

FORT MCMURRAY LEGION PIPES AND DRUMS



BAND CONSTITUTION

January 2009

BAND OBJECTIVES

The objects of the organization are:

- (a) To preserve, promote and encourage proficiency in bagpipe music, drum music, and pipe band music
- (b) to create and encourage camaraderie, greater harmony, and fellowship with all pipers and Drummers
- (c) to encourage younger band persons in the pursuance of their instrument
- (d) to promote competition and performances both individual and bands, so as to attain maximum participation by all

FORT MCMURRAY LEGION PIPES AND DRUMS

CONSTITUTION AND BY-LAWS

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1. MEMBERSHIP

1.1. Fort McMurray Pipe Band Society

- 1.1.1. The Objectives of the Fort McMurray Pipe Band Society are to support the McMurray Legion Pipes and Drums by raising funds for band equipment and activities.
 - 1.1.2. The executive of the Society will also form the executive for the Fort McMurray Legion Pipes and Drums Band.
 - 1.1.3. Any person residing in the Regional Municipality of Wood Buffalo may become a member of the Society as per society by laws.
 - 1.1.4. Any conflict between the Band Society By Laws and the Fort McMurray Pipe Band constitution the Band Society shall take precedence.
 - 1.1.5. Amendments to the the Fort McMurray Legion Band Constitution shall be submitted and ratified annually at the Annual General meeting or special general meeting called for this purpose.
- 1.2. Membership in the Fort McMurray Legion Pipes and Drums hereafter referred to as the “Band” shall be open to any individual who can attain a membership in the Legion or are good standing within the community.
 - 1.3. Regular Member - Any person who actively supports the Objects of the Band may become a Regular Member of the Band upon payment of the prescribed dues and membership to the Royal Canadian Legion. Regular members have full voting rights.
 - 1.4. Ordinary Members – Any person as in section 1.2 who is in good standing with the community who as a result of citizenry, age or other restriction is ineligible for membership in the Legion may become Ordinary Members upon payment of prescribed dues. Ordinary members have full voting rights.
 - 1.5. Family Membership - Any two adults with or without children under the age of 18 residing in the same household.
 - 1.6. Associate members or Affiliated members from other bands may participate and enjoy the privileges of membership in band activities, events and meetings but do not have voting rights. Associate members are individuals who may be with the band for a limited time period or are band supporters where Regular Membership would be impractical. Dues

for associate members will be determined by the executive dependant on individual circumstances.

1.7. Honourary Life Member - Any person who for good reason has been elected by two thirds majority of members shall become an Honourary Life Member.

1.8. Revoking of Membership - The membership of any individual in the Band may be revoked by a two thirds majority vote at any Annual or Special Meeting of the Band, without refund of dues, for actions deemed detrimental to the Objectives of the Band.

2. Band Executive, Positions and Election

2.1. Executive Positions, roles and responsibilities;

2.1.1. The affairs of the Band shall be managed by the Fort McMurray Pipe Band Society with an Executive of Five members, each of whom at the time of his election and throughout his term of office shall be either a Regular or Ordinary member of the Band, such management subject to the By-Laws of the Band and any direction given to the Executive by majority vote at any properly called and duly constituted special or general meeting of the Band.

2.1.2. There shall be a President, Vice President, a Secretary, and a Treasurer.

2.1.3. The Pipe Major is not a member of the Society executive only the Band executive.

2.1.4. The term of office shall run for a period of one year commencing with the Annual General Meeting following the elections.

2.1.5. A member may not hold the same office for more than three (3) consecutive terms, except if a successor has not been duly elected, or if it is the wish expressed by the general assembly by a motion that the member continues in the same office.

2.2. Band Positions, roles and responsibilities are detailed in Annex A. Band positions will normally be delegated by the Pipe Major through calling for volunteers or appointed through the Executive less the Pipe Major who will be elected by the general membership.

