



Policies and Procedures Manual

2020 Season

Changes for the 2020 Season are highlighted in yellow.

Article 1: Duties of the Board of Directors and Officers

- A. The duties of each board member will be determined annually, following the **Annual Meeting** elections, by the Executive Board members

Article 2: Duties of the Circuit and Contest Staff

- A. Tabulator(s)
 - a. Responsible for recording all judges scores and penalties in accordance with Winter Guard International standards, and under the direction of the Chief Judge
 - b. Will provide recaps for all judges and participating units at the conclusion of the contests
 - c. In control of, and in possession of all SFWGA owned computers, printers, and tabulation equipment

- B. Audio Technician
 - a. Responsible for transporting and operating the SFWGA sound system at all SFWGA sanctioned shows, under the direction of the Contest Director
 - b. In control of, and in possession of all SFWGA owned speakers, cables, mixing boards, microphones and amplifiers
 - c. Responsible for the transportation and storage of all sound system equipment

- C. Announcer
 - a. In control of, and responsible for all general public address announcements made in the contest area
 - b. Responsible for all competition announcements in accordance with Winter Guard International standards, under the direction of the Contest Director

- D. Webmaster
 - a. Responsible for the maintenance and design of all SFWGA owned website domains
 - b. 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
 - a. Responsible for downloading and uploading judges digital critiques to contest members, under the direction of the Chief Judge

- F. Contest Director(s)
 - a. Oversees SFWGA sanctioned contests in accordance with Winter Guard International rules and regulations
 - b. Evaluates and applies all penalties
 - c. Authority over contest and performance times

- G. Judges Concierge
 - a. Concierge to Judges while at a contest
- H. Additional staff positions may be created as needed.

Article 3: Committees

- A. Classification Committee
 - a. Consists of a Chairperson and a minimum of three members. Committee members must be instructors or judges.
 - b. Reviews Premier Night performances and subdivides the units into appropriate classes
 - c. Reviews performances throughout the season to ensure proper classification
 - d. Empowered to change any unit's classification as needed to ensure fairness of competition.
 - e. Classification decisions will be by majority vote of the committee members
 - f. 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
 - a. The annual Scholastic and Independent Membership fee is due on December 1st, or other date as communicated to the Membership. No member unit may perform at any SFWGA contest without payment of the membership fee. There is no annual fee for Honorary Memberships.
 - i. A member may pay the annual membership fee of \$650 in full on or before December 1st, or other date as communicated to the Membership.
 - ii. Extended Pay Option: A member may pay the annual membership fee in three installments of \$225.00 each, due on December 1st, January 1st, and February 1st. As long as each installment is received by the due date, the membership will be considered active with all rights and privileges. NOTE: Members that pay their membership fee in installments will pay a total of \$675.00.
 - b. A Registration Fee of \$150.00 must be on account with the Treasurer for all Scholastic and Independent members. The fee 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 payment of the Registration Fee on account. Multiple Scholastic units from the same school are only required to post one \$150 Registration Fee for the school, regardless of the number of units it is fielding. However, if the fee is forfeited by one of the units, it must be replaced before any of the units may perform again.
 - c. Completed Membership forms, including online forms, with all required signatures and payments are due on December 1st. Incomplete forms may be conditionally accepted,

but will not entitle the submitting unit to initial random contest seeding. A late fee of \$50 may be assessed for any forms, Membership dues, or Registration Fee payments turned in after the due date.

- d. 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.
 - e. 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.
 - f. 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
- a. All area Color Guard ensembles are encouraged to join and hold membership in the SFWGA.
 - b. The Entrance Fee for competitive or exhibition performance of a non-member unit is \$175.00 per regular season contest, and \$250 for Championships. Non-Members wishing to enter the Championship Finals contest must meet the same season performance requirements as member units.
- C. Solo and Ensemble Competitions
- a. The SFWGA may offer solo and ensemble competitions at some contests.
 - b. Solo and Ensemble competitions are open only to performers in SFWGA member units.
 - c. 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
- a. Elementary, Middle and High School students are eligible to participate in Scholastic units subject to the following conditions, in descending order of priority:
 - b. If the school at which the student is enrolled sponsors an SFWGA member unit in the current season and also sponsored an SFWGA member unit in the preceding season, then the student is only eligible to perform with that school unit.
 - ~~c. 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.)~~

