
- : announcing a “non-marching” rule
- : holding a “drum majors only” retreat

1.8 The decision taken by the DCUK contest referee will be final and binding upon all corps entered in the event. Apparent changes of conditions after the decision is made may be taken into consideration by the DCUK contest referee but it is his/her decision alone which shall apply.

1.9 The contest organiser shall have the responsibility of communicating the decision to all participating corps, judges and officials as quickly as possible and of making a public address announcement to the audience.

1.10 In the event of a “standstill” performance format, judging shall take place based upon musical caption scores only.

1.11 The DCUK contest referee shall make a written report to the DCUK Board of Trustees (via the DCUK office) detailing the circumstances of the situation.

* “**inclement**” may be interpreted as heavy and prolonged rain before or during the event; the proximity of thunderstorms; extreme heat and/or humidity or any other conditions considered by the DCUK contest referee as hazardous to the health and safety of those present at the event.



STADIUM PREPARATIONS AND NECESSARY FACILITIES

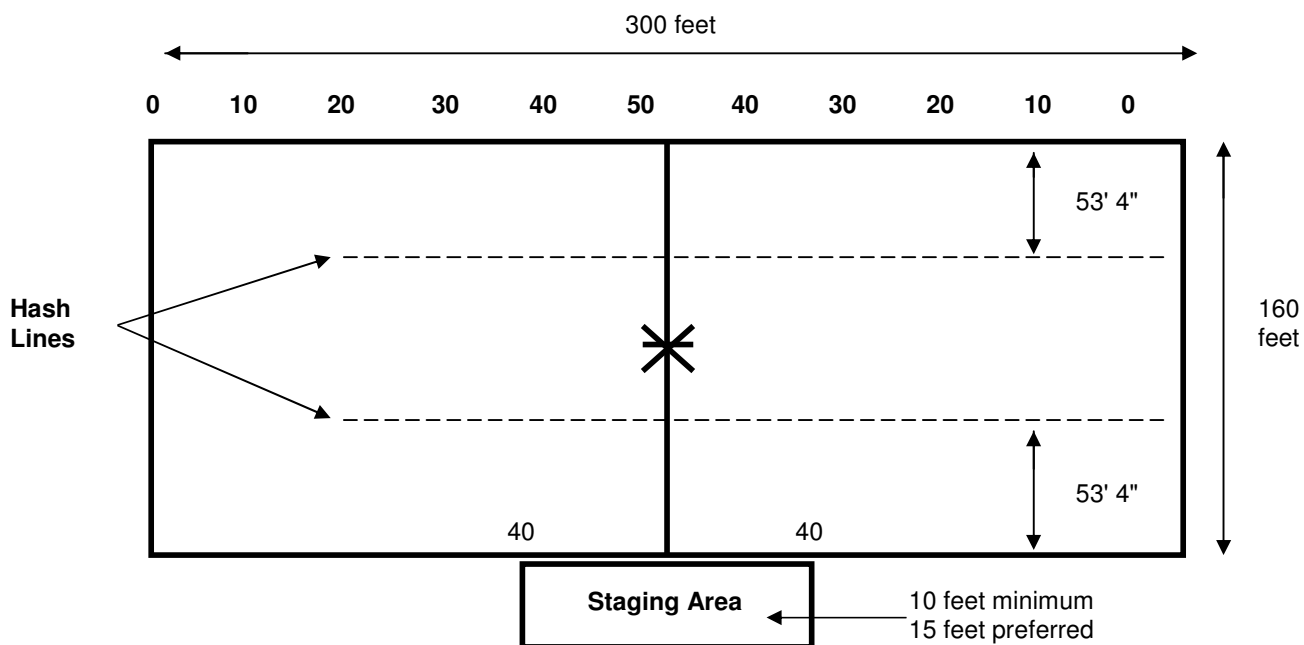
- 2.1 If you can get a football stadium, with no athletics track, great toilets, a good high stand with no big wall on the pitch side, a groundsman who will mark out the field with a full grid and give you all the rooms you want, loads of rehearsal and warm-up areas, the very best of luck to you. Those are ideal conditions - it can happen, but not very often. The following are the minimum provisions that must be available for a DCUK show.

THE CONTEST FIELD (ARENA)

- 2.2 The contest arena must be laid out in such a manner as to comply with the DCUK Contest Rules (see separate booklet) as follows :
- i) The contest field shall be in the shape of a football field 160 feet deep x 300 feet long (slight variations on this may be permitted).
 - ii) The front line of the arena must be marked with a white line (tape if absolutely necessary) and a prominent "X" must be marked at the centre of the field
 - iii) A continuous centre line must be marked from the front to the rear of the field
 - iv) An area known as the "staging area" or "pit area" must be marked off in front of the front line between the 40 yard markers. This must be a minimum of 10 feet deep - where possible up to 15 feet is desirable. Cones should be provided at the corners of this area.
 - v) Distance markers must be provided and placed at 5 yard intervals along the front line and rear of the field. These markers must be easily readable by corps on the field and judges in the stands.
 - vi) A series of "hash" marks must be provided at five yard intervals along the "hash lines" which are to be at 53 feet 4 inches from both front and back lines Rubber car mats (painted white) are ideal for this purpose. It is preferable, for safety reasons, if these are NOT fixed down. Alternatively clear white paint marks should be provided.