2.2.1. Pipe Major

2.2.2. Pipe Sergeant

- 2.2.3. Drum Major
- 2.2.4. Drum Sergeant
- 2.2.5. Band Manager
- 2.2.6. Quartermaster
- 2.2.7. Webmaster
- 2.2.8. Pipers and Drummers

2.3. Election of Executive

- 2.3.1. The election of the Executive members will be held in the fall Annual general meeting in each year.
- 2.3.2. Candidates for Executive offices shall be nominated from the membership at large, prior to voting, or at a special meeting prior to the fall annual general meeting of the year.
- 2.3.3. Nominations for office shall be accepted from the floor at the annual general meeting of the year provided that the nominee has given his consent. If the nominee is not present, his consent must be in writing.
- 2.3.4. If there is more than one candidate nominated for an office, an election by secret ballot shall be conducted.
- 2.3.5. If there is only one nominee, that candidate shall be elected by acclamation.

2.4. Removal or Termination of Position

- 2.4.1. Any officer, whose actions or comments are detrimental to the Band or its objectives, may be removed from office by majority vote at a special meeting of the Band called for that purpose.
- 2.4.2. Any officer may retire from his office upon giving 10 days notice of his intention to do so in writing to the President or the Secretary and such resignation shall take effect upon the expiration of such time or the earlier acceptance thereof by the Executive
- 2.4.3. Any elected member of the Executive Council who misses three consecutive meetings without valid cause during the year following his election shall be removed from office. The Office shall be considered vacant and may be filled by a majority vote at a special meeting of the Band called for that purpose.

2.5. Duties of the Executive Officers

- 2.5.1. President: The President shall, when present, preside at all meetings of the Band. He shall also be charged with the general management and supervision of the affairs and operation of the Band, and shall be a member of all committees struck by the Band, *ex officio*. The President will oversee activities or ensure there is an activities coordinator or sub committee and good communication with Band members
- 2.5.2. Vice President: Will act on behalf of the President when required. The Vice President will support other Band positions to ensure band resources are in good order, payables received and equipment in good condition.
- 2.5.3. Secretary: The Secretary shall attend all general and executive meetings of the Band and record all facts and minutes of all proceedings in the books kept for the purpose. The Secretary shall give all required notices, be custodian of all books, papers, records and correspondence, contracts and other documents belonging to the Band. The Secretary shall not deliver any document out unless authorised by the Executive. The Secretary shall keep a list of all members.
- 2.5.4. Treasurer: The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Band in proper books of account for the purpose and shall deposit promptly all monies or other valuable effects in the name of the Band and to the credit of the Band in such bank or financial institution as may be decided upon from time to time by the Executive. The Treasurer shall, whenever required of him, render an account of all transactions as Treasurer and of the financial position of the Band. All cheques must be signed by the Treasurer and countersigned by another member of the executive.
- 2.5.5. Pipe Major: As detailed in Annex A
- 2.6. Supporters, non playing members and volunteers, play a key role in the promotion and success of band activities. Supporters are permitted to take non playing band positions. Where appropriate these individuals have the option of full membership or made associate members so as to be afforded the rights and privileges of the band so they maybe accommodated in their role as any other member of the band.

3. Member Expectations

- 3.1. Performance Expectations – Band performances are generally held for viewing by the general public therefore individual skill must be adequate

for the activity. When required the Pipe Major may limit member participation as a result of a skill limitation or event requirement.

3.2. Skill Development. A primary objective of the band is to promote skill development. The band therefore conducts weekly practices, individual tutoring and general practices. The Pipe Major may promote individuals to participate in some activities for personal improvement.

3.3. Participation – The band encourages all members to participate as much as possible. It is fully understood however, that band activities are voluntary and that members maintain a busy lifestyle. Individual time devoted to the band is therefore limited. The band schedule of activities will endeavor to incorporate all levels of skill and time availability to accommodate members. Members however, have a duty to perform at an adequate level for the activity they are participating in.

