

*The South Florida Winter Guard Association*

## **Policy and Procedure**

Revised October 2009

### **Article 1: Duties of the Board of Directors and Officers**

The duties of each board member will be determined annually, following the May elections, by the board members

### **Article 2: Duties of the Circuit and Contest Staffs**

- A. Tabulator(s)
  - (i) Responsible for recording all judges scores and penalties in accordance with Winter Guard International standards, and under the direction of the Chief Judge
  - (ii) Will provide recaps for all judges and participating units at the conclusion of the contests
  - (iii) In control of, and in possession of all SFWGA owned computers, printers, and tabulation equipment
- B. Audio Technician
  - (i) Responsible for transporting and operating the SFWGA sound system at all SFWGA sanctioned shows, under the direction of the Contest Director
  - (ii) In control of, and in possession of all SFWGA owned speakers, cables, mixing boards, microphones and amplifiers
  - (iii) Responsible for the transportation and storage of all sound system equipment
- C. Announcer
  - (i) In control of, and responsible for all general public address announcements made in the contest area
  - (ii) Responsible for all competition announcements in accordance with Winter Guard International standards, under the direction of the Contest Director
- D. Webmaster
  - (i) Responsible for the maintenance and design of all SFWGA owned website domains
  - (ii) In control of all information, graphics, data, and announcements posted on the SFWGA website(s) under the Direction of the SFWGA President
- E. Digital Tabulator  
Responsible for downloading and uploading judges digital critiques to contest members, under the direction of the Chief Judge
- F. Contest Director(s)
  - (i) Oversees SFWGA sanctioned contests in accordance with Winter Guard International rules and regulations
  - (ii) Evaluates and applies all penalties
  - (iii) Authority over contest and performance times
- G. Judges Liaison  
Concierge to Judges while at a contest
- H. Additional staff positions may be created as needed.

### **Article 3: Committees**

- A. Classification Committee

- (i) Consists of a Chairperson and a minimum of three members. Committee members must be instructors or judges.
  - (ii) Reviews Premier Night performances and subdivides the units into appropriate classes
  - (iii) Reviews performances throughout the season to ensure proper classification
  - (iv) Empowered to change any unit's classification as needed to ensure fairness of competition.
  - (v) Classification decisions will be by majority vote of the committee members
  - (vi) A committee member who has an affiliation with a unit being reviewed, or an affiliation with a unit competing in any of the classes potentially affected by the change under consideration, is not eligible to vote on the classification.
- B. Ad-hoc committees may be created as needed.

#### **Article 4: Competitive Participation**

- A. Member Units
- (i) Units desiring new or continued Membership in the SFWGA must declare in writing their Membership intent by October 1<sup>st</sup>, preceding the start of the contest season. Units declaring their intent will be posted on the website by October 15<sup>th</sup>.
  - (ii) Units may join the SFWGA at any time. However, students of scholastic units that declare membership after October 1<sup>st</sup> are not protected against eligibility to perform with Independent Units.
  - (ii) The annual Scholastic and Independent Membership fee is \$500.00, which is due at the December meeting. No member unit may perform at any SFWGA contest without payment of the membership fee. There is no annual fee for Honorary Memberships.
  - (iii) A Performance Surety Bond of \$150.00 must be on account with the Treasurer for all Scholastic and Independent members. The bond is perpetual (year over year) unless it is forfeited due to a membership, policy, or rules infraction. No member unit may perform at any SFWGA contest without the surety bond on account.
  - (iv) Completed Membership forms with all required signatures and payments are due at the December meeting. Incomplete forms will not be accepted. A late fee of \$50 will be assessed for any forms, Membership dues, or Surety Bond payments turned in after the December meeting.
  - (v) Should a unit present a check or other instrument that is subsequently dishonored by the issuing bank, that unit will be required to replace that payment and pay for all future fees by school check, money order, or booster association check. The unit will also be required to pay a returned check fee and any additional late fees that may apply to the delay in final payment.
  - (vi) Independent Units must present their Insurance Certificate as part of their Membership paperwork at the December meeting. The Certificate must name the South Florida Winter Guard Association as Additional Insured.
  - (vii) Membership infractions will be investigated by the Board, and may result in financial and/or competitive penalties, leading up to and including suspension of membership.
- B. Non-Member Units
- (i) All area Color Guard and Percussion ensembles are encouraged to join and hold membership in the SFWGA.
  - (ii) The Entrance Fee for competitive or exhibition performance of a non-member unit is \$150.00 per contest.
- C. Solo and Ensemble Competitions
- (i) The SFWGA may offer solo and ensemble competitions at some contests.
  - (ii) Solo and Ensemble competitions are open only to performers in SFWGA member units.
  - (iii) A separate fee schedule may be established for Solo and Ensemble participants as part of an SFWGA sanctioned contest.

