



# STEWARDS GUIDE

## CONTENTS

1. Steward Roles
2. Solo Contests
3. Band Contests

## APPENDIX

- A. Relevant Rules for Stewards
- B. Games Preparation Checklist
- C. Competition Circle dimensions/measurements
- D. Band Meeting Agenda Template



## 1. Steward Roles

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### Senior Steward

A Senior Steward is qualified to manage the stewarding operation or any part of it on a game's day.

- Must be on the field for set-up before the contest starts and tear down after the solo and band contests are complete.
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### Senior Steward of the Day

Is a Senior Steward assigned as the steward-in-charge on a game's day.

- Prior to the games day (in conjunction with the Ops Manager) assign stewards, as required.
  - Must be on the field to supervise set-up before the contest starts and tear down after the solo and band contests are complete.
  - Manage the entire stewarding operation (solos and bands) and coordinate with the PPBSO Operations Manager throughout.
  - Responsible for convening the 11:00am Band Representative Meeting on game's day.
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### Full-time Steward

A steward supporting solo and band competition duties on game's day.

- Must be on the field by 08:00 for assignment to a solo table.
  - After the solo contest assist in a stewarding capacity for a band contest.
  - Assist with tear-down of band contest circle.
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### Part-time Steward

A steward supporting solo contest duties on game's day.

- Must be on the field by 08:00 for assignment to a solo table.
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## Management Role

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### Operations Manager

Is the representative responsible for the overall administration and management of the PPBSO game's operation.

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## 2. Solo Contest Steward Guide

### PREPARATION

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- Please be on the field at 8:00 am to check in with the senior steward and pick up your assigned clipboard and then be ready to go by 8:15 am.
  - Please bring your issued official steward's shirt, a pen, hat, sunscreen, snack and folding chair, if needed.
  - You will be assigned a table number for your event. Your judge should also be at the table by 8:15 am.
  - Check with your judge to see if they have any specific requests - then get your first competitor ready to go as soon as the judge is ready.
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### RUNNING THE CONTEST

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- Please don't sit at or near the judges' table. You should position yourself close-by but far enough away that you can easily speak with upcoming competitors without distracting from the ongoing contest.
  - It's also expected that you ensure no-one inadvertently interferes with your event, i.e – getting too close to the judge or competitor - there should be a radius of about 20 feet clear around the event.
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### PLAYING ORDER & KEEPING YOUR EVENT MOVING

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- Your role is to ensure our contests run smoothly, on time while fostering a good competitor experience. It's your responsibility to work with the judge to move the contest forward.
  - Try to be a facilitator and calming influence.
  - Ensure there is always a competitor in front of the judge or ready to walk up to the judge to play.
  - Competitors must check-in with you in advance of their performances. Failure to do so may result in disqualification if their turn comes up and they are not available.
  - You may change the playing order to fill gaps or accommodate conflicts with other events - be sure the judge is aware of any changes and advise which contestant will be playing next.
  - Don't permit long gaps between players otherwise you won't finish within time. Find a competitor who is ready to play and have players go out of order, if necessary.
  - No player should be disqualified before consulting with the Senior Steward of the Day and the judge.
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### TUNING

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- You should work with the judge to monitor tuning times and ensure the contest schedule is not put in jeopardy due to over-long tuning. Piping competitors are allowed 3 minutes tuning for all events with the exception of piobaireachd contests where the tuning limit is 5 minutes. Should a competitor exceed the limit you might get their attention and point to your watch to indicate a time warning. The judge may also give you a sign that the competitor has tuned for too long - work with the judge on this issue.
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### JUDGES SHEETS

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- When you get through each event, wait for the judge to finish their paperwork. Please make sure the judge has completed and signed the lead sheet. Do not check over score's please. Just fold the sheet's over and either someone will pick them up or you should bring them to the PPBSO tent.
- Return to your table ready for your next event and the same routine.



