

Registered Charity Number (RCN)  
Charitable Tax Exemption

20204482  
CHY 22402



Cumann Buíon Píobaire na hÉireann

Irish Pipe Band Association

## IPBA Steward

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March 2022

## **1. Introduction**

The Irish Pipe Band Association stewards are a small, flexible team of dedicated volunteers who provide a comprehensive operational service, which includes the setting up and dismantling of all contest arenas, the provision of a steady and timely stream of bands to their specific contest areas, thus ensuring a smooth and successful contest.

IPBA stewards are vital to the effective and efficient running of all association contests.

## **2. Organisation and Reporting**

The stewarding team consists of the Chief Steward and a number of stewards who are primarily recruited from each of our branches.

Normally all reporting is done through the Chief Steward.

Stewards will also report to and liaise with the Line Steward who controls the contest arena to which the particular steward has been detailed.<sup>2</sup>

## **3. Role and Purpose of the Stewards**

The stewards are responsible for the efficient, effective and safe running of the contest.

Some of the duties involve initial setting up of each contest arena, the operational flow of bands to and from their particular arena during the contest and the final clear up and dismantling of the same arena after the contest is finished, also for the marshalling of the massed bands prior to the prize giving at the end of the day. All this enables the Association to achieve its main objectives.

## **4. Administrative Role of Stewards**

### *Set Up*

Setting up comprises of building and positioning the 4 Adjudicator tents in each arena, 2 Adjudicator tents in the Drum Major arena and placing a table and chair in each tent. There is also a requirement to assist in building the registration tents etc. for the event.

All Arena marking is carried out by the Chief Steward in association with the Event Director, and whichever stewards are present on the advance party.

### *On the Day*

The steward should turn up at the appropriate time as advised.

For the All Ireland Pipe Band Championships there will be three arenas, four tents per arena for Pipe Band Contests and two tents in the Drum Majors' Arena.

For all other regional contests there may be only one Arena with two stations.

There may be a further requirement of setting up.

After the contest there is a requirement to clear away, prior to the massed bands.

NB When you have cleared away your own arena you are asked to assist with the other arenas, which for whatever reason are either running late or by starting later there for finishing later than yours. This will enable the main arena to be cleared quickly ready for the massed bands.<sup>2</sup>

## 5. Role Contest Stewards (during the contest day)

### *Operational Guideline for Contest Day*

- Arrive in good time for the stated reporting time.
- Check in at the Registration Area.
- Pick up your own envelope containing you contest programme.
- If you have the time before the Chief Stewards Meeting, open up your arena and prepare for your grade.
- Ensure you attend the Chief Stewards Meeting where you will be told which, if any bands have withdrawn from your or any other grade (this is important because it will save you trying to find bands which are not there)
- On your way to your arena stop at registration to confirm which bands in your grade have registered prior to the contest starting (remember that if the grade is large then the bands at the end of the competition may not yet have arrived at the venue and will register later . (It would be advisable to periodically check with registration to update your order of play throughout your grade).
- At your arena make final preparations with your Line Steward to commence the contest.
- Make sure your bands are ready to commence at the stated start time (It would be advisable for you to have the first three to five bands in or around the final tuning area as this will gain you some time in looking for future bands during the contest, however space around the final tuning area will dictate how many bands you can do this with).
- Ensure a steady and timely flow of bands into the final tuning area and into the contest arena (the above advice will help you achieve this).
- Any problems with bands failing to move upon instruction or with timings report directly to the Line Steward as they need to be dealt with quickly to avoid delays to other bands (see 'Guidance for Stewards on Contest Day')
- Any problems should be addressed to the Chief Steward for prompt action.

### *Post Contest*

Once the contest is finished and the arenas are clear, for the All Ireland Pipe Band Championships ensure all the equipment is returned to the RSPBA van.

The Chief Steward will begin the process of marshalling the bands for the march past, which will be the nominated centre bands.

The Stewards for this will have been pre-detailed in the operational instruction sent to you prior to the competition start date.

## 6. Dress Code

### *Dress*

The Contest Steward is expected to wear uniform provided at his or her own expense and may be of his or her own choice or that of an associated band.

Smoking and the consumption of alcohol are not permitted whilst on duty.

You are also asked to carry out your given duties with due diligence and in a manner which is befitting of the Irish Pipe Band Association.