NB : contest organisers are responsible for ensuring that these mats are maintained in position throughout the contest.

DIAGRAM OF ARENA LAYOUT



- 2.3 A suitable drum majors' podium must be provided by the contest organiser for use by all competing corps. This should be of safe and rigid construction with a safe means of access to the platform and a secure form of braking or location-fixing. The platform must be a minimum of 1.5 metres and a maximum of 2 metres in height and be provided with a suitable non-slip surface. Safety handrails must be provided around 3 sides of the platform.

OTHER ESSENTIAL FACILITIES

2.4 GENERAL EFFECT (JUDGES) AREA

Provision must be made for an isolated area for 5-6 judges to be positioned in the main stand for adjudication. The area should be positioned as high as possible in the stands and in direct alignment with the 50-yard line with easy access for judges and judge runners and where the area can be isolated from the spectators. A press box or directors box can be ideally used for this purpose if it fulfils the above criteria. No-one but judges and runners should be permitted to enter this area. If possible a steward should be provided at the entrance to the area.

2.5 TABLES AND CHAIRS

A large table and two chairs must be provided at field level (around the 40-yard line) for the use of Timing and Penalties judges. This table also can be used for trophies and awards at the end of the day.

2.6 ANNOUNCER

A suitable position must be allocated for the contest announcer. This may be in a press box or p.a. system room or, if necessary, on the field. A table and chair should be provided for the announcer. This position must be easily accessible to contest staff for essential announcements. The announcer position should, wherever possible, be isolated from the main spectator seating area. The announcer should be provided with a programme, timetable and any detailed local information. They should be kept up-to-date on any programme changes, progress of 50-50 draw, etc. Personal announcements (birthdays, etc) should be kept to a minimum. If possible - provide a spare microphone.

2.7 TABULATORS

A separate area should be provided for two tabulators to work on preparation of results sheets. This should ideally be under cover and within the stand. A table and chairs should be provided. The area should be easily accessible to judge runners but able to be isolated from spectators and staff. A photocopier machine should be provided for the copying of "recap" sheets.

2.8 JUDGES CHANGING ROOM

A suitable room should be provided for judges to change and store their belongings safely. This room can also be used for a judges briefing room, refreshments, possibly for tabulators and for Critique after the event.

2.9 CRITIQUE ROOM

A suitable room should be provided in which the after-contest critique can be held. The room should be large enough to accommodate all judges and staff from two corps (20 persons). Sufficient tables and chairs should be provided. There should be easy access to this room from outside the stand and direction signs should be provided. Access to the room is normally controlled by the Timing and Penalties judge.

3.0 CORPS RECEPTION POINT

A pre-determined point should be set up where corps should be asked to report on their arrival on site to collect any last-minute or local details. Staff at this point should be well-briefed on the general running of the day and layout of the site as they will act as the main information source for corps. Corps should hand in judges tapes and video tapes (with payment) here and collect their completed tapes and videos from the same point.

3.1 WARM-UP AREA

Wherever possible, a warm-up area should be provided for corps to make final preparation before their performance. This area should be located a short distance from the main arena and must be stewarded to ensure that no playing of instruments takes place during the event.

PLEASE NOTE : It is **NOT** the contest organiser's responsibility to provide rehearsal sites for corps at or near to the contest site. Organisers may provide these if they wish but must accept responsibility for their use and security. Any such arrangements (or absence of them) must be advised to the corps in their pre-contest notification.

3.2 FIRST AID FACILITIES

It is the responsibility of the contest organiser to arrange adequate First Aid cover for the event. Local branches of St John Ambulance or Red Cross Society will provide this for a small charge and will advise on the level of cover required. Please make contact with them as early as possible when planning the event - they are often very busy, especially at weekends during the summer months. You will need to find them a base area (preferably under cover) and to provide them with refreshments during the day.