### 3. Band Contest Steward Guide

#### BAND MEETING

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- The Senior Seward of the Day will convene a meeting of band representatives near the PPBSO Admin Tent at 11:00 am on games day.
  - Roll call, final instructions, reminder of time/order of play, circle and final tuning locations etc. will be delivered to band reps at this meeting.
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#### BAND CONTEST PREPARATION

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- Ensure the line and circle area are ready for the competition
  - Ensure judges tables are in place, with umbrella and chair and sheets/clipboards
  - Ensure Circle # banner is in place
  - Ensure Final tuning area is clearly marked with banner #
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#### CIRCLE STEWARD

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- Stay in close communication with the final tuning steward
  - Keep the circle WhatsApp chat updated for the information of upcoming bands
  - Monitor and greet bands at the line, conduct draw if required
  - Ensure bands don't commence before being signalled by the ensemble judge
  - Make note of the following:
    - numbers of players
    - if a player leaves band at the line
    - duration of performance (first note to last note)
  - Upon contest completion, ensure judges sheets are delivered to the Operations Manager asap
  - Sanctions should only be considered after consultation with Ops Manager, Senior Steward of the Day and ensemble judge, if required.
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#### FINAL TUNING STEWARD

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- Ensure each band passes through the final tuning area, as required by the rules
  - Communicate closely with the Circle Steward, wait for signal before sending band forward
  - Communicate with the next and upcoming bands P/M or Runner to indicate timing
  - Ensure other bands do not interfere with the final tuning area
  - Ensure the way is kept clear from the final tuning area to the line
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## APPENDIX A – RELEVANT RULES FOR SENIOR STEWARDS:

All competitors and competing bands leaders should be aware of the rules governing their respective competition - the goal is for voluntary compliance of all rules.

Often communication and guidance is all that's required to ensure a smooth running contest that's a fun and positive experience for all involved – and that includes the officials.

Senior stewards should be very familiar with all the current rules that apply to competitions and should also have on hand a copy of the most current PPBSO Competition Rule Book for reference, if required.

Specific rules governing competitions that senior stewards must be familiar with include:

- **Penalties, Discipline and Protests, including Disqualification for Competitors and Competing Bands**
- **Eligibility to Compete & Enforcement**
- **Competitor's Responsibilities & Enforcement**
- **Solo Competitor Conduct and Tuning**
- **Competing Band Conduct - Registration, 11:00 meeting attendance, Runners, Order of Play**
- **Competing Bands - Minimum Numbers and Eligibility of Players for Each Grade**
- **Competing Bands - Final Tuning area – Mandatory Use - Penalty**
- **Competing Bands - Contest Performance, Late to the Line, Leaving the Field – Consequences**

*This is provided as a guide only – reference should be made to the current rule book.*