## **7. Guidance for Contest Stewards on the Contest Day**

- The best practice for stewards is to work in pairs, that is to say one steward will bring the bands into the designated final tuning area and the other steward will take the bands from final tuning into the contest arena where he or she will report to the Line Steward/ Arena Director giving the name of the band to confirm the correct band is presenting at the correct time.
- It would be helpful for you to have the first three to five bands in and around the final tuning area prior to the contest starting (if space permits) as this will give you more time to search for future bands.
- If during the contest you should not be able to find a particular band, firstly contact registration and ascertain if the band has registered or not. This will tell you if the band is here or not (however it is not uncommon for bands not to register upon their arrival, this should be taken as a “not here”) Inform the Line Steward/ Arena Director of your arena of the missing band and your actions.
- Your action if the band is registered should be to continue to look for them up until their allotted time. If the band still has not shown up then again inform the Line Steward/ Arena Director who in conjunction with the Chief Steward will then make the decision to disqualify or not as the case may be (always keep the Line Steward/ Arena Director informed of your progress in tracking down the band).<sup>4</sup>
- Your action if the band has not registered is to cease looking for it and inform the Line Steward of the bands non registration, she/he will again make the decision with the Chief Steward on whether or not to disqualify (there may be a number of reasons why the band has not registered e.g. bus breakdown etc.) You are then to begin looking for the next band in the order of play and bring them forward into final tuning for their allotted time. Report your actions to the Line Steward/ Arena Director of your arena so that he may prepare the contest adjudicators accordingly.
- If during the contest you have difficulty in convincing a Pipe Major to bring his or her band into the arena, report it immediately to the Chief Steward, where-upon the Chief Steward should act promptly to bring the band forward or risk immediate disqualification.
- If a band or numbers of bands have withdrawn from your contest thus leaving a gap in the order of play you may ask the next Pipe Major if he would like to come forward to play earlier. The Pipe Major may oblige or he may wish to stick to his allotted time, he or she is under no obligation to play early, however you should politely but firmly point out that the “allotted time “ means that that is when he or she should be on the line ready to commence the bands performance.
- It should be noted that some bands may use their “band followers” to distract you when you go to bring them forward thinking they can gain a little extra time for their bands. Keep an eye on the time and warn the band accordingly.

- NB - It should be noted, however that the steward bears no responsibility for a band not appearing at the start line at the appropriate time, this is solely the responsibility of the band representative and the Pipe Major. The steward is there as a guide, however her/his instructions should be adhered to so as to enable a smooth flow forward to the contest arena for all the other bands as is stated in the rules.

Finally - Always act with diligence and dignity as you are the face of the Irish Pipe Band Association presented to the bands and public on contest day.

## **8. Responsibilities of Chief Steward**

The Chief Steward will have responsibility for all stewarding at the event. The responsibilities of the designated Chief Steward are:

- The Chief Steward will be responsible for a pre-event Stewards and Compilers Workshop. (as outlined in this document)
- The Chief Steward will be responsible for pre contest stewards briefings
- To ensure each steward is identifiable and knows their specific role.
- To prepare and deliver a structured briefing to security traffic control and stewarding personnel, to ensure stewards are in place for the opening of the event.
- To ensure that stewards fulfil their roles at all times.
- To check on the licences of all vendors
- To ensure that the Contests Stewards are performing in an effective manner
- To ensure that the contest is running 'on time'
- To provide stewards for the 'break' and 'taking down' of the arena and structures, when competition has concluded in that area
- Liaise with Drum Major Adjudicators in relation to positioning of bands for the Finale
- Advise 'Centre Bands' of their time 'on station'
- Line up designated 'lead bands' for the March Past.
- Ensure a constant flow of bands for the March Past
- Be 'on hand' for the MC to advise him/her of the band approaching the 'saluting' area.

Note:

The Chief Steward may take up a role within an arena, however his/her overall responsibilities remain.

## 9. All Ireland Pipe Band Championships

There will be two distinct stewarding roles for the All Ireland Pipe Band Championships

- 1) General Operational Stewards
- 2) Contest Stewards

### **General Operational Stewards**

Roles which the Operational Stewards have to perform

#### *Stewards' Briefing*

Operational Stewards will be briefed by the Chief Steward on the morning of the contest.

The briefing will occur at the Registration Area.

The Stewards will be briefed on:

- identities of the Event Controller, Safety Officer and Chief Steward
- layout of the event
- emergency procedures
- roles and duties.

#### Security

- Providing overnight security pre event
- Controlling access and egress to and from the event
- Give immediate access to all emergency services
- Liaise with the Gardaí throughout the event
- Report any suspicious behaviour or emergency to the Chief Steward or Event Controller

#### Environmental

- Portable Toilets – a designated steward will clean and maintain the portable toilets throughout the day at a frequency not greater than 30 minute intervals.
- Clean Up – Throughout the day, stewards will undertake a litter pick throughout the park. Once the event is over, approximately 19.30 there will be a full clean up party that will work their way through the park to clean any rubbish. All the poly-sacs collected will be left in a presentable manner at a location designated by Wexford County Council or by private contractor.