3.3 PARKING SPACES

All drum corps travel on one or two (occasionally three) coaches and most have an equipment vehicle. In addition, judges, stadium staff and spectators may travel by car. Care must be taken to ensure that there is sufficient space available for the number of corps attending. Wherever possible, keep car and coach/truck parking areas separate. Corps vehicles tend to arrive (and leave) at various times during the day. The organiser should provide stewarding of the parking areas to ensure that all vehicles have easy access and that safety access is not compromised. You may also need to consider other users of a venue, e.g. if the venue also has an adjacent sports centre or other outdoor sports facilities that are open to the public. Advising corps in advance of parking arrangements (with a map/plan of the site) can be useful. Corps will normally use their coaches as changing rooms and a base for the day. It is helpful to provide litter bins in this area. Corps should be requested to keep the areas around their vehicles tidy and you may need to arrange for cleaning of the areas after the event. It may be wise to advise the local Police service of the event - particularly if you envisage there may be traffic difficulties.

3.4 SEATS FOR CORPS STAFF

A reserved area of seating in the main stand should be reserved for corps staff to view their own corps performance. Normally 10 seats should be reserved and clearly marked as for corps staff only. Stewards should ensure that these seats are kept free and vacated by staff immediately after their own corps performance. These seats should be sufficiently removed from the judges area so as not to cause a distraction.

3.5 BOOSTER STALLS

An area should be reserved for corps to set up booster stalls for the selling of souvenirs, etc. Normally you would restrict the selling of refreshments by corps (and possibly games of chance) in order to preserve the services you offer as an organiser. This space should be sufficiently removed from the contest arena so as not to distract from performances. If at night, the stalls should be positioned in an illuminated area. Persons staffing booster stalls will normally be expected to be in possession of a DCUK authorised pass or a ticket to the event.

3.6 SPECTATOR CATERING

It is usual for organisers to provide some form of catering facility for spectators. This may be provided by the stadium or by the host corps. Organisers should ensure that there are sufficient litter bins to cope with the expected audience.

3.7 TOILET FACILITIES

Adequate facilities need to be available to cope with the expected audience and corps entry. Corps will often require access to toilets immediately they arrive on site (especially if they have travelled some distance). It may be possible to provide separate facilities for corps and spectators. Where possible separate facilities should be provided for judges and officials. Organisers should arrange for toilets to be maintained during the day to ensure a hygienic level of service for users.

3.8 VIDEO FACILITY

It is a requirement that organisers shall provide a reliable video recording service for competing corps. Corps provide their own VHS tape (pre-set) and pay the organisers a fee for the recording of their own corps performance only. The tape and fee are usually handed in to Corps Reception on arrival.

3.9 JUDGING TAPES

Corps should be reminded in their instructions to provide a full set of pre-set judging audio tapes - to be handed into Corps Reception. It is wise to have spares available for sale on the day.

A FEW MORE ADMIN BITS

4.0 PROGRAMME & PUBLICITY

It is usual for the organiser to provide a printed programme for the event. The format of this is entirely at the discretion of the organiser. It may be sold separately or included in the admission price. All profits are retained by the organisers. Information on the corps and judges can be obtained from the DCUK office. Programmes should include an advertisement for DCUK Finals events where possible. There should be an item on the DCUK Contest Code of Conduct and special rules e.g. no air horns permitted. Local publicity is the responsibility of the contest organiser.

4.1 MANAGERS' MEETING

The organiser should arrange a meeting for all Directors and Managers of corps approximately 45 minutes to one hour before the commencement of the show. This is normally held on the arena or some other convenient point. In attendance should be the Contest Director, Chief Judge, T&P Judge, DCUK Referee and Announcer. The object of the meeting is to advise corps of any late changes to the contest details and to reinforce any special local requirements. Any timing changes should be advised at this point. Corps should not be required to perform earlier than their pre-notified time without 48 hours notice. Corps should be advised in advance of the time and location of the Managers' Meeting. A copy of a typical meeting "agenda" is attached.

4.2 TIMETABLE

A full timetable should be sent out to all competing corps, DCUK office and Judges co-ordinator with the advance details of the show. Any late changes should be advised to the corps as early as possible (48 hours minimum if it requires them to perform earlier) and revised copies of the timetable should be available for corps on arrival at the event and at the Managers' Meeting. All contest staff and corps should be reminded of the need to adhere to the published times. Corps should be reminded that penalties may be awarded for late reporting. Please see Contest Rules booklet for timings for each class.

4.3 RECAP SHEETS

Sheets of summarised results for the event are normally offered for sale to spectators at the conclusion of the awards ceremony. These will be compiled by the tabulators but it is the organisers responsibility to photocopy sufficient copies as required.

4.4 RETREAT CEREMONY

Each DCUK contest concludes with an "Olympic Retreat" ceremony in which all the competing corps re-enter the field for the presentation of awards. It is the organisers responsibility to appoint a person (preferably with some experience) to oversee this part of the proceedings. They should have the assistance of several other members of contest staff to assemble the corps in the correct order and position. Corps should re-enter the field in classes and in order of their appearance. Normally this is done in "blocks" of corps, i.e. all Cadet Class competitors followed by Junior Class, Class "A" and Open Class. Some of these may be combined if numbers are small. The retreat should be led by the host corps whenever possible, who should be capable of providing sufficient marching music or cadences to complete the parading of corps onto the field. The host corps will normally take up position on the 50 yard line.

