

This document describes the entire agreement between the South Florida Winter Guard Association (SFWGA) and the Member Unit that is hosting the contest (The Host). Please read the entire document carefully before deciding to bid on a contest date, even if you have previously hosted an SFWGA contest, as conditions and requirements change from year to year.

BIDDING PROCESS

- Any SFWGA member unit may bid on a contest date, and must remain a member in good standing throughout the season. Should a unit terminate their membership after being awarded a contest, the contest may be reassigned to another bidder.
- A member unit may submit a bid for multiple contest dates.
- Bidding on multiple dates increases the chances of being selected to host a contest.
 - The bidding unit must ensure the availability of the facilities and be placed on the school's official calendar for each date that is bid on.
 - The SFWGA will only award one contest, regardless of the number of contest dates bid on. If opportunities exist to host more than one contest, the SFWGA will contact the bidding unit to solicit their interest before awarding additional contests.
 - The bidding unit may express a preference of one date over another. The SFWGA does not generally consider preferences when awarding contest dates, but selects dates that will award contests to the greatest number of bidders. A unit must be fully prepared and willing to host a contest on any date that is bid on.
- If the bidding unit is awarded a contest date, a good faith deposit of \$1,000 will be required. The SFWGA will invoice the Host unit for the deposit, which will be due no later than October 30, 2011. The deposit must be in the form of a Booster Association check, school check, or major credit card. Contest assignments will not be official until the SFWGA has received the deposit. Should the deposit not be received by October 30, 2011, the contest may be awarded to another bidder.
- The deposit will be fully refundable only in the following scenarios:
 - The bidding unit notifies the SFWGA of its desire to withdraw its bid prior to the due date of the deposit.
 - The SFWGA cancels the contest date due to under enrollment.
 - There are no refunds of the deposit if the bidding organization failed to secure availability of the campus.

FEES AND EXPENSES

- The SFWGA covers approximately 50% of contest general expenses. The expenses covered and paid directly by the SFWGA include trophies and medals, contest staff fees, judges fees, judges airfare, judges hotel accommodations, judges ground transportation, music royalties, sound and public address equipment and operators, tabulation and DigiTab computers and operators.

- The Host will be responsible for directly paying any facility use charges, security or Police fees, and custodial fees that may be required by their Administration, as well as any start-up or inventory expenses required for the fundraising activities the Host engages in.
- The remaining consolidated expenses are distributed to the Hosts as a Host Fee, which is based on the number of participants in each contest. It is important to understand that a particular host's fee is not based on the expenses specific to their contest, but represents their share of the remaining consolidated expenses, based on the participation in their contest.
- SFWGA member units have until mid-December to sign up for contests. Each unit's Host Fee will be based on the number of participants signed up for their contest on that deadline date in December. Should the actual participant count at a contest fall below the count that the Host Fee was based on, the Host will receive a pro-rated refund on that part of the Host Fee.
- All deposits received will be applied against the total Host Fee. Hosts will be invoiced for the remaining balance in December. The final host fee must be received by the SFWGA by January 10, 2012 in the form of a booster or school check, money order, or major credit card.
- Upon receipt of the Host Fee invoice, the Host may exercise an option to relinquish admission ticket revenue rights to the SFWGA. The Host fee will then be reduced to 10% of the original Host Fee. All other terms of this agreement remain the same.

RIGHTS TO REVENUE

- The SFWGA shall be entitled to revenue from the Host Fee as billed to the Host in December.
- The Host shall be entitled to all admission ticket sales, and has exclusive rights to all food and beverage sales at their contest. The Host may also conduct additional fund-raising activities at their contest, which are approved in advance by the SFWGA.
- The following fund raising activities are prohibited at all SFWGA contests:
 - Parking fees or the solicitation of donations for parking.
 - The sale of video or sound recordings of any participant's performance.
 - Gambling, including roulette wheels, bingo cards, scratch-off awards that require a purchase, the resale of Florida Lottery tickets, or the use of Florida Lottery tickets as a winning award.
 - Raffle tickets that are sold by, or to, students.
 - Raffle or auction awards that include alcohol or tobacco products.
 - Any single raffle or auction award that has a retail value in excess of \$1,000.
 - "Happy Grams" or similar activities that involve contest area announcements.
- The Host must allow SFWGA-member units to operate fund raising tables or booths outside the gymnasium at no charge. However, the Host may deny the request of SFWGA-member units to operate fund raising activities that conflict with fund raising activities undertaken by the Host.
- The Host may charge a fee to outside vendors that are not members of the SFWGA. A fund raising concession shall be considered an outside vendor if less than 90% of the proceeds directly benefit an SFWGA member unit.
- If the Host will produce a program book for sale at the contest, the SFWGA logo must appear on the cover. A digital copy of the SFWGA logo may be downloaded from the "Hosts" page on the SFWGA's website.