3.4. McMurray Legion Pipes and Drums Band members - Roles and Responsibilities

3.4.1. To play in the band and support it's Leadership

3.4.2. So far as is possible (always keeping in mind the prime responsibilities of public, private and family commitments)

3.4.2.1. Attend band practice sessions.

3.4.2.2. Support and play at band functions.

3.4.2.3. Play at solo engagements as requested by the Pipe Major and/or Band Manager.

3.4.3. Commit to personal practice time between weekly band practice sessions.

3.4.4. Support and respect the authority of the band leadership.

3.4.5. Support and respect all band members at all times.

3.4.6. Maintain instrument in good condition.

3.4.7. Maintain uniform in good condition.

3.4.8. In the event of leaving the band return all items issued. Kilt and jacket to be dry cleaned before returning.

3.4.9. Be present at all band functions on time as specified by the band

leaders.

3.4.10. Support the band fundraising functions

4. General Meetings

4.1. General meetings will be held annually as a minimum for election of officers and approval of finances. Band Society and Band meetings will be held concurrently.

4.2. Special meetings are called to address a specific issue or order of business.

4.3. General or special meetings maybe called at any time to approve financial commitment or conduct extraordinary business that requires a vote from the membership.

4.4. A quorum will consist of one third of the Band membership for any meeting where members have been given at least three weeks notice. Proxy votes shall be sealed and delivered to the secretary.

4.5. Order of Business:

4.5.1. Roll Call, Minutes, Correspondence, Treasurer's, President's and Pipe Major's Report, Old Business, New Business, Notice of Motions and Agenda.

4.5.2. A permanent minute book has been established and the names of the movers and seconders of all motions are to be recorded.

4.5.3. The trustees of the Band Bank Account shall, at each general meeting give a full account of the receipts and expenditures of this Account.

5. Schedule of Events and Activities

5.1. A yearly schedule of events and activities will be published that will identify major and minor band events. It is fully understood that personal time committed to the band is limited. The schedule will endeavor to incorporate activities for all level of skill and time availability.

5.2. The schedule will normally be presented at the annual general meeting by the President and be provided as an addendum to the meeting minutes.

5.3. The schedule is an intent of activity and equipment purchase to provide general financial approval from the membership and Band Society. Periodic changes may require to be made by the executive to deal with external requirements providing there is no change to financial commitment outside Executive powers.

5.4. Practices - The band meets weekly for general and special practices.

6. Finances

6.1. Executive Powers

6.1.1. Powers are determined by the Band Society.

6.1.2. The proposed financial plan and operating budget will be presented during the Annual General Meeting. This plan and budget authorizes the Band executive to conduct affairs on behalf of the Band.

6.1.3. The amount of executive powers for expenditure without calling a general or special meeting will be determined at the Annual General Meeting.

6.2. Performance Fee Schedule

6.2.1. Fees for individual performances shall be set at the Annual General Meeting. Members shall conform to the fee schedule for any performance sponsored, requested or in support of the band.

6.2.2. Band performance fees shall be set at the Annual General Meeting.

6.3. Financial Support

6.3.1. The amount of Financial support provided to Bursaries, support to members or Band donations shall be determined in the Annual General Meeting.

6.3.2. The fiscal year for the Band is October to September.

7. Uniforms and Equipment

7.1. Uniforms –

7.1.1. Shall be kept as per Annex B. Uniforms may be used for non band activities with permission of Pipe Major.

- 7.1.2. The Pipe Major and Drum Major will determine the Uniform for the Band for activities and events.
- 7.1.3. Non Member loan or use of equipment shall be determined by the executive.
- 7.2. Equipment – as per 7.1, the annual budget for equipment and uniform purchases shall be set at the Annual General Meeting.
- 7.3. Signout / Issue Form – Shall be used for any loan of equipment. The Quartermaster will maintain temporary loan cards and agreements with accurate contact information.
- 7.4. Cleaning and Maintenance – as per Annex B, the Band will sponsor one cleaning per year
- 7.5. The Quarter-Master shall maintain a list of band equipment and the members to whom items are charged out. A full accounting of all equipment shall be conducted a minimum of once per year. It shall be the responsibility of all band members to check the list of equipment charged out to them at least once a year.