- d. If the school the student attends does not field an SFWGA Color Guard ensemble, 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.)
- e. 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:
 - i. The student completes the educational curriculum for their grade level and is promoted to a new school.
 - ii. The high school student graduates, or ends enrollment at the high school.
 - iii. The student changes schools at which s/he is enrolled, or moves into a different school zone.
 - iv. 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.
 - v. The school at which the student is currently enrolled discontinues fielding an SFWGA member unit.
- f. Performers must be age 22 or younger as of March 31st of the competitive season.
- g. Units may compete with a minimum of 5 performers. There is no maximum limit on the number of performers a unit may field, however, the unit Director must ensure that all aspects of the show may be performed within the designated performance area, and executed without any safety risk to performers, spectators, or contest staff.
- h. **NOTE: SFWGA Scholastic performer eligibility of students not enrolled at the performing school and the maximum number of performers DO NOT ALIGN with WGI requirements. If a scholastic ensemble will participate in WGI Regionals or Nationals, the Director must ensure compliance with WGI eligibility rules at WGI contests.**

B. Independent Color Guard Units

- a. Performers must not attend any elementary school, high school or middle school that is fielding an SFWGA member unit in the current season and also fielded an SFWGA member unit in the preceding season.
- b. In Open, National A, Class A, and Regional A classifications, Performers must be age 22 or younger as of March 31st of the competitive season. There is no age limit in World classification.
- c. Units may compete with a minimum of 5 performers. There is no maximum limit on the number of performers a unit may field, however, the unit Director must ensure that all aspects of the show may be performed within the designated performance area, and executed without any safety risk to performers, spectators, or contest staff. The SFWGA will not arbitrate contractual or payment issues between units and performers.
- d. **NOTE: SFWGA maximum number of performers DOES NOT ALIGN with WGI requirements. If an Independent ensemble will participate in WGI Regionals or Nationals, the Director must ensure compliance with WGI rules at WGI contests.**

C. Dual-Enrolled Students

- a. 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.
- b. Proof of enrollment, including the current semester's class schedule or fee payment receipt is required.
- c. The student may not change units after the competitive season begins.
- d. A member unit is considered to be sponsored by a college or university if one of the following is true:
 - i. The college or university provides financing or equipment to the unit.
 - ii. Performers receive a grade or semester credit for participating in the unit.
 - iii. The unit requires all of the performers to be enrolled at the college or university as a condition of participation.
- e. NOTE: SFWGA conditions of a college or university ensemble do not align with WGI rules for use of a university or college name in the ensemble name. If a college or university ensemble will participate in WGI Regionals or Nationals, the Director must ensure use of the college or university name is compliant with WGI rules at WGI contests.

D. Grandfathering

- a. It is the intent of the SFWGA that performers who attend a middle or high school that supports a Color Guard unit should participate with their school unit.
- b. As the SFWGA takes an active role in recruiting new schools to participate in the Winter Guard activity, it recognizes that some existing students at those schools may have already been participating in Independent programs.
- c. 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.
- d. If an elementary or middle school student participated in an Independent unit the preceding season because their 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 5th Grade for elementary students, or the 8th Grade for middle school students.
- e. 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, Middle School or Elementary 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. **When applying or renewing membership units will declare their competitive classification in one of the following classes:**

- 1) **AAAA Class**

- The performers in this class are the **youngest and/or being introduced to color guard**. All AAAA units will include vocabularies that are designed at an introductory level with fundamentals as their primary goal. This area is where the true beginner will be nurtured and developed with the very beginning skills and qualities as their standard. Winter Guard International (WGI) Regional Class A judging criteria will be used.

- 2) **AAA Class**

- Guards in this class will have some experience and the beginner will be nurtured and developed with the beginning skills and qualities as their standard. The prime purpose is to develop individual training that will assure each student's technical growth. It is also to focus on logic in programs that will allow the performers to reach high achievement. Winter Guard International (WGI) Regional Class A judging criteria will be used.

- 3) **AA Class**

- Guards in this class have a mix of students with and without prior winter guard experience and in some cases be a feeder program for an Open or World Class guard. This class will reflect that mix where the beginner will be nurtured and developed and some members will show strong beginning skills. With beginning skills and qualities as their standard again the prime purpose is to develop individual training that will assure each student's technical growth. Winter Guard International (WGI) Class A judging criteria will be used with Regional A timing.