It makes for better "professional" presentation if the Retreat can be formed up out of sight of the audience and presented as a spectacular entry through the field access gate, etc. When all corps have been announced and are in position, the announcer should call forward nominated brass players (max of 6 per corps) to play the National Anthem (corps will be provided with a standard arrangement by the DCUK office). Drum Majors of each corps are then called forward to receive awards. Organisers should arrange for a local dignitary or other to present the awards. The organiser should be present to assist. At the conclusion of the awards ceremony, corps will be asked to leave the field in reverse placement order by classes. Wherever possible corps should play themselves off the field. The winners of the Open Class may, if time permits, be allowed to perform an exhibition when all other corps have left the field.

All such ceremonies follow the same basic pattern and corps are familiar with the procedures. However, care must be take to produce an effective spectacle with the minimum of delay following the final contest performance. Announcers should be requested to carry out any extra announcements (introduction of judges, thanks and acknowledgements, drawing of "50-50", etc during the assembly of Retreat and NOT wait until the corps are in position. It should be the aim to have the corps on the field for the minimum amount of time possible. Please allow for this when assembling your timetable.

4.5 **ADVANCED INFORMATION TO CORPS**

The contest organiser is responsible for distributing to all competing corps at his event a full, detailed set of instructions in advance of the event. To allow corps to make their own plans, these should be sent out at least **SIX WEEKS** in advance of the contest date. Instructions should include clear directions to the venue (maps are useful - as are local landmarks - if you can arrange for signs to be erected at strategic points it would also help). The instructions should also include emergency contact telephone numbers, for both before and on the date of the event. It may be necessary to issue amended forms of the timetable nearer the date to adjust for seedings, withdrawals, etc. A sample set of instructions is attached.

Copies of these instructions should be sent to the DCUK office and to the judges co-ordinator (1 copy) for distribution to the judges.

PASSES

5.0 The following passes issued by DCUK will allow free entry to the venue :

Members & Staff	-	white passes
Over-Age Marching Members	-	pink passes
Attended Instructor Training	-	yellow passes *

- NB : only those with yellow passes may enter Critique
The T&P Judge and/or DCUK Referee
will monitor this requirement.

It is at the show organiser's discretion whether those carrying passes and not participating in the contest shall be permitted free entry.

Pass Checks may be carried out at any contests at the discretion of the DCUK Referee. The Referee will normally carry out these checks - they may ask for assistance from contest staff. Organisers should specify a suitable area for this check to be carried out.

CONTEST STAFFING

The following is a list and duties of the essential people you need to adequately staff a DCUK event. This is a minimum requirement - additional staff may be required to handle particular local circumstances. Finding volunteers to fill all the posts necessary is not always easy and the organiser should allow as much time as possible in advance of the date to muster a team for the day. It helps in recruitment if people are aware of exactly what their task entails, the times they must be available and where they can turn for advice and information. A separate pre-show briefing session is recommended (preferably on site) for all staff. You may wish to equip certain key staff with two-way radios and distinctive clothing (t-shirts, tabards, etc) for ease of identification to visitors. All staff should wear some form of identity badge or pass.

6.0 CONTEST DIRECTOR

The one who carries the can ! Every contest needs a person in overall control who is aware of the duties of all other staff and who can be called upon to ensure that the day runs smoothly. Their task includes liaison with the DCUK referee and other DCUK staff. The person selected should be tolerant but firm and have a good knowledge of the DCUK Contest Rules and Procedures. They should have good communication skills and an ability to make all entrants, staff and spectators feel welcome. They should not undertake any particular task during the day, but be available at all times to handle any difficulties. It is their role to ensure that all other do their jobs and that DCUK is kept informed of all details of the event. They should ensure that the DCUK office receives a copy of the recap sheet(s) as soon as possible after the event.

6.1 TREASURER

Responsible for all financial aspects of the event. They will provide gate staff, 50-50 sellers, caterers, etc with a "float" of change to reduce hold-ups. They should also regularly collect large amounts of cash from entry gates, etc during the day. They will be responsible for paying the necessary administration fee via the DCUK Referee on the day. DCUK find it useful if a summary of accounts for the event is sent to them after the date.

6.2 FLOATER

Second-in-command - needs to have same knowledge as Director and be capable of standing in for any roles on the day. They should regularly visit all areas of the site to check that all is well and stay in close contact with the Director. A very important role.