8. Privacy Rules

- 8.1. The Band is committed to respecting the privacy principles of its members, their families and its volunteers by adhering to the privacy principals set forth in the following:
 - 8.1.1. Accountability The President and Treasurer/Membership Secretary of the Band as well as the applicable Chapter Chair are responsible for the management of the Policy including all the principals.
 - 8.1.2. Identifying Purpose The Band only collects personal information necessary to provide communication to and with each individual member.
 - 8.1.3. Consent The Band members as well as volunteers will have the ability to consent to the use of their personal information. A member grants, through registration, consent to use personal information by the Alberta Piping Association for the purpose of statistics and analysis.
 - 8.1.4. Limited Collection The Band will explain the purposes for collecting each piece of personal information. Should the purpose or use differ from that identified at the time of collection, consent for the new use

will be obtained from members, and volunteers.

- 8.1.5. Limiting Use, Disclosure and Retention The Band will use the personal information obtained from members, and volunteers only for the purpose for which it was collected, and will not disclose the information for other purposes except as required by applicable law. purposes stated when collected.
- 8.1.6. Accuracy Members will have the ability to view and review data provided on their membership application at any time through the Membership secretary.
- 8.1.7. Safeguards The Band will assess and implement appropriate measures to properly protect personal
- 8.1.8. Individual Access Individuals will have access to their personal information provided on the membership application at any time through the Membership Secretary. On written request to the Chapter's

9. DUES

- 9.1.1. Annual membership levels and Band dues shall be set by the Executive and shall be ratified at the next Annual General Meeting of the Band.
- 9.1.2. Membership dues shall contain membership to the Fort McMurray Legion.
- 9.1.3. Associate and Ordinary membership will normally not contain membership to the Fort McMurray Legion. Associate member dues will be determined by the executive based on individual circumstances. Ordinary membership dues however, will be consistent with Regular membership with the amount normally paid to the Legion going to the Band Society.
- 9.1.4. Annual dues may also contain membership to the local provincial association as determined annually by the Executive and presented at the Annual General Meeting.
- 9.1.5. The Membership Year shall be based upon the calendar year, January 1 through December 31. Collection of dues will normally take place Oct to Nov of the preceding year.

Annex A – Band Positions

McMurray Legion Pipes and Drums Band Manager - Roles and Responsibilities

Roles

- ❖ The Band President and Band Manager can be the same member.
- ❖ Acts on behalf of the Pipe Major with regards to all requests for solo pipers; drummers; mini bands and the full pipe band.
- ❖ Communicates information to all band personnel as required
- ❖ Spokesperson for the band.

Responsibilities

- ❖ **Contact person for all solo, mini band and full band functions. In this capacity the manager shall:**
 - Keep full details of the request - date/time/type of function/contact person & phone number.
 - Inform requester of fees - as set by the band executive.
 - Bring request to band practice night in a timely manner - if a request is received at very short notice for a solo performer - phone band members to try to fill the request.
 - Keep a log of persons who have agreed to do solo performances.
 - Inform requester who will perform solo request; giving the soloist name and phone number.
 - Confirm with person doing solo function shortly before function.
 - Keep a log of all mini band and full band functions.
- ❖ **Liaison for any special events such as "Out of town" events or special events within the Regional Municipality of Wood Buffalo. In this capacity the manager is responsible for:**
 - Determining special fees - this is done in conjunction with the Pipe Major and the executive committee
 - Obtaining all details of performances - what is expected / length of performance / type of performance
 - Confirming function with requester
 - Ensuring payment (could be "cash" or "in kind"). If payment is by cheques it must be payable to "Ft. McMurray Pipe Band Society".
- ❖ In conjunction with the Pipe Major and Drum Sergeant organise an annual meeting to set goals and objectives for the following year.
- ❖ In conjunction with the Pipe Major and Drum Sergeant prepare an annual budget and present to band executive for their consideration.