- 4) **A Class**

- Guards in this class have students and instructors with prior winter guard experience. This class reflects an application of beginning skills. Staff and performers will be encouraged to demonstrate logical yet imaginative programs with **achievable** standards for performers. Guards in this class should display all of the beginning fundamentals and some of the intermediate qualities of performance and design. Winter Guard International (WGI) Class A judging criteria will be used.

5) National A

Guards in this class have members with strong experience and reflects the highest level of achievement for the Scholastic A class units in SFWGA and nationally. Both staff and performers have talent that goes beyond the basics and some intermediate design. Guards in this class should display all of the fundamentals, many of the intermediate, and some advanced qualities of performance and design. Both students and staff demonstrate the talent to grow beyond the class and may explore a higher level of design and performance technique. Students shall be challenged to perform at a high level. Winter Guard International (WGI) Class A judging criteria will be used.

6) Scholastic Open Class

7) Scholastic World

8) Independent A

9) Independent Open

10) Independent World

B. The following rules would supersede any other rules regarding classification

- a. If a unit enters a WGI Event in Open or World class, that unit must perform in SFWGA events in the same class as the unit's WGI classification.
- b. If a unit enters a WGI Event in A Class that unit must perform in SFWGA contests in National A. **Participation in a WGI event is NOT a requirement to be in National A Class. Secondary units from the same school are not required to compete locally in National A Class.**
- c. **A secondary unit from a school that** Units that compete locally in a Regional A class, but enter a WGI Event where Regional A is not offered, are exempt from these requirements.

C. Units can be promoted either between seasons or during a season for the following reasons.

- 1) A unit promoted by WGI
- 2) A unit that is recommended by the Classification Committee is promoted to the next higher class for the remainder of that season.
- 3) A unit requesting that it is moved to a lower class with approval Classification Committee.
- 4) A unit requesting that it is moved to a higher class with approval from the Classification Committee.

D. Promotion Review

- 1) Units in AAAA, AAA, AA, & A classes will be reviewed for proper classification by the classification committee at each contest.

- 2) A simple majority vote by the committee is required to promote a unit to the next high class.
- 3) Units promoted will be notified via e-mail and will moved to the higher class at their next contest appearance.

E. Units may appeal promotions and request reclassification by following the below procedures:

- 1) Only the Unit Director may appeal a reclassification decision.
- 2) Units that are promoted between seasons may submit an appeal of their reclassification in email to the Chair of the Classification Committee no later than four weeks prior to Premier.
- 3) Units that are promoted during the season may submit an appeal at any time after being promoted.
- 4) The Classification Committee will vote by email within three days of receiving the appeal. A simple majority is needed for the appeal to succeed. In the case of a tie, the appeal is denied.
- 5) The Classification Committee can but is not limited to considering, the experience of the staff, \the age of performers, and percentage of seniors that graduated the previous season. The perceived inability to place in the top of the higher class is not grounds for appeal.

Article 8: Scoring Philosophy

- A. All SFWGA competitive classifications follow the current WGI scoring dynamics.
- B. SFWGA classes perform on the following WGI score sheets

SFWGA Class	WGI Score Sheet
4A	Regional A
3A	Regional A
2A	Regional A timing, A scoring criteria
Independent Regional A	Regional A
Scholastic A	A
National A	A
Independent A	A
Scholastic Open	Open

Independent Open	Open
Scholastic World	World
Independent World	World

C. Minimum score thresholds exist for all units competing in any Regional A score sheet classification

a. At the first two contests of the season, the minimum sub-caption score in all captions shall be 4.0

b. At the third and all subsequent contests of the season, the minimum sub-caption score in all captions shall be 5.0

Article 9: 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 by December 1st.

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 by December 1st. 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 or December Membership Form due date, during which members may withdraw from contests with no withdrawal fee.

~~D. 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.~~

E. A unit that withdraws from a contest more than 7 days after the designated Membership Form due date, must pay a \$150 fee.

F. A unit that fails to perform during a contest at which it was scheduled must pay a \$400 no-show fee.

G. The maximum total of withdrawal fees that will be charged to a single school for withdrawal from a single contest will be \$400, regardless of the number of ensembles fielded by that school.