**APPENDIX B – SENIOR STEWARDS GAMES DAY PREPARATION CHECKLIST:**



# PPBSO SENIOR STEWARD OF THE DAY

## HIGHLAND GAMES CHECKLIST

Highland Games: \_\_\_\_\_ Date: \_\_\_\_\_

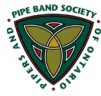
Senior Steward of the Day: \_\_\_\_\_

# Solo Tables: \_\_\_\_\_ # Band Circles: \_\_\_\_\_ Stewards: \_\_\_\_\_ # F/T: \_\_\_\_\_ # P/T: \_\_\_\_\_

PRE-GAME PREPARATION			SOLO CONTEST SET-UP & OPERATION		
	Responsible	✓		Responsible	✓
Provide list of stewards to Ops Mgr by Wed before games day	Snr Stwrđ	<input type="checkbox"/>	Set locations for solo tables	Snr Stwrđ	<input type="checkbox"/>
Provide solo sched, judge and table # assignments	Ops Mgr	<input type="checkbox"/>	Place tables and chairs	Snr Stwrđ	<input type="checkbox"/>
Provide band sched, order of play, circle and judge assignments	Ops Mgr	<input type="checkbox"/>	Place umbrellas	Snr Stwrđ	<input type="checkbox"/>
Assign Stewards to tables #	Snr Stwrđ	<input type="checkbox"/>	Place # signs for tables	Snr Stwrđ	<input type="checkbox"/>
Assign Stewards to band circles	Snr Stwrđ	<input type="checkbox"/>	Collect clipboards, go to tables by 0815	All Stewards	<input type="checkbox"/>
Contest sheets to clipboards	Ops Mgr	<input type="checkbox"/>	Return results to Ops Mgr (ongoing)	All Stewards	<input type="checkbox"/>
Solo schedule for posting	Snr Stwrđ	<input type="checkbox"/>	Distribute water for Judges & Stewards	Snr Stwrđ	<input type="checkbox"/>
Band schedule for posting	Snr Stwrđ	<input type="checkbox"/>	Distribute cheques and exp forms (collect PPBSO admin tent)	Ops Mgr/Snr Stwrđ	<input type="checkbox"/>
Steward assignments posting	Snr Stwrđ	<input type="checkbox"/>			
Set Up Materials Required			SOLO CONTEST TEAR-DOWN		
	Responsible	✓		Responsible	✓
PPBSO tent, tables, chairs	Games	<input type="checkbox"/>	Return umbrellas, clipboards, numbers	All Stewards	<input type="checkbox"/>
Power cords	Ops Mgr	<input type="checkbox"/>	Remove tables/chairs from infield	Table Stwrđ	<input type="checkbox"/>
Banners (Admin, Circles, Tuning)	Snr Stwrđ	<input type="checkbox"/>	Tables and chair collection	Games	<input type="checkbox"/>
Solo table numbers and poles	Snr Stwrđ	<input type="checkbox"/>			
Hammer, caution tape, poles	Snr Stwrđ	<input type="checkbox"/>			
Comp circle painting materials (paint cans, ropes, cones etc.)	Snr Stwrđ	<input type="checkbox"/>			
Clipboards (Judges & Stewards)	Ops Mgr	<input type="checkbox"/>			
Cooler, ice, water bottles	Snr Stwrđ	<input type="checkbox"/>			
Golf cart	Games	<input type="checkbox"/>			
			BAND CONTEST SET-UP & OPERATION		
	Responsible	✓		Responsible	✓
			Band Meeting at 11:00 am	Snr Stwrđ	<input type="checkbox"/>
			Paint circles / start lines	Snr Stwrđ	<input type="checkbox"/>
			Orange cones for start lines	Snr Stwrđ	<input type="checkbox"/>
			Ropes for circles (if required)	Snr Stwrđ	<input type="checkbox"/>
			Banners for # circles	Snr Stwrđ	<input type="checkbox"/>
			Banners for final tuning areas	Snr Stwrđ	<input type="checkbox"/>
			Set-up tables, chairs, umbrellas for Judges	Circle Stwrđ	<input type="checkbox"/>
			Return Judges sheets to Ops Mgr (ongoing)	Circle Stwrđ	<input type="checkbox"/>
			BAND CONTEST TEAR-DOWN		
	Responsible	✓		Responsible	✓
			Collect umbrellas	Circle Stwrđ	<input type="checkbox"/>
			Collect circle # and final tuning banners	Snr Stwrđ	<input type="checkbox"/>
			Remove tables/chairs for massed bands	Circle Stwrđ	<input type="checkbox"/>