#### **Article 5: Performer Eligibility**

- A. Scholastic Color Guard Units
- (i) Middle and High School students are eligible to participate in Scholastic units subject to the following conditions, in descending order of priority:
    - (a) If the school at which the student is enrolled sponsors an SFWGA member unit, the student is only eligible to perform with that school unit.
    - (b) If the student is enrolled at a Private, Charter, Magnet, Vocational, or Special Education school that does not field an SFWGA member unit, or if the student is home-schooled, the student is eligible to participate with the County/District school zoned to their home address. (The Student may also elect to participate with an Independent Unit.)
    - (c) If the school zoned to the student's home address does not field an SFWGA member unit, then the student is eligible to perform with any scholastic unit in their County/District. (The Student may also elect to participate with an Independent Unit.)
    - (d) Once the student begins participation with any Scholastic Unit, the student may not change to any other Scholastic or Independent unit unless one of the following occurs:
      - The middle school student completes the 8<sup>th</sup> Grade and enters high school.
      - The high school student graduates, or ends enrollment at the high school.
      - The student changes schools at which s/he is enrolled, or moves into a different school zone.
      - The school at which the student is currently enrolled begins fielding an SFWGA member unit, and the student wishes to perform with their school's unit.
      - The school at which the student is currently enrolled discontinues fielding an SFWGA member unit.
  - (ii) Performers must be age 22 or younger as of March 31<sup>st</sup> of the competitive season.
  - (iii) Units may compete with a minimum of 5 and a maximum of 30 performers on the competition floor.
  - (iv) Secondary units from the same school may uniform and deploy more than 30 performers. However, not more than 30 may be on the contest floor at any given moment. *NOTE: This does not meet WGI requirements for participation in WGI contests.*
- B. Independent Color Guard Units
- (i) Performers must not attend any high school or middle school that has declared its intent to hold a Color Guard membership in the SFWGA.
  - (ii) In Open, National A, Class A, and Regional A classifications, Performers must be age 22 or younger as of March 31<sup>st</sup> of the competitive season. There is no age limit in World classification.
  - (iii) Independent Units may conduct an open enrollment period for eligible potential performers until November 1<sup>st</sup> of the year preceding the competitive season.
  - (iv) Units may compete with a minimum of 5 and a maximum of 30 performers on the competition floor.
  - (v) The SFWGA will not arbitrate contractual or payment issues between units and performers.
- C. Scholastic Percussion Units
- (i) Middle and High School students are eligible to participate in Scholastic units subject to the following conditions, in descending order of priority:
    - (a) If the school at which the student is enrolled sponsors an SFWGA member unit, the student is only eligible to perform with that unit.
    - (b) If the student is enrolled at a Private, Charter, Magnet, Vocational, or Special Education school that does not field an SFWGA member unit, or if the student is home-schooled, the student is eligible to participate with the County/District school zoned to their home address. (The Student may also elect to participate with an Independent Unit.)
    - (c) If the County/District school zoned to the student's home address does not field an SFWGA member unit, then the student is eligible to perform with any scholastic unit

in their County/District. (The Student may also elect to participate with an Independent Unit.)

