



# **POLICY MANUAL**

**(Revised September 2012)**