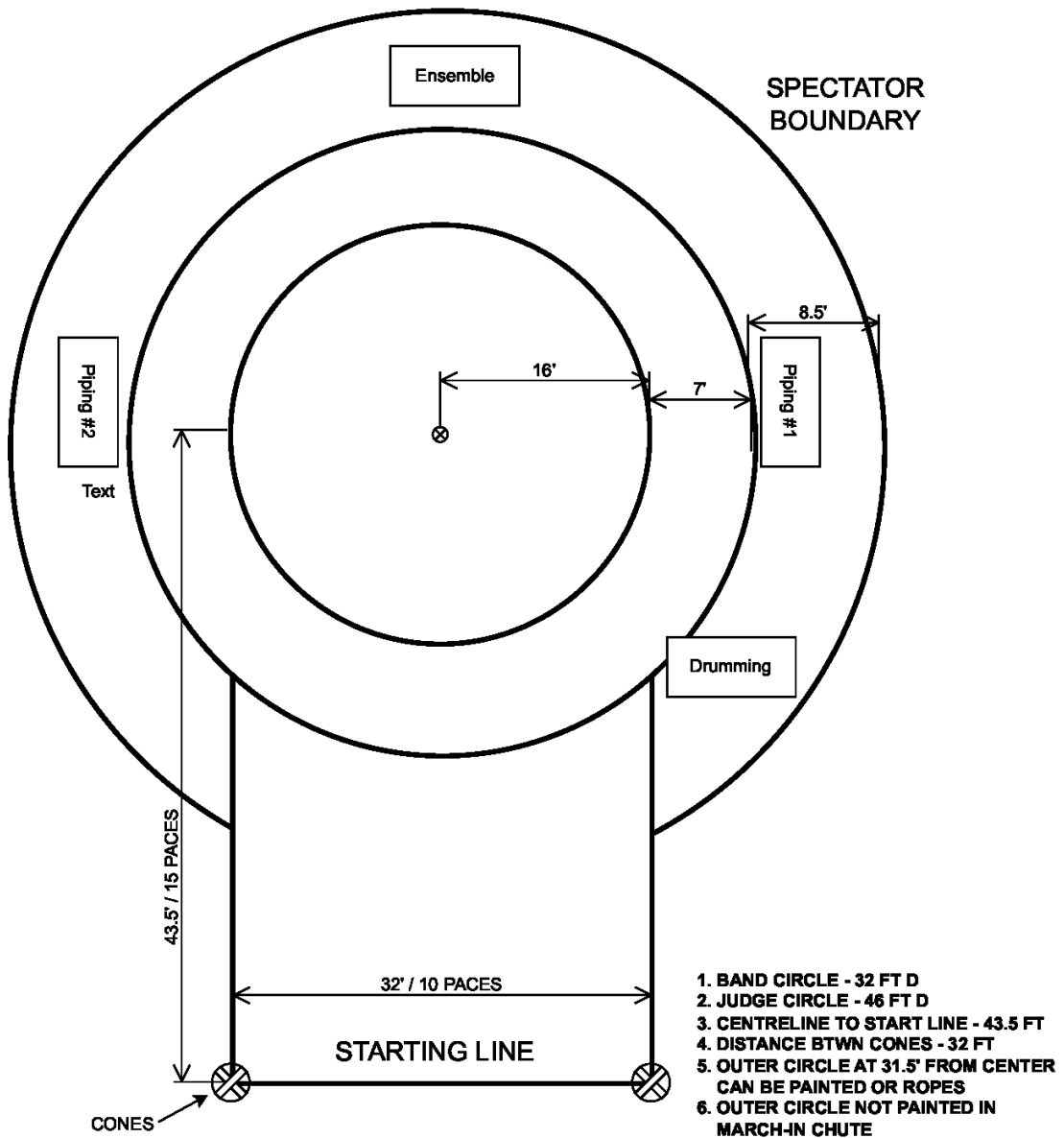
**NOTE:**

The Senior Steward of the Day may delegate some duties to any other senior stewards in attendance.



APPENDIX C – COMPETITION CIRCLE DIMENSIONS & MEASUREMENTS:

# P.P.B.S.O. BAND COMPETITION CIRCLE

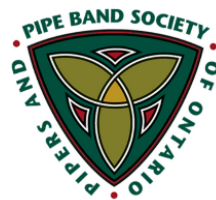






## APPENDIX D – BAND MEETING AGENDA TEMPLATE

# BAND MEETING AGENDA



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Location:           **Near PPBSO Admin Tent**  
Time:               **11:00 am**  
Convened by:      **Senior Steward of the Day**  
Participants:      **Sr D/M & Representatives form each competing band**

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## 1. BAND ROLL CALL **(Sr Steward of the Day)**

- a) Use competition band list to identify band reps not present
- b) Review Competition circle assignments, order of play, start times (posted)
- c) \_\_\_\_\_

## 2. COMPETITION INFORMATION **(Sr Steward of the Day)**

- a) Location of competition circles and final tuning areas
- b) Discuss order of play – Indicate where info posted
- c) Circle 1 – First Band: \_\_\_\_\_ Start Time: \_\_\_\_\_
- d) Circle 2 – First Band: \_\_\_\_\_ Start Time: \_\_\_\_\_

## 3. WHATSAPP **(Sr Steward of the Day)**

- a) Review usage and sign-up procedures
- c) Times that each band is actually at the line will be posted on WhatsApp. Band runners should monitor to plan their band's sched in case of time adjustments.

## 4. MASSED BANDS **(Sr Drum Major)**

- a) Review Exemptions for first massed bands
- b) Opening ceremonies form up time: \_\_\_\_\_ pm for \_\_\_\_\_ pm start
- c) Closing ceremonies form up time: \_\_\_\_\_ pm for \_\_\_\_\_ pm start
- d) Review waves, entry chutes and tunes (also posted at PPBSO tent)

## 5. QUESTIONS?

**GOOD LUCK – HAVE A GREAT DAY!**