- (d) Once the student begins participation with any Scholastic Unit, the student may not change to any other Scholastic or Independent unit unless one of the following occurs:
- The middle school student completes the 8<sup>th</sup> Grade and enters high school.
  - The high school student graduates, or ends enrollment at the high school.
  - The student changes schools at which s/he is enrolled, or moves into a different school zone.
  - The school at which the student is currently enrolled begins fielding an SFWGA member unit, and the student wishes to perform with their school's unit.
  - The school at which the student is currently enrolled discontinues fielding an SFWGA member unit.
- (ii) Performers must be age 22 or younger as of March 31<sup>st</sup> of the competitive season.
- (iii) Units may compete with a minimum of 6 performers. There is no maximum limit of performers.

#### D. Independent Percussion Units

- (i) Performers must not attend any high school or middle school that has declared its intent to hold a Percussion membership in the SFWGA.
- (ii) Performers must be age 22 or younger as of March 31<sup>st</sup> of the competitive season. Independent Units may conduct an open enrollment period for eligible potential performers until November 1<sup>st</sup> of the year preceding the competitive season.
- (iii) Units may compete with a minimum of 6 performers. There is no maximum limit of performers.
- (iv) The SFWGA will not arbitrate contractual or payment issues between units and performers.

#### E. Dual-Enrolled Students

- (i) A student who is simultaneously enrolled in a high school and a college or university, and both the high school and college/university sponsor SFWGA member units, is considered eligible to perform with either unit.
- (ii) Proof of enrollment, including the current semester's class schedule or fee payment receipt is required.
- (iii) The student may not change units after the competitive season begins.
- (iv) A member unit is considered to be sponsored by a college or university if one of the following is true:
- (a) The college or university provides financing or equipment to the unit.
  - (b) Performers receive a grade or semester credit for participating in the unit.
  - (c) The unit requires all of the performers to be enrolled at the college or university as a condition of participation.

#### F. Grandfathering

- (i) It is the intent of the SFWGA that performers who attend a middle or high school that supports a Color Guard or Percussion unit should participate with their school unit.
- (ii) As the SFWGA takes an active role in recruiting new schools to participate in the Winter Guard and Percussion activity, it recognizes that some existing students at those schools may have already been participating in Independent programs.
- (iii) If a high school student participated in an Independent unit the preceding season because the high school did not field an SFWGA member unit, and the school has subsequently joined the SFWGA with a participating unit, the student will be considered eligible to continue to compete with the same independent unit until high school graduation.
- (iv) If a middle school student participated in an Independent unit the preceding season because the middle school did not field an SFWGA member unit, and the school has subsequently joined the SFWGA with a participating unit, the student will be considered eligible to continue to compete with the same independent unit until completion of the 8<sup>th</sup> Grade.
- (v) Students may not change Independent Units during the Grandfathering period unless the Independent Unit that the student participated with does not field a unit for the upcoming

season. In this case, the student will be eligible to perform with either another Independent Unit or with their High School or Middle School unit.

#### **Article 6: Publicity Consent**

- A. By submitting a Membership Application, and by accepting and holding membership in the SFWGA, each unit agrees to participate in publicity and fund-raising activities sanctioned or sponsored by the SFWGA or its assignees. Such activities may include, but are not limited to, the publishing of photographs, videos, staff and performance information, schedules, scores and rankings, and other information that the General Membership, the public, or benefactors may have interest in. Distribution of such material may include internet, airwave, video tape/DVD, printed media, and publications of private or general circulation.
- B. By accepting and holding membership in the SFWGA, each Member unit asserts that they have obtained, and will provide upon request, written parent/guardian publicity consent unless the SFWGA is specifically notified to the contrary and provided with the name(s) of each student denying consent.

