

The South Florida Winter Guard Association

2009 CONTEST HOST FACILITY REQUIREMENTS

GROUNDINGS

- The duration of contests varies widely, depending on the number of participants. When bidding on a contest, you must initially reserve the gymnasium, parking lots, warm up areas, food and beverage concession, Judges and Staff room, and all common areas from 9:00 AM until 11:00 PM. In January, you will know how many units signed up for your contest, and will be able to more accurately gauge the time required.
- If you are hosting contest at a facility with which you are not directly affiliated (*for example, another school's facility, public or college gymnasiums, and all Independent Unit hosts*) you must provide a copy of the signed agreement with the facility owner listing your unit as the Sponsor/Host. This copy must be returned with your signed host agreement within 10 days of being awarded the contest date.
- All contest events will take place in the gymnasium. No aspect of the competition, including color guard, percussion, or solo performances may be diverted to any other building or location.
- UNIT CHECK-IN table staffed by two adults. The check-in table must open at least one hour prior to the first scheduled performance time and remain open until the last unit has checked in. Wristband (in a tan or neutral color) all uniformed performers. Each unit is permitted to check in up to 7 Assistants at no charge to help with props, floors, and to chaperon. There should be no deviation from this number. Should a particular unit require additional chaperons or assistants, they may purchase admission tickets. Assistants are admitted to back side (performer) seating, and should wear the same stamp or wristband as the performers. Instructors have permanent ID badges and are not wrist-banded, or counted as Assistants/chaperons.
- TICKET WINDOW OR TABLE staffed by at least two adults. Stamp in (or wristband) each spectator. Stamps and wristbands for paying spectators must differ from those used for performers and chaperons. The SFWGA does not set minimum or maximum spectator admission prices. The SFWGA may sell Season Tickets at a discounted rate. If a Season Ticket is presented, punch out your contest date on the ticket and wristband or stamp the holder as a spectator. It is not necessary to keep count of Season Tickets admitted. Your organization receives credit (payment) on your final Host Invoice for all Season Tickets issued, regardless of the number actually used for admission to your contest.
- BODY AND EQUIPMENT WARM-UP areas for the competing units, with contingency indoor plans in case of inclement weather. There must be one supervisory adult on duty at all times in each warm up area.
- FIRST AID STATION staffed by at least one adult. The First Aid station should be located near the gymnasium, and be capable of dealing with simple injuries such as small cuts, sprains, muscle spasm, injured fingers or toes, lightheadedness, and nausea. Telephone access, either cell phone or open landline, must be available to call 911 if necessary. A cot or chaise lounge should be available for performers who need to lie down. Bandages, ice packs, paper sacks (for hyperventilation), tampons, and over-the-counter pain relievers such as Advil or Tylenol, bottled water or Gatorade-type beverages must be stocked. Never directly administer any oral medication, including over-the-counter pain relievers, or any type of inhaler. If needed, give the medication to the student's parents or unit chaperons and allow them to administer it. **Emergency Medical Response (911) must be summoned in any instance of unconsciousness, difficulty in breathing, chest pain, disorientation, or any head injury.**

- JUDGES AND STAFF ROOM without public access and monitored by an adult, must be available from one hour prior to the first performance time, until one hour after the last performance time. Light snacks and beverages should be provided from one hour prior to the first performance through duration of the contest. A full dinner must be provided during the dinner break (check with the Chief Judge for the time). Since Judges and Staff are limited in their ability to leave the contest area, they must be permitted to bring food and beverages into the gymnasium. In addition, members of your staff should periodically check with Judges and Staff for any needs. Depending on the size of your contest, you should plan food and beverages for approximately 15 to 20 judges and staff.