ADMISSION TICKET SALES

- The Host may set the admission ticket price at any amount. During the 2011 Season, the average ticket price charged by contest hosts was \$12. Secondary rates for students, children, or seniors may also be offered at the Host's discretion, but are not required.
- Admission ticket prices will be displayed on the contest pages of the SFWGA website, Facebook, and Twitter pages. Ticket prices may be changed by the Host at anytime, up until 48 hours before the contest. The Host must immediately inform the SFWGA of any changes in pricing.
- The Host must agree to accept American Express, Discover, MasterCard, and VISA as payment for admission ticket charges. The SFWGA maintains merchant accounts with these credit cards to facilitate the process.
 - A portable, point-of-sale card reader with a wireless connection to the credit card authorization systems is used. The only connection required is to a standard 120V electrical outlet.
 - An SFWGA staff member will instruct the ticket window personnel on the use of the credit card processor on the morning of the contest.
 - At the conclusion of the contest, an SFWGA staff member will close out the card processor. The SFWGA will write a check to the Host for the full amount of credit card sales at the conclusion of the contest (discount percentage are not deducted).
- The SFWGA pays music royalties for all music played at your contest, and is required to report the number of paid admissions to the ASCAP, BMI, and SESAC licensing organizations. The ticket window staff must complete the Music Reporting Form and turn it in to the tabulation table at the conclusion of the contest.

FIRST AID STATION

- The First Aid station must be staffed by at least one adult continuously throughout the contest, from the time of the first performance until the end of Retreat, including all dinner and break times.
- **The primary role of the First Aid Station is to assess the severity of an injury and determine if emergency medical care is needed.** Fire Rescue (911) must be summoned in any of the following situations:
 - Unconsciousness, for any amount of time, even momentary
 - Any type of head injury
 - Difficulty in breathing
 - Chest pain or rapid pulse
 - Confusion or disorientation
- The First Aid station should be located in an air conditioned area 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. A cot, air mattress, or chaise lounge should be available for performers who need to lie down as well as ice packs and water. Never directly administer any oral medication to a student, 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.

JUDGES, CONTEST STAFF ROOM

- The Host must maintain a Judges and Staff Hospitality Room that will be used during pre-contest preparations, meals, breaks, and post-contest critiques.
- The room should be located near to the gym for easy and fast access (some breaks are only five minutes in duration).

- The room must be available continuously throughout the contest, beginning one hour prior to the first performance, concluding at the end of critique.
- Since judges typically use break and dinner times to validate scores, access to this room must be restricted to judges, SFWGA contest staff, and the Host Volunteer(s) that oversee the room. Access to the hospitality room by the public, instructors, performers, parents and other volunteers must not be permitted at any time. At least one adult volunteer must be on duty at all times to supervise access to the hospitality room.
- 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, the Host's volunteers should periodically check with Judges and Staff for any needs. Depending on the size of the contest, plan food and beverages for approximately 15 to 20 judges and staff.

GYMNASIUM

- The gymnasium must be cleared and secured with all door staff in place one hour prior to the first performance. The Host's performers do not have rehearsal access to the gymnasium during this time. This time is reserved for the set up and testing of sound and tabulation equipment, and sound checks by instructors.
- The gym should be equipped with three large (6 ft) table 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 for use by the performing units.
- TWO JUDGES RUNNERS must be on duty at all times to bring score sheets and digital recorders from the Judges area to the Tabulation table after each performance. Responsible students may be used in this role. Runners may be rotated 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.
- CONTEST FLOOR (Performance) ENTRANCE DOOR staffed by one adult to control traffic flow into the floor. No person is to be admitted through this door unless they are wrist banded 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 wristband, or pass. All passes (badges) issued by the SFWGA must be honored. Performers, chaperons, and prop crew should not enter through this door.
- 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.
- ALL DOORS TO THE GYMNASIUM must when the announcer introduces the performing unit (Please welcome.....) 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.
- The ASCAP and BMI music licenses held by the SFWGA specifically prohibit the video recording of any performance during the contest. Entrance door volunteers are responsible for ensuring that no video cameras are brought into the gymnasium by spectators or by