#### **Article 7: Competitive Classification**

- A. At the December Meeting, units will declare their competitive classification.
- B. The Classification Committee is charged with ensuring competitive classes are accurate and may make changes as needed.
- C. Novice Class is intended to be an entry-level class for new organizations. A unit may not compete in Novice Class if any of the following criteria are met:
  - (i) The unit won the Novice Class Championship the preceding year.
  - (ii) The unit has completed three consecutive years in Novice Class.
  - (iii) 51% of the performers have performed more than two years in any unit.
- D. A unit must appear at a Premier Night contest to be eligible to compete at Championships.
- E. Units wishing to be reclassified down a class must put in a written request to the Classification Committee prior to the 6<sup>th</sup> contest of the season.
- F. Classification of Units, either up or down, will not occur after the 6th contest of the season.

#### **Article 7: Contest Entry and Withdrawal**

- A. All units are expected to give careful consideration to selecting the contests at which they will perform, and to declare those selections at the December Meeting.
- B. Units that have completed all membership forms and payments will be assigned a random, system generated draw number for each contest that they enroll in at the December meeting. If a Unit changes classification within a season, the unit retains the drawing number for each contest they had previously enrolled in.
- C. There is a grace period that extends 7 days from the date of the December Meeting during which members may enter additional contests, or withdraw from contests. There are no entry or withdrawal fees for change requests postmarked on or before the seventh day following the December meeting.
- D. Units desiring to participate in the Premier and/or Championships contests must enroll in the Premier contest by the seventh day following the December meeting.
- E. Contest Host fees are based on the number of units entered into their contest as of the seventh day following the December meeting. Therefore, units that enter or withdraw from a contest after the Host Fees have been established, must pay a compensatory fee for their participation in the contest.

- F. A unit that enters or withdraws from a contest after the seventh day following the December meeting must pay a \$100 fee.
- G. A unit that fails to perform during a contest at which it was scheduled must pay a \$400 no-show fee.
- H. The SFWGA will insert 20-30 minute breaks, as appropriate, between classes at contests to allow for late entry without disrupting the performance times of other units.
- I. Contests and lineup schedules close 14 days prior to the contest date.
- J. Notification of all entries and withdrawals from contests after the December Meeting must be made in writing on the appropriate SFWGA form, signed by the designated unit representative, and mailed to the SFWGA Treasurer with the appropriate fee payment attached. The change notification must be postmarked no less than 14 calendar days prior to the contest in question. Upon receipt of the notification and proper payment, the Treasurer will forward the entry or withdrawal request to the Contest Director.
- K. Performance times within classifications for each contest will be determined by descending draw number (largest number to smallest number) with the smallest draw number performing last in the classification.
- L. Units that enter a contest after the December meeting will be assigned the next earliest performance time within the classification, according to their postmark date.
- M. The performance time and competition/exhibition status of a Unit that enters a contest less than 7 days prior to the contest date will be set at the discretion of the Contest Director, and may not be within that unit's classification.
- N. A unit that withdraws from a contest less than 14 days prior to the contest date will be considered a no-show, and must pay the \$400 no-show fee.
- O. If extenuating circumstance beyond the unit's control forced the withdrawal, the unit may petition the Board to waive the fee. The petition will be discussed and decided at the next appropriate meeting of the Board.

#### **Article 8: Contests**

- A. All SFWGA Member Units in good standing are eligible to apply to host a contest. The SFWGA Board will determine which applicants will be awarded contests based on the following criteria: 1) geographic location, 2) logistics of the contest venue, i.e., gym size, warm up facilities, entrance/exit doors, etc, and 3) previous demonstrated ability of the parent/booster organization to run a successful event.
- B. The competitive season will begin no earlier than the week following Thanksgiving and extend no later than April 30.
- C. During the first two contests, Units will receive warnings for timing and floor penalties, but penalties will not be deducted from scores. Penalties will be applied against scores effective with the third SFWGA contest of the season. Penalties for membership and eligibility infractions will be applied against score beginning with the first contest of the season.
- D. Special performance time requests must be placed in writing to the SFWGA President who will forward them to the Contest Director. Most scheduling conflicts are resolved by assignment of an earlier performance time.
- E. Competitive Classes will perform in the order listed below. Exhibition units are placed at the discretion of the Contest Director. Color Guard and Percussion will have separate Retreats and Award

Ceremonies at each contest, alternating between early Retreat and late Retreat. Additional Retreat and Awards Ceremonies may be scheduled as needed by the Contest Director.