- H. Contests and lineup schedules close on the Monday prior to the contest date.
- I. Notification of all entries and withdrawals must be made in the appropriate manner (online through the SFWGA website) and initiated by the designated unit representative. All applicable fees must be mailed to the SFWGA Treasurer within 14 days of submitted the entry or withdrawal.
- J. 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.
- K. Units that enter a contest after the **Membership Form due date** will be assigned the next earliest performance time within the classification, according to their **postmark submission** date.
- L. 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.
- M. 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.
- N. 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 10: Pre-Season Critique

- A. The SFWGA may offer a pre-season Judges' Critique for nationally bound units.
- B. Directors and staff will have the opportunity to present their program to the judges, via recorded performance or verbal commentary. Units will be provided 15 minutes with the upstairs judges, and 15 minutes with the downstairs judges.

Article 11: Contest Critiques

- A. Critique will start no less than 30 minutes after the end of the last competitive performance.
- B. Units must sign up for Critique by the Sunday preceding the contest date**
- C. Any unit which signs up for critique, but fails to appear at the assigned time, will forfeit all Critique privileges for the remainder of the season.
- D. When a contest critique is offered, it will be offered to competitive classifications.

- E. Championship Critique will be offered for nationally competing units only.

Article 12: 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. Timing and floor penalties will be deducted from scores beginning with the third 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 within each activity will perform in the order listed below. Scholastic Units in a classification will perform before Independent Units in the same classification. Exhibition performances are placed at the discretion of the Contest Director. Not all classifications in a particular activity may be offered in a given season. Multiple Retreat and Awards Ceremonies may be scheduled as necessary to ensure compliance with occupancy safety requirements.
 - a. COLOR GUARD
 - i. 4A
 - ii. 3A
 - iii. 2A
 - iv. Scholastic A
 - v. National A
 - vi. Independent A
 - vii. Scholastic Open
 - viii. Independent Open
 - ix. Scholastic World
 - x. Independent World
- F. Contest Retreat and Awards will be in accordance with the following:
 - a. Score and placement for all classes evaluated on A-Class, Open or World score sheets will be announced at contest awards ceremonies .

- b. Placement only for classes evaluated on Regional A score sheets will be announced at contest awards ceremonies, but both score and placement will appear on recaps.
- c. 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.

G. Passes and Contest Admission

- a. In addition to payment of annual membership fees, ensembles may purchase Instructor badges and back-side seating wristbands for chaperons and crew:

Package	Fee	Instructor Badges	Back-side seating wrist bands	Total Free Admissions
BASIC	none	3	2	5
PLUS	+ \$50	4	4	8
PRIME	+ \$100	5	5	10

- b. If desired, Scholastic ensembles may designate one additional badge for their Band Director or designated School Sponsor, regardless of the package selected. Doing so will decrease their back-side seating allowance by one. Total free admissions remain the same.

- c. An “Instructor” is defined as one actively involved in teaching a performance aspect of the Color Guard 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.

- H. 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.

I. Floors and Tarps

- a. The SFWGA can only guarantee competition space in the size of a standard 84’x50’ high school basketball court. Some additional space may be available at the contest site depending on the building dimensions, but units must be prepared to perform within an 84’x50’ performance area.
 - i. The Front boundary line is set 3 feet back from the bottom row of the fully extended front bleachers.
 - ii. The Rear boundary line is set 2 feet forward of the bottom row of the full extended rear bleachers.
 - iii. The front line is inviolate and cannot be crossed by the floor, props, instruments, or performers. Floors and tarps may not be placed within two feet from the bottom row of the rear bleachers.
- b. Larger floors must be folded to fit within the space limits.

J. Color Guard World Class Interval and Set-up

- a. For the safety of the audience and to ensure proper floor set-up, an additional 5 minutes will be added in the scheduled interval time for each World Class Color Guard performance. This is to allow spectators to enter and leave the contest area. Floor and prop set-up is not permitted, and prop/setup personnel may not enter the contest area during this time.
- b. At the conclusion of the additional 5 minute period, the gymnasium doors will be closed, and the performing unit may begin set-up and placement of their floor and props.
- c. Units may, if desired, play set-up music through the contest sound system during this time, which may continue into the show music. A staff member from the performing unit must be personally present at the sound table to provide instructions to the Technician.
- d. Once the floor and props are in place, the Contest Director will signal the Starter, and the performers may enter the floor. Official interval time will begin when the first performer steps across the time line.
- e. Unit introductory announcements will be made at 1:30 into interval time, or sooner if performers are in position.
- f. Performance time begins with the first performer movement following the salute.
- g. This policy was instated due to the large number of spectators for the World Class, and the limited amount of set-up space at local gymnasiums. Nationally bound units please note that this policy does not conform to WGI interval time and set up practices.