performers. Should it become apparent that a spectator or performer is recording a performance, the door volunteer(s) must politely remind the offender that video recording is not permitted. It is important to handle this discretely between performances, and not while a performance is underway.

- Each unit is issued one video pass and is permitted to record their own performance for analysis by the instructors. 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. The Video Passes are not an admission pass, and must be used by a stamped-in chaperon or Instructor.

GROUND, PARKING LOTS, COMMON AREAS

- The duration of contests varies widely, depending on the number of participants. When bidding on a contest, the Host must initially reserve the gymnasium, parking lots, warm up areas, food and beverage concession, Judges and Staff room, and all common areas from 7:00 AM until 11:00 PM. In January, the Host will know how many units signed up for the contest, and will be able to more accurately assess the time required.
- If hosting a contest at a facility with which the Host is not directly affiliated (*for example, another school's facility, public or college gymnasiums, and all Independent Unit hosts*) a copy of the signed agreement with the facility owner must be returned with the signed host agreement.
- All competitive 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 should 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. Wristbands should be issued only to those performers, prop crew, and chaperons who are physically present at the check-in table.
- TICKET WINDOW OR TABLE staffed by at least two adults. Wristbands for paying spectators must differ in color from those used for performers and chaperons. 120V electrical power must be available for the credit card reader.
- BODY AND EQUIPMENT WARM-UP areas for the color guard units. Equipment warm up locations must have high ceilings. There must be one volunteer on duty at all times in each warm up area. Two outdoor warm-up areas must be provided for percussion units.
- 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.
- 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.

- 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.

MEDIA COVERAGE

- Portions of some 2012 contests will be filmed for a television production scheduled to air nationally during the summer and fall of 2012.
- The production centers on specific individuals within the Flanagan and West Broward programs who were approved by the School District, and whose parents have signed release agreements with the Production Company. Other individual performers and students will not be subjects of contest filming.
- Filming will take place subtly and without disruption. However, if your contest is selected as a filming location, you should be sure your volunteers and staff are aware of the presence of camera crews on site and the possibility that contest volunteers may be identifiable in background scenes.
- All camera crew will have SFWGA-issued contest badges and should be admitted to all contest areas.
- By submitting a contest bid application, you consent and agree to be bound by the terms of the SFWGA's agreement with the Production Company and the School District.

RIGHTS OF AUTHORITY

- The SFWGA will assign a Contest Director to the event. The Contest Director will have full authority of all activity in and around the contest areas for the duration of the event. Contest areas include the gymnasium, staging area, access doors and foyers, and warm up areas. Designated event time begins one hour prior to the first scheduled performance of any participant (color guard, percussion, solo, or exhibition) and ends one hour after the conclusion of the last performance of any participant.
- No activities, solicitations, announcements, banners, ad hoc performances, or changes to traffic flow, seating, or facilities may occur without the prior written consent of the Contest Director.
- The Florida Federation of Judges Association will assign a Chief Judge to the event. The Chief Judge will have full authority over all judging aspects of the competition, including scores, Judges' seating areas, dinner and break times, and the scheduling of Critique.

SPECIAL CONDITIONS FOR PREMIER AND CHAMPIONSHIP CONTESTS

- There is no Host Fee or deposit required for the Premier and Championship contests.
- The SFWGA has exclusive rights to all admission ticket sales.
- The Host has exclusive rights to all food and beverage sales.
- The SFWGA will split the cost (50/50) of documented security and custodial expenses with the Host.
- The SFWGA will reimburse the Host up to \$700 per day for the documented cost of judges and SFWGA staff food.
- The SFWGA Board of Directors will have final authority over all aspects of the Premier and Championship contests.
- All other terms and conditions remain the same.