COLOR GUARD	PERCUSSION
Middle School	Scholastic Concert A
Scholastic Novice	Independent Concert A
Scholastic B	Scholastic Concert Open
Scholastic JV	Independent Concert Open
Independent Regional A	Scholastic Concert World
Scholastic A	Independent Concert World
Scholastic Nat'l A	Scholastic Marching A
Independent A	Scholastic Marching Nat'l A
Scholastic Open	Independent Marching A
Independent Open	Scholastic Marching Open
Scholastic World	Independent Marching Open
Independent World	Scholastic Marching World
	Independent Marching World

- E. Contest Retreat and Awards will be in accordance with the following:
- (i) Middle School, Scholastic Novice, Independent Regional A, and Scholastic B classes will receive Achievement Ratings of Superior, Excellent, Very Good, or Good. The Achievement Ratings will be based on net-score ranges, that may change as units progress through the season. Multiple awards of the same Achievement Rating may occur within the classes. Complete Recaps and Placement Rankings will be provided to Instructors, but will not be announced during Retreat. Seeding for Championship performance order will be based on numerical score and placement rankings during the season.
  - (ii) All other Color Guard and Percussion classes will receive Score and Placement rankings, based on net score.
- F. Ties will be recorded as equal position (ranking).
- G. Equipment inspections are according to WGI protective covering rules and will be conducted 10 minutes prior to performance times by the Contest or Host staff.
- H. Passes and Contest Admission
- (i) Each unit may register up to five full-time Instructors with the SFWGA, one of which should be the Unit Director. These five Instructors will receive ID/Pass badges for entrance into SFWGA contests. An "Instructor" is defined as one actively involved in teaching a performance aspect of the Color Guard or Percussion activity, for whom viewing and critiquing a live performance is a necessary component of their role. Instructor ID/Pass badges are not transferable. Falsification of Instructor ID/Pass information will result in permanent loss of all pass privileges.
  - (ii) Each unit may check-in up to 7 Assistants at no charge to assist with props, floors, and to chaperon students. Assistants must sit in the rear (performer side) seating. Each unit must have at least one adult Assistant to chaperon their students in the back stands at all times.
- I. A unit may not sell merchandise at SFWGA contests that include photographs of the uniformed performers of another unit without the prior written consent of the Director or Sponsoring Organization of the other unit.
- J. Floors and Tarps

- (i) The SFWGA can only guarantee competition space in the size of a standard 50 x 70 foot gymnasium floor.
  - (ii) Larger floors must be folded to fit within the space limits.
  - (iii) The front line is inviolate and cannot be crossed by the floor or performers.
- J. Contest Etiquette
- (i) All contest participants are expected to conduct themselves in a professional manner at all times.
  - (ii) The Contest Director, contest staff, tabulation table, and judges may not be approached by any individual while a performance is underway.
  - (iii) Issues that pertain to the immediate contest may be addressed with the contest staff or Chief Judge during breaks. Issues that are not related to the contest in progress will be deferred to a later date for discussion.
  - (iv) Any person exhibiting inappropriate behavior at a contest will be removed from contest area.
- K. The Host of each contest has the option of having one of their units perform an exhibition as the final performance of the evening. The Unit must inform the Contest Director in writing of their intent to perform this exhibition prior to the closing date of the contest schedule (14 days prior to the contest date).
- L. No percussion unit shall unfold their tarp outdoors at a SFWGA sanctioned event. This does not include unfolding then immediately refolding an incorrectly folded tarp, or the refolding of tarps after performance, but only to pre-performance opening of tarps. Any unit violating this rule will be subject to penalties based on WGI rule 8.2.
- M. A detailed Warm-up policy will be used for percussion warm-up areas. An ensemble may warm-up anywhere prior to 1 hour before the percussion portion of the contest commencing. After this time, two to three designated areas will be roped off and monitored with a detailed schedule of use by ensembles. There can be no playing of any kind within 300 feet of this designated warm-up area. Any ensemble violating this will be issued a warning and may be subject to penalties.