GYMNASIUM

- THREE LARGE (6 ft) TABLES and 10 chairs for the sound system, announcer, tabulation computers, and contest staff must be provided along one end of the gymnasium with 120 VAC power access. The tables should be placed on the opposite side from the performance entrance and exit doors if possible. One additional 6 ft table for trophies should be placed in a secure location inside the gymnasium where it can be easily moved onto the floor during Retreat.
- 120 VAC power access to the contest floor located at either the sides, or front center of the performance area. Power sources to the performance floor must be on a different circuit than the power source to the audio table.
- TAPED OFF JUDGES AREA in the center, front bleachers, approximately 8 feet wide, running from the bottom row to the top row. Taped off video area in the center or corner of the top of the spectator bleachers, two rows high, two seats deep.
- CONTEST FLOOR (Performance) ENTRANCE DOOR staffed by two adults: one to control traffic flow and the other for equipment/prop inspection. No person is to be admitted through this door unless they are wrist banded or stamped as a performer, chaperon, or assistant, or display an Instructor ID badge. One additional adult is needed to staff the performance floor exit door, to ensure there is no admittance of any kind.
- SPECTATOR ENTRANCE DOOR for front-side seating, staffed by two adults for paid spectators. Everyone entering through this door must have the proper stamp, wristband, or pass. All passes (badges) issued by the SFWGA must be honored. Performers, chaperons, and prop crew should not enter through this door. No video cameras are permitted inside the gymnasium, unless the holder bears an SFWGA issued video pass.
- PERFORMER/CHAPERON ENTRANCE DOOR for back-side seating, staffed by two adults. Everyone entering through this door must be stamped in as a performer, chaperon, or prop crew. No video cameras are permitted inside the gymnasium, unless the holder bears an SFWGA issued video pass.
- ALL DOORS TO THE GYMNASIUM must close at the end of the 1½ minute set-up time (when the announcer asks “Are the Judges Ready”) and must remain closed until the conclusion of the performance. No one is permitted to enter or leave the gymnasium while a performance is underway. Once the doors are closed, one person should remain at each door, and the others ensure that no spectators are sitting inside the Judges area, and monitor the audience to ensure there is no photography or video recording. If any cameras (still, cell phone, or video) are observed, your staff should wait until the conclusion of the performance, then politely remind the offenders that no photography or videos are permitted, and that they must remove the cameras from the gymnasium.
- VIDEO PASSES are not an admission pass, and must be used by a stamped-in chaperon or Instructor. Video pass holders may bring in a video recorder for set up, one unit before their scheduled performance, and must remove the video camera immediately following the performance. Video Pass holders must film from the designated video area, and may record only their own unit’s performance.
- TWO JUDGES RUNNERS must be on duty at all times to bring score sheets and tapes from the Judges area to the Tabulation table after each performance. You may use

responsible students in this role if desired. You may rotate this responsibility throughout the contest, however, there must be at least two runners at all times. All runners must report to the Tabulation table for instructions prior to the first performance time.

- The GYMNASIUM MUST BE CLEARED one hour prior to the first scheduled performance time of any color guard, percussion, exhibition, or solo participant. This time is reserved for SFWGA contest staff to set up and test sound equipment and tabulation computers, and for Instructors to perform music and sound checks. Your unit does not have access to the gymnasium for practice during this time period.

PARKING LOT

- PROP TRUCK PARKING must be provided in close proximity to the contest floor entrance and exit doors.
- SFWGA CONTEST STAFF must be provided the closest vehicular access to the gymnasium for the loading and unloading of the sound system and computer equipment.
- SPECTATOR PARKING must be provided in a well-lit parking area. The SFWGA strongly discourages the practice of charging a fee for parking. Check with your Administration and the local municipal code for restrictions. If you decide to charge parking fees, you may not charge uniformed performers, chaperons, instructors, prop or equipment vehicles, judges, or SFWGA contest staff. Referring to the fee as a "donation" does not exempt you from these requirements.

SIGNAGE

- ROADWAY SIGNS must direct prop vehicles and spectators to their respective parking lots.
- Up to date PERFORMANCE SCHEDULES must be posted at the Unit Check-In table and at all entrance doors. The final version of the performance schedule is available on the SFWGA website by 12:00 noon on the Friday before the contest.
- DIRECTIONS to the Unit Check-In table, the Judges/Staff Room, and warm-up locations must be clearly posted.
- SPECTATOR and PERFORMER entrance doors must be clearly marked.
- Signs giving directions to the location of the First Aid Station must be posted outside the Performance Floor Exit door, and in the common area adjacent to the spectators entrance door.
- Download the appropriate signs from the SFWGA website