McMurray Legion Pipes and Drums Pipe Major - Roles and Responsibilities

Roles

Leader of the Pipe Band

Responsibilities

- Contact person for all new pipers and persons wishing to learn the pipes.
- Instruct, or cause to be instructed, all new students.
- Programs to develop/help individual pipers.
- Programs to develop solo competition pipers.
- Lead all band practice sessions.
- Select tunes and develop musical arrangements in liaison with the Pipe Sergeant and Drum Sergeant.
- Decide when a student piper is ready to practice with the band
- Decide when a piper is ready to perform with the band
- In the case of band competition decide on pipers competing with the band.
- Organise special instruction such as piping workshops and pipe maintenance workshops. This will be done in liaison with the band manager; pipe band and executive.
- Decide on uniform for each engagement.
- Liaise with the Band Manager to:
 - Ensure requests for solo pipers/drummers and band performances are satisfied.
 - Set fund raising goals.
 - Fund raising activities
- Liaise with the Executive and QM to ensure
 - All band members are properly outfitted.
 - Constant inventory of all pipe band supplies.
- Set the rates (in conjunction with the band and executive) for solo and band performances.
- Ensure good communication to all pipe band members.

McMurray Legion Pipes and Drums Drum Major - Roles and Responsibilities

Roles

Lead the Band during parades and performances

Responsibilities

Leads the Band while on parade

In consultation with the Pipe Major, directs the music

In consultation with the Pipe Major decides the uniform for engagements

Directs the drill, dress and deportment of the Band and its members to ensure a high standard

Coordinates with the Band Manager and external agencies to move the Band on

and off parades and performances

McMurray Legion Pipes and Drums Drum Sergeant - Roles and Responsibilities

Roles

Leader of the Drum Corps

Responsibilities

- Contact person for all new drummers and persons wishing to learn the drums.
- Instruct, or cause to be instructed, all new drumming students.
- Programs to develop/help individual drummers.
- Programs to develop solo competition drummers.
- Lead all drum practice sessions.
- Develop drumming arrangements in liaison with the Bass drum section and the Pipe Major.
- Decide when a student drummer is ready to practice with the band
- Decide when a drummer is ready to perform with the band
- In the case of band competition decide on drummers competing with the band.
- Organise special instruction such as drumming workshops and drum maintenance workshops. This will be done in liaison with the band manager; drummers and executive.
- Liaise with the Band Manager to:
 - Ensure requests for solo drummers satisfied.
 - Provide input to the P.M. to set fund raising goals.
- Liaise with the Executive and QM to ensure
 - All drummers are properly outfitted.
 - Constant inventory of all drumming supplies.

McMurray Legion Pipes and Drums Pipe Sergeant - Roles and Responsibilities

Roles

Second in charge of the Pipe Band

Responsibilities

- Acts with full authority in the absence of the pipe major – see PM's R&R
- Assist the PM and DS in selecting tunes and musical arrangement.
- Ensure proper respect and attention at the practice table.
- Ensure proper respect and attention at the band playing circle.

- Ensure proper Dress and Department – or delegate that duty
- Assist the PM in tuning the band – or delegate that duty

McMurray Legion Pipes and Drums Quartermaster - Roles and Responsibilities

Roles

Ensure the band members are properly outfitted and issued with necessary equipment.

Responsibilities

- Maintain an accurate inventory of all uniform; equipment and miscellaneous items (maintenance; books; CD's etc.)
- Maintain an electronic and/or hard copy of the band inventory.
- Maintain electronic and/or hard copy records of equipment issued to each band member.
- Source and order equipment as directed by the Pipe Major; Drum major or President of the Ft. McMurray Pipe Band Society.
- Forward all invoices to the President or Treasurer of the Society for payment.
- Ensure the equipment cupboard is maintained in a tidy manner.
- Perform an annual inventory

Not included in responsibilities

- Sourcing/ordering items that will be the personal property of a band member.

Annex B - The wearing of, and caring for The uniform of Fort McMurray Legion Pipe Band

Responsibility for maintenance, cleaning, repairing, and alterations of the uniform rests with the band member upon being assigned a uniform. The following information is taken from the "Drum Majors Handbook" by Sgt. F Burgess. Canadian Forces Dress regulations, tradition, and common sense. The Drum Major is responsible for the dress and deportment of the pipe band.

1. **SHOES** Shoes shall be black, leather, and capable of being polished. Spit shine is recommended, do it right once, it lasts a long time.