#### *Statement of Duties for General Operational Stewards*

- Primary duty is to take care, assist and ensure the safety of the participants and general public of the event.
- Remain calm, composed and courteous at all times.
- Do not leave designated role without advising the Chief Steward.
- Wear your identification at all times
- Ensure all exits and entrances to the park, or car parks are kept clear.
- Be aware of the location of all structures, vendors etc. in the park and especially the control/compilers room and where medical staff are located
- Give immediate access to all emergency services

- Do not allow people to climb structures, buildings or trees etc.
- Report immediately any emergency to the Chief Steward or Event Controller.
- Report anyone acting in a suspicious or anti social manner to the Chief Steward or Event Controller.

## Contest Stewards

### *Contest Stewards – Briefing - Arenas*

Contest Stewards will be briefed at their operational arenas between 10.20 and 10.40 hrs

The Chief Steward will ensure that the Line Steward/ Arena Director and Contest Stewards possess

- the Adjudicator Packs
- Programmes and running order of the events and participants
- all other necessary items to fulfil their roles

### *Contest Stewards - Registration / Customer Care / Lost & Found*

The Registration Area will be manned at all times by two personnel.

They will be responsible for:

- Registering Bands & Drum Majors
- Handing out results post contest
- Sale of programmes
- Customer Care
- Dealing with lost/found persons and property

### *Contest Stewards - Band Arenas*

Each Arena for band contests should have three (3) Stewards.

One will be a designated Line Steward.

A **Runner** will be employed between the two band contest arenas.

Band Competition (requirements for each circle)

The designated Line Steward/Arena Director is responsible for the effective and timely running of each grade within their control.

Two Stewards – To ensure that bands arrive at the performance arena, on time.

Responsibilities

Ensure that the 'practicing place' of each band is known

Advising bands of their time to play

Getting bands to the Final Tuning Area at least eight (8) minutes before their designated performance time.

Moving bands from the Tuning Area to the Line, on time, for their performance.

Line Steward - To assist bands when the 'on the line'. The line Steward will be positioned at right hand flank of the start line (trigger).

*Responsibilities*

- Check with the Contest Registrar at the Registration Area to see if any bands have withdrawn and relay this information to their adjudicators.
- Greeting the Pipe Major
- Advise the Pipe Major that the pipers do not have to put their pipes 'down'
- Advise the Pipe Major on how to exit the circle
- Explain and indicate who the Ensemble Adjudicator is, and to perform on her/his instructions
- The Line Steward/Arena Director will record the number of performers in each band. This record will be returned to the Compiling Station at the end of each grade.
- For Grade 4b/5 explain that the band can advance to the circle and formate there without playing, when in position they can then commence their performance.
- For Grade 1 MSR, conduct a draw for the MSR selection to be played. Indicate the drawn set in a pre-determined manner.
- On completion of a grade, the Line Steward/Arena Director is responsible for collecting all the Adjudication (Assessment or Crit) Sheets and the Placing Sheets from all Adjudicators
- These results should be 'secured' by the Steward and handed to the 'Runner', who is responsible for their safe delivery to the Compiling Station.
- The Line Steward/Arena Director will be responsible for ensuring that the Adjudicators and Stewards under their control are provided with a snack during the break.
- All arena stewards are to assist with the 'break' and 'taking down' of the arena and structures, when competition has concluded in that area.

Runner - To ensure that the results of all grades are conveyed to the Compiling Station in a timely and secure manner.

#### *Contest Stewards - Drum Majors' Competition Arena*

A similar system is required for the Drum Majors contest, however a steward is not required 'on the line', therefore, only two (2) stewards are necessary for the Drum Majors contests, one to be designated the Head Arena Steward:

##### Steward 1

To ensure competitors are on time for dress inspection and to compete in the allotted heat.

##### Steward 2

- To secure bands (Grade 4a, Grade 3b and Grade 3a) to play for the Drum Majors' Competition
- To ensure the return of all documentation in a secure fashion to the Compiling Station after the completion of a grade.

#### *Drum Major Stewards*

- The Drum Major Stewards are to ensure that their adjudicators are provided with a snack during a break.
- They are also to assist with the 'break' and 'taking down' of the arena and structures, when competition has concluded in that area.



- Advise one Drum Major Adjudicator that she/he is performing the role of M&D Adjudicator at the March Past. When this has been completed the results are to be retrieved from the M&D adjudicator and given to the Results announcer.
- Advise the other Drum Major adjudicator that she/he is to go to the Compiling Station to verify the results.
- The Drum Major Adjudicators are to nominate a Senior Event Drum Major to ensure the effective operation of the parade of assembled bands and Drum Majors at the finale. Name etc to be relayed by the stewards to the Results Announcer.

### *March Past & Prize-Giving*

On the instructions of the Chief Steward all Contest Stewards will make themselves available to

- Advise 'Centre Bands' of their time 'on station'
- Line up designated 'lead bands' for the March Past.
- Ensure a constant flow of bands for the March Past
- Be 'on hand' for the MC to advise him/her of the band approaching the 'saluting' area.