## **Article 9: South Florida Championships**

- A. Member units must participate in a minimum number of contests during the season to be eligible to compete in Championships. The required contests will be determined annually by the Membership during the Summer Caucus.
- B. Each participant in the Championship contest must be prepared to provide at least one parent volunteer to serve as contest or concession staff
- C. Performance order at Championships shall be determined as follows:
  - (i) The intent of placement order at Championships is to reward and acknowledge the season score results, while also rewarding placement results of units who support smaller contests
  - (i) Each unit will receive points according to the following scale for their placement in each SFWGA contest participated in during the season.
    - (a) 1<sup>st</sup> place = 10 points
    - (b) 2<sup>nd</sup> place = 9 points
    - (c) 3<sup>rd</sup> place = 8 points
    - (d) 4<sup>th</sup> place = 7 points
    - (e) 5<sup>th</sup> place and beyond = 6 points
  - (ii) Each unit will be assigned a "placement value" for each contest participated in during the season. The "placement value" shall be the sum of the points plus the net judges score.
  - (iii) Units that change classification during the season shall retain all "placement values" earned prior to the classification change
  - (iii) Each unit's "seed number" shall be the average of the "placement values" for each contest participated in. [seed = average(score+points)]

- (iv) Performance order at Championships shall be lowest seed number to highest seed number within each class.

#### **Article 10: Scholarships**

- A. The SFWGA seeks to recognize performers for their leadership and contributions to their school, community, and to the Color Guard and Percussion activity
- B. All graduating high school Seniors, and all students currently attending a college or university, and who are active participants in an SFWGA member unit are eligible to apply
- C. Applications must be made on the official form and turned in by the due date. Incomplete or late applications will not be accepted
- D. Prior to the Championship contest, the Board of Directors will meet and review all applications. The Board will determine the number of scholarships to award, select the winning applicants, and determine the financial value of each award. Decisions of the Board are final.
- E. Scholarship recipients will be announced during Retreat of the Championship contest.
- F. Recipients will receive their scholarship award within 30 days following Championships.

#### **Article 11: Revisions and Amendments to Policy and Procedure**

- A. Revisions and Amendments to Policy and Procedure may be proposed by the Representative of any SFWGA member unit, the Band Director or Administrative Director of any SFWGA member unit, or by any member of the SFWGA Board of Directors.
- B. Written proposals that are submitted to the President between January 1<sup>st</sup> and October 1<sup>st</sup> will be discussed and voted on by the General Membership at the September/October General Membership meeting.
- C. Written proposals that are submitted to the President after October 1<sup>st</sup> will be discussed and voted on by the Board of Directors at the next appropriate Board Meeting
- D. After the September/October General Membership meeting has occurred, and prior to October 1<sup>st</sup> of the following year, the Board of Directors may propose, defeat, or enact revisions to Policy and Procedure that it deems are in the best interests of the organization.
  - (i) The Board must notify the Membership of any changes to Policy and Procedure that it enacted under this provision within 30 days. Such notification may be in the form of a news item posted on the SFWGA website, email or paper mail to the registered Unit Representatives, or announcement at the next General Membership meeting.
  - (ii) The General Membership may repeal any change to Policy and Procedure enacted under this provision by majority vote of registered Unit representatives present at the next General Membership Meeting.
- E. Revisions and Amendments to Policy and Procedure, whether at a General Membership Meeting or at a Board Meeting, require a simple majority vote of those eligible to vote on such matters, who are present at the meeting.