How To Spit-Shine Your Boots

Here's How:

1. Remove shoelaces and spread a medium-thick layer of paste polish over the portion of the boot to be spit shined. Use an old toothbrush to get the hard to reach areas.
2. Allow it to dry for 5 to 10 minutes.
3. Wrap a soft, clean cloth around your index finger so that it is smooth (no wrinkles). Alternately, you can use a cotton ball. Dip your finger or the cotton ball into a container of water. The cloth/cotton should be wet, but not dripping.
4. Buff the dried polish (using a circular motion) with the wet cloth/cotton ball, until the wax starts to become shiny.
5. Still using the damp rag on your finger, apply a fine layer of polish in a circular motion and keep on rubbing lightly until a hazy shine develops.
6. Using the (now) damp cloth, or cotton ball, keep applying THIN coats of wax, buffing them with a small circular motion.
7. When the boot is highly glossed, use a clean dry soft cloth or a shining brush to give it a final buff.

Tips:

1. The reason to use a wet cloth is to stop the fine coats of polish sticking to the cloth and to encourage the polish to stick to the leather.
2. You want to keep on building up thin layers of wax until you have a completely smooth surface that gives the glossy shine.
3. After the first heavy coat of polish you must use small amounts of polish to build up the shine. If you use too much polish, it will dissolve the base you have already built up.
4. T-shirts work well for the cloth material, as do cloth diapers.
5. Some people prefer to use rubbing alcohol instead of water.

What You Need:

- Shoe Polish
- Cloth
- Water or Alcohol

2. **SPATS** Wash in warm water & mild bleach solution if required. They are best air dried slowly as they tend to shrink somewhat in the dryer. They should be worn tight to the leg with the buttons to the outside of the leg, and those spats that have functional buttons top and bottom should be done up. Velcro fasteners should be self-explanatory. The rear point of the spat should line up with the seam of the hose at the back center of the calf. Point should be flat to the leg, not curled over, sew a length of plastic zap strap into the point if needed. Ask Quarter Master or Drum Major for advice on this if needed.
3. **HOSE/HOSE TOPS** Red for drummers, green for pipers, the folded down top of hose should be three fingers from the top fold to the bone at the outside of the kneecap. Seam centered at the back of the calf, and the black diamond in the tartan just exposed and centered on the shin.
4. **FLASHES** Red for drummers, green for pipers, the elastic of the flashes shall be hidden in the single fold of the hose, the inside edge of the flashes shall line up with the center of the diamonds on the shin, both legs to match in height. They shall be ironed flat, not curled, trim the "V" if required to keep looking tidy.
5. **SGIAN DUBH'S** (Black Dagger) These are optional but allowed, and a personal purchase at this time. They shall be worn on the outside of the right leg with 1 1/2 inches of hilt showing above the hose.
6. **KILT** The band tartan is Hunting Stewart. The kilt shall be worn with the pleats to the back. With the buckles fastened, the kilt should fall to just above the half way point of the kneecap. The yellow vertical line should be centered on the body. The kilt should be pressed regularly, and when sitting, smooth the pleats from the buttocks toward the back of the knees to minimize wrinkling of the pleats.
7. **SPORRAN** Hangs with the bottom, outside edges of the white horse hair even with the bottom of the kilt. The sporrان should be brushed as needed to keep the black tassels separate from the white main body. The hair can be washed using ordinary shampoo by removing the black tassels and using care not to get the leather wet. Once washed and rinsed, re-assemble and swing sporrان

around by the belt to remove most of the water, then brush carefully to avoid pulling out too much hair. Hang, or lay carefully on a towel to dry. Polish leather parts of belt as required being sure to remove excess polish to avoid soiling uniform. The belt should be laced through the tartan loops at the back of the kilt. Note the pipers' sporrans metal work on the front cantle is more ornate than the drummers.