K. Contest Etiquette

- a. All contest participants are expected to conduct themselves in a professional manner at all times.
- b. The Contest Director, contest staff, tabulation table, and judges may not be approached by any individual while a performance is underway.
- c. 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.
- d. Any person exhibiting inappropriate behavior at a contest will be removed from contest area.
- e. Contest sites are not rehearsal opportunities. Performing units may utilize time prior to their performance for warm-up, and are also provided scheduled body and equipment warm-up times, but may not use contest sites for rehearsals following their performance.
- f. Outside food or beverages (other than water) may not be brought to a contest site by a performing unit. A unit that violates this contest policy will forfeit their **Surety Bond, Registration Fee** which must be replaced before the unit's next performance. The SFWGA will forward the forfeited **surety bond Registration Fee** to the Host as compensation.

- L. 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).
- M. Any contest using an area for double movement/equipment time (no rotation, same location for movement and equipment) must have equal square footage to do so.
- N. Warm-ups at show sites are not meant to be rehearsal sites. Be respectful in planning your time. Show Host will be sure to note any areas that are off-limits. PA devices used to play a metronome should be done at a reasonable volume.
- O. Timing and Penalties
 - a. The Timing and Penalty Judge will assess penalties for all infractions that take place in the competition area.
 - b. The Contest Director will have authority over the application of all penalties.
 - c. The SFWGA Board of Directors retains authority over all matters of safety
- P. Contest Hosts must follow SFWGA Board directives to discontinue admission ticket sales when the gymnasium reaches its maximum occupancy. Under no circumstance will the Host be permitted to seat spectators or performers inside the judges area, or in the bleacher aisles, as this poses a serious safety risk to those entering or leaving the bleachers.
- Q. The organization recognizes the need for units to make changes to their contest selections by entering or withdrawing from contests after the initial Membership forms and contest selections were submitted. At the same time, the organization recognizes the need for units to know their approximate performance times in order to coordinate other events and arrange transportation. Therefore, a preliminary schedule for all contests, except Championships Finals, will be posted on the SFWGA website following the due date for Membership Applications and the issuance of draw numbers. Units may still continue to enter or withdraw from contests as needed and by paying the appropriate fee, however, the preliminary schedules will not change. Final schedules including all subsequent entries and withdrawals will be posted after each contest closes, two weeks prior to each contest date.

Article 13: South Florida Championship Prelims and Finals

- A. The Association will reserve an amount in the budget each year to provide for an appropriate facility for Championship Finals.
- B. 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.

- C. In the event it becomes necessary to withdraw from a contest, units may opt for a one-time buy-out during the season, by paying the established withdrawal fee, or no-show fee, and maintain eligibility for Championships.
- D. Each participant in the Championship contest must be prepared to provide at least one parent volunteer to serve as contest or concession staff.
- E. Performance order for Championship Prelims will be by random draw number.
- F. Placement (by score) in Championship Prelims will determine performance order for Championship Finals.
- G. Participation in Prelims is not required to participate in Finals, however, units that do not participate in Prelims will perform first in their class, by random draw number, ahead of all units that performed in Prelims. Minimum contest participation still applies as a prerequisite for Championships.

Article 14: Scholarships

- A. The SFWGA seeks to recognize performers for their leadership and contributions to their school, community, and to the Color Guard 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 15: Revisions and Amendments to Policy and Procedure

- A. Revisions and Amendments to Policy and Procedure may be proposed by any person having an interest or affiliation with the SFWGA.

- B. Written proposals that are submitted to the President between January 1st and August 1st will be discussed and voted on at the Summer Caucus.
- C. Written proposals that are submitted to the President after August 1st will be discussed and voted on by the Board of Directors at the next appropriate Board Meeting.
- D. Proposals to revise or amend Policies will be discussed at the Summer Caucus, during which a proposal may be amended or withdrawn. After discussion on the proposal has been completed, a vote will be taken.
- E. Each person present at the meeting is allocated one vote. A simple majority vote (more than half) of those in attendance at the meeting is required to pass the proposal at the Caucus.
- F. Revisions and amendments approved at the Caucus become effective immediately.
- G. After the Summer Caucus meeting has occurred, and prior to August 1st 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.
 - a. 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.
 - b. 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.