6.2 ANNOUNCER

A key person in the successful and smooth running of the day. The person selected should have a clear, confident voice and have a high level of communication skills. They should be stationed in a position where they have a clear view of all areas of the contest field and be familiar with the operation of the public address system. Their responsibility is for the announcement of all important information relating to the show and for the formal starting of the corps on the field. They need to be fairly flexible and capable of "*thinking on their feet*" should gaps occur in the proceedings. Information on booster stalls, 50-50 draw, catering, etc should be broadcast at regular intervals together with any special local requirements for the venue. If the organiser feels that they cannot find a suitable person for this important task, they should contact the DCUK office who may be able to put them in contact with experienced announcers.

6.3 BACKFIELD MARSHALL

Responsible for bringing corps onto the field at the appropriate time. If possible, corps should be held off the field during the performance of the previous corps and not allowed onto the back line until the previous performance is completed. They need to work in close liaison with the Timing and Penalties judge and should work out a system of signals with them. Can be a bit of a lonely post - keep them supplied with drinks (floater).

6.4 JUDGE RUNNERS

Responsible for transporting judges sheets and tapes between the tabulators and judges. They can be younger members of the host corps, but **MUST** be supervised by responsible adults. A thorough briefing by tabulators is essential before the start of the event. Need minimum of 4 - preferably 6 per contest. If a long day - two teams of youngsters may be advisable to avoid fatigue and boredom. It might be possible to arrange for a local youth group (Scouts, etc) to handle this task. By wearing their uniforms they can gain publicity for their group and can satisfy service requirements of their organisation. If this is arranged a donation to their funds is appropriate.

6.5 GATE STEWARDS

Responsible for staffing all entry (and exit) gates; collection of entry fees; issue of tickets (or hand stamps); programme sales; pass-checking. If using turnstiles ensure they are thoroughly briefed on safety applications by venue staff. Should be friendly, welcoming and well-briefed on the events of the day and layout of the venue. Ensure sufficient staff to allow some breaks - especially if a long day.

6.6 SAFETY STEWARDS

Responsible for ensuring that all health and safety considerations are covered (e.g. keeping aisles and stairways clear). Should be well-briefed and know the layout of the venue. Need to be firm but friendly - a real front-line post.

6.7 50-50 SALES

Most shows run a 50-50 draw in which raffle tickets are sold and 50% of the proceeds paid out to the winner of a draw made at the end of the day. Sellers need to be determined and persistent - bearing in mind that the audience in the stands is constantly changing throughout the day. Don't forget to cover the car parks and corps areas.

6.8 CATERING

It may be that you are able to provide your own catering service. If so please ensure that you have plenty of supplies and competent people to run the service. Health and Safety requirements are paramount here. At most events the organiser is responsible for providing refreshments for judges and officials. These should be timed for their arrival (some will have travelled considerable distances), at interval(s) and during critique. Cold drinks should also be available to judges during their times in the stands. You may wish to consider providing cold water supplies for corps both before they enter the field and as they leave. The local ice cream man is usually happy to be there (stadium can usually give you a contact) - strike a deal before they start selling.

7.0 JUDGES & DCUK STAFF

All judges and staff are appointed by DCUK. There will normally be around 12 - 15 people to cater for on the day. Services required are described elsewhere in this document. Judging panels may be advised before the event but are subject to changes on the day. Please check with the Chief Judge and advise the announcer and directors at the managers' meeting of any amendments to published lists.

7.1 DCUK REFEREE

DCUK will appoint a referee for each contest - the organiser will be notified of this appointment. They are responsible for liaison between the organisers, the corps and DCUK judges and staff. Their task is to adjudicate in any disputes. They will also collect the show administration fee, payable to DCUK, on the day. They should be thoroughly briefed by the contest organiser on their arrival on site.

FINANCIAL CONSIDERATIONS AND PLANNING

Financial planning is an important aspect of contest organisation and these notes, whilst not exhaustive, give an indication of what the financial implications are.

Most organisers hope to make a profit but many are willing to run a contest which will at least break even .

In planning the show one should consider possible sources of income and expenditure in order to determine if the contest is a viable proposition.

Possible Sources of Income:

Spectator entrance fees	This is usually the main income and will depend on a number of factors including: <ul style="list-style-type: none"> • Price charged • Number of corps competing which in turn effects the number of spectators • The contest date • Venue location
Programme Sales	Generally no more than one third of the audience will purchase a programme
Programme advertising	This is an area which is dependent on the ability to convince potential advertisers of either the benefit to them (this is often very limited) or the worthiness of your organisation.
Video services	It is accepted practice to charge corps for recording which are made of their own performance. There is a generally accepted level of charge (£4 or £5 in 2002). The total income obviously depends on the number of corps requiring this service.
50/50 Draw	This is a long accepted part of DCUK shows and can net between £50 & £100
Trade stand rentals	A limited option but a fee can be charged to commercial organisations who wish to have facilities at the show. It is not usual to charge competing corps who wish to have a stand.
Sale of Recap sheets	This is a minor income source but should not be overlooked
Sponsorship	This is an income source which is often suggested but difficult to achieve. As with programme advertising there is little tangible benefit to a potential sponsor.
Refreshment Sales	Many venues insist on providing their own catering facilities but if not this can form a worthwhile source of income. Even where it is not possible to provide your own catering facilities it may be possible to negotiate a payment from the contractor. Ice cream vendors will often make a payment in order to gain access to the crowd.

Probable Items of Expenditure:

Venue	<p>The cost of venue hire will probably be the greatest expenditure. Be sure to check if there are any extra costs such as:</p> <ul style="list-style-type: none"> • VAT • Cleaning costs • Overtime penalties • Lost opportunity money • Lighting costs • Entertainment licence <p>All of the above have appeared on venue invoices without prior warning over the years. Best practice is to obtain a written confirmation that the fee quoted is the total cost.</p>
DCUK Show Fees	<p>These fees are fixed and the current rate per corps is available from the DCUK Office. DCUK will meet the travel costs of all the judges and officials for the contest in return for this fee.</p>
Entertainment Licence	<p>The venue may be licenced but if not there may be a requirement to obtain an entertainment licence from the Local Authority. There will be a charge for the granting of such a licence.</p>
Programme Printing	
Judges catering	<p>The costs here can be considerable if the venue insist on their right to undertake all the catering. If it is possible for your organisation to cater for the judges and officials this can represent a very real saving.</p>
Staffing Costs	<p>Although it is probable that your supporters will run the show without charge there may be some costs for travel which you will wish to pay. It is also possible that the ground staff will require a gratuity.</p>
Trophies/prizes	<p>Increasingly framed certificates are being used as an economic way of providing prizes.</p>
Insurance	<p>Your corps general public liability cover may cover the contest. If not you will need to arrange insurance at the appropriate premium.</p>
First Aid Cover	<p>There will usually be a "fee" in the form of a donation to St John Ambulance or The British Red Cross</p>
Photocopying	<p>Recap sheets will need to be copied for sale</p>
Postage/printing etc	<p>General administration costs</p>
Advertising	<p>Many organisers feel that there is no financial benefit from paid advertising.</p>

One further consideration which many organisers bring into their calculations is the possible saving on corps travel costs. If the venue is local to the sponsoring corps home base it is probable that there will be no need to provide a coach to take the corps to the contest. This represents a saving on the corps travel expenses which would have been incurred if it had attended a more distant contest.

CONTEST ORGANISER'S CHECK LISTS

SIX MONTHS BEFORE THE DATE

- ❖ Check the venue is booked - in writing - and that all contract details are clear. Make your initial visit to discuss details of the event and to plan your actual running plan on site - traffic flow - corps routes, etc.
- ❖ Check and confirm availability of warm-up spaces
- ❖ Book the First Aid services
- ❖ Check parking provisions
- ❖ Obtain / make a site plan and directions
- ❖ Return signed contract to DCUK office

6 WEEKS BEFORE

- ❖ Second site visit - try to meet with the Duty Manager for the day of the show or the groundsman (very good idea to keep him on side). Agree field markings. Check all details are as they were.
- ❖ Check judges room, critique room, tabulators space
- ❖ Check public address system
- ❖ Begin local publicity (newspapers - including free press - local radios, posters)
- ❖ Send out corps instructions (plus DCUK office and Judge co-ordinator)
- ❖ Confirm you have a suitable podium
- ❖ Agree area for booster stalls
- ❖ Confirm printing of programme, tickets
- ❖ Confirm catering arrangements for judges, spectators
- ❖ Arrange trophies
- ❖ Check insurance cover
- ❖ Finalise contest staffing list (including judge runners)
- ❖ Advise local Police of the event

1 WEEK BEFORE

- ❖ Confirm use of photocopier machine (and supply of paper)
- ❖ Hold on-site staff briefing
- ❖ Issue an amended timetable if necessary
- ❖ Another burst of local publicity (host corps performance ?)
- ❖ Read through the DCUK Contest Rules booklet
- ❖ Remind Treasurer about "float"

ON THE DAY

- ❖ Tables and chairs for judges
- ❖ Check p.a. system again
- ❖ Field Markings
- ❖ Rope off judges area; mark corps staff area
- ❖ Ensure all necessary doors and gates unlocked
- ❖ Ensure toilets available (and clean)
- ❖ Post all necessary direction signs and notices (take down at end of day)
- ❖ Meet and greet guests (arrange escorts)
- ❖ Meet and brief judge runners
- ❖ Pay DCUK Referee the show fee

AFTER THE EVENT

- ❖ Send recap sheet to DCUK
- ❖ Prepare accounts and submit copy to DCUK
- ❖ Write "*Thank You*" letters to staff, guests, etc
- ❖ Contact venue to debrief and book for next year (?)
- ❖ Hold a debrief meeting whilst memories still fresh - record observations for next year



Charity No: 328541
Croft House, Garden Street, Sheffield S1 4BJ

A G R E E M E N T

This agreement is made on the day of 2003 between:

(Contest Sponsor)

and

DRUM CORPS UNITED KINGDOM

By virtue of this Agreement the Contest Sponsor set out above undertakes to organize a Drum Corps Competition on:

..... the day of2003.

- The Contest shall be run in accordance with the rules and requirements laid down by Drum Corps United Kingdom in the Contest Sponsors Guidelines and DCUK Rules and Regulations Booklets.
- The Contest Sponsor shall provide a suitable venue.
- The Contest Sponsor shall provide an announcer who will represent the Contest in the manner set out in the Guidelines for Show Sponsors.
- The Contest shall provide adequate refreshments for Judges and DCUK representatives.
- The Contest Sponsor will be responsible for the accurate marking of the field of competition in accordance with the DCUK Contest Rules.
- The Contest Sponsor will distribute all details concerning the Contest six weeks prior to the Contest to the Corps concerned, the DCUK Head Office and the Judges' Association Administrator.
- The Contest Sponsor shall recognize all official DCUK Passes presented by Judges Staff, Marching Members and Corps Staff. It is recommended that Contest Sponsors should issue and control passes for any non-DCUK units invited to participate or perform at the above show. Such passes will not entitle the holder to spectator seating but six seats must be provided in the main stand for Corps Staff to observe their unit whilst it is performing.
- The Contest Sponsor shall provide at least one copy of the final re-cap sheet for each competing Corps, each Judge and Tabulator and two copies must be sent to the DCUK Head Office immediately.

- The Contest Sponsor will pay to DCUK the fee £25.00 per competing corps, including the host corps. The same fee should be included for any "non-DCUK" Corps or Bands who take part in the show and wish to be judged in exhibition.
- DCUK shall provide details of the Contest in any advertising that it undertakes in respect of the Corps Season.
- DCUK will provide Tabulators and all Judging Sheets.
- The Contest Sponsor must arrange adequate Public Liability Insurance cover for the event.
- The Contest Sponsor will arrange adequate first aid provision.
- The Sponsor must also provide a service whereby Corps can have their performance video-recorded on a VHS format.

PROVISO – Whilst contest Sponsors are encouraged to attract non-DCUK Bands or Corps to take part, whether in competition or exhibition, DCUK reserves the right to cancel this agreement at any time prior to the Contest date should the majority of the total participating units be non-DCUK member units.

SIGNED:
(Person entering into contract with DCUK on behalf of Sponsor)

ADDRESS:

DATE:

SIGNED:
(on behalf of DCUK)

DATE:

**Please return this Agreement to the DCUK Head Office, Croft House, Garden Street,
 Sheffield S1 4BJ**

The A B C

Drum & Bugle Corps Contest

INSTRUCTIONS FOR ENTRANTS

Thank you for selecting us this season. We have a very full show with competition in three classes and we can look forward to a tremendous day of rivalry and entertainment. We will do our best to ensure you all have a good day. Please read the following carefully and make contact ASAP if there are any queries or doubts about the arrangements for the day.

- **ARRIVAL** **PLEASE DO NOT ARRIVE ON THE SITE BEFORE 11.00 am** when Corps Reception will open in the main entrance to the stadium stand.
- **WARM-UP AREAS** are provided on the training pitches to the rear of the stadium. The all-weather surface is **NOT** available for use by corps - please do not attempt to gain access to this area or **your** corps will be charged a very high booking fee. The show organisers are not responsible for the provision of extra rehearsal sites and no other arrangements have been made in the local area. The organisers cannot be held responsible for corps rehearsing on unauthorised sites. There is housing in the vicinity of the stadium - please try to help us maintain the good relationships we have built up locally over the last few years so that we may continue to have access to this excellent facility. Last year, some problems were caused by corps practising on the roads and grass areas around the Leisure Centre causing congestion and dangers. Please avoid this. **ABSOLUTELY NO PLAYING OF INSTRUMENTS ON (OR NEAR) THE SITE IS PERMITTED BEFORE 10.30 am** and, of course, once the show has commenced at 12.00.
- **TIMETABLE** provisional version attached - final details subject to DCUK "seeding" procedures (refer to DCUK website). Please ensure you adhere to report times throughout the day - with this large an entry we cannot afford to over-run.
- **FIELD MARKINGS** there will be a front line, centre line and centre mark plus hash mats and 10 yard front and rear line boards. The staging area will be 10 feet deep.
- **PIT EQUIPMENT** must all be brought into the arena through the rear corps entry doors. There is some space for storage at the side of the arena. Please note that corps are responsible for the security of their own equipment in this area. Corps are requested to remove their pit equipment from the stadium ASAP after their performance to avoid congestion. Corps are reminded to refer to the DCUK guidelines on the interpretation of Rule 4.
- **PARKING & CHANGING** no changing facilities are available and corps are asked to change on coaches. Corps are requested to keep the coach parking area and surrounds litter free - penalties may be imposed for transgressors and any extra costs will be passed onto corps. There are toilets available inside the rear corps entry gate (before the show starts). **Please adhere to the parking areas allocated on the enclosed site plan.** Coaches parking in other areas than those allocated will be asked to move. There is plenty of space on site - please park sensibly. Do **NOT** park coaches on the access road.

- **SPECTATORS & BOOSTER STALLS** the stadium provides excellent viewing facilities and all seats in the stand and ground enclosure are available on a "first come, first served" basis. Please ask your supporters not to enter the marked-off judges area. Entry cost is £5.00 (concessions £2.50). Programmes are 20p. Recap sheets will be on sale at various points at the end of the event. Entry and exit to the stadium **MUST** be via the designated turnstile and gate only. Tickets must be retained for re-entry. Booster Stalls will be permitted inside the arena in a designated area. Booster stall staff must be in possession of a valid show ticket or DCUK staff pass.
- **CATERING** the stadium will provide a catering outlet for hot and cold snacks and drinks (last year we also managed an ice-cream van). There is a club bar on site but, at this time, we are unsure whether it will be available to spectators. Corps directors are reminded of their responsibility for corps and spectator behaviour throughout the day.
- **JUDGES & CRITIQUE** we have no information to hand about the judging panel for this event - please refer to the DCUK website. Critique will be held in the Board Room (access via Corps Reception) and will be controlled by the T&P judge. All corps staff are reminded of the DCUK Critique Guidelines and that "yellow" passes must be shown to gain entry to critique.
- **CONTACT DETAILS** telephone numbers :
 - Before the day
 - Stadium
 - Mobile (emergencies only)
 - Email :

We hope that you have a safe and pleasant journey to and from the event and that all your members and supporters will enjoy a great day of drum corps spectacle.

We would remind all Corps Directors of their obligation to advise members, staff and supporters of the **Drum Corps Code of Conduct** to ensure that our relationships with the public, the management of the Stadium, and with each other, remain at their current high level.

Thank you again for entering our event. My best wishes to all.

TRAVEL DIRECTIONS include major roads, local landmarks and, if possible, a map

**THE A. B. C.
Drum and Bugle Corps Contest**

T I M E T A B L E

- 11.00 Corps Reception opens
 *** *Please do not arrive before this time* ***
- 11.30 Stadium opens to spectators
- 11.30** Managers Meeting (on the field)

<u>Corps</u>	<u>Report Time</u>	<u>Performance</u>
<u>Cadets</u>		
Black Knights Cadets	11.50	12.00
Encore Cadets	12.00	12.10
Aurora Cadets	12.10	12.20
<u>Junior Class</u>		
Stafford Lancers	12.20	12.30
Concord	12.35	12.45
<i>Interval I</i>		<i>12.55</i>
<u>Open Class</u>		
Staffordshire Knights	13.05	13.15
Poynton Commodores	13.22	13.32
Black Knights	13.39	13.49
Magic	13.56	14.06
37 th Kingswood	14.13	14.23
Forgemen	14.30	14.40
<i>Interval II</i>		<i>14.57</i>
6 th Hove Scouts	15.10	15.20
Encore	15.27	15.37
Southern Aurora	15.44	15.54
Kidsgrove Scouts	16.01	16.11
Cadence	16.18	16.28
Senators	16.35	16.45
Retreat		17.20
National Anthem		
Presentation of Awards		
Exhibition by First Placed Open Class Corps (approx)		17.50
Clear Stadium, please by		18.15

TYPICAL MANAGERS' MEETING

"AGENDA"

1. Welcome
2. Local Weather Forecast
3. Programme / Timetable - confirmation or amendments
4. Guests (performances and/or VIPs)
5. Routes - on & off
6. Pit equipment storage / movements
7. Retreat from OUTSIDE - please be prompt - led by ?
National Anthem BEFORE awards
Conducted by Drum Major of ?
8. Any special Local Arrangements / Requirements
9. Judging Panel - confirmation and amendments
10. Announcer - any special requirements
11. Critique Arrangements (T&P Judge)
12. Exhibition performance - if time permits
13. Any Questions
14. Good Luck !!!