8. **TUNIC** Drummers red, pipers green the front of the tunic shall not hang below the waist belt, and no shirt, or belly shall show in front below the tunic, only kilt shall be visible. Check condition of buttons, and button tops regularly especially after having dry-cleaned. Ensure that all flaps are flat and not bunched up under waist belt, all buttons are done up, and neck clasp, or Velcro is done up. All rank insignia shall be sewn, not glued onto the right sleeve with the Pipe and Drum Majors chevrons placed 5" above the bottom edge of the sleeve, followed by the musical insignia as appropriate. Sergeants and Corporals rank insignia shall be half way between the elbow and the shoulder of the right sleeve. Collar dogs, (137 pins) center vertically on the collar, one on each side, 1" in from the edge of the collar. Dry clean tunic, as required.
9. **WAIST BELT** Waist belt shall be worn snug to body, without bunching up tunic, leather runners shall be pushed up hard against the buckle, and leather shall be polished and glossy, (see spit shine above) including the top and bottom edges of the belt.
10. **DIRK** Another optional knife, if worn, shall be on the right hip.
11. **CROSS BELT** Worn on the right shoulder, under the epaulet with the pipers wrap around plaid over the back, and threaded through the front, under the buckle. Polish same as waist belt, including edges.
12. **RED SASH** Worn on the right shoulder outside, and not under the waist belt, under the cross belt, and then under the plaid, in that order.
13. **DRUM MAJORS' SASH** Worn on left shoulder outside the waist belt.
14. **PLAID** Bottom edge of plaid (above the fringe) should be in line with the top of the spat on the left leg. Get someone to help you put this on as it's much easier to do than explain. Hang very carefully to minimize wrinkles, and dry-clean/press as required. It's a piper "glory" keep it pretty.
15. **DRUMMERS' PLAID (FLY)** This straps around the waist over the left "cheek" then holding the free end, standing behind the drummer, (or female piper) the plaid is twisted on half turn to the left, then slipped under the epaulet, hanging down approximately 10 inches from the epaulet.

16. **PLAID BROOCH (CAIRNGORAM)** Brooch should be pinned into the plaid material only as repeated insertion into the tunic eventually leaves large holes. Brooch should be centered on the epaulet, (somewhat subject to pipers preference regarding bass drone placement) Pin should slip through the material of the plaid then the material be pulled gently back through the epaulet so the brooch slightly laps over the epaulet. This holds everything nicely in place.
17. **GLENGARRY** Diced for drummers, plain for pipers, the Glen shall be worn centered on the head, i.e.: point in line with the nose, 1" above the eyebrows. Trim "V"s on tails, and press as required with no crease on the "X" of the tails. Legion badge shall be centered on the rosette with the hackle, or feather firmly fastened in place by the badge. Poppy's' when worn are immediately ahead of the legion badge. Dry-clean as required and gently steam feathers over a kettle to refresh.
18. **FEATHER BONNET** Worn level on the forehead ¼ " above the eyebrows, hackle firmly secured by the legion badge on the left side tails neatly trimmed and pressed, poppy's as required placed immediately ahead of legion badge.
19. **WHITE SHIRT** Worn as summer, or #2 dress, or when competing, should not be worn under the tunic as they get stained and wrinkled that way. Should be clean and pressed, rank insignia sewn on, not glued.
20. **TIE** White shirt should never be worn without the tie and should be clean and pressed. Learn how to tie a full Windsor knot and tie clip/pin allows you some chance to show your personality (subject to some major whim.)
21. **MEDALS/DECORATIONS** Must be worn in the correct order, appropriately, level with the second button from the top of the tunic. Can be worn on the tunic or the plaid.

McMurray Legion Pipes and Drums
Uniform Sheet

Name: _____

Uniform Piece	Receive Initial	Return Initial	Kit Day 20__	Kit Day 20__	Kit Day 20__	Kit Day 20__	Kit Day 20__
Glengarry							
Jacket							
Vest							
Shirt White							
Shirt Green							
Tie Plaid							
Tie Green							
Tie Black							
Epaulets							
Belt/Buckle							
Sporran							
Skean Dubh							
Kilt							
Flashes Red							
Flashes Green							
Flashes Black							
Socks White							
Socks Green							
Quartermaster Initial							

Quartermaster Sign: _____ Date: _____

Band Member: Sign as Receiving Uniform: _____ Date: _____

Band Member: Sign as Returning Uniform: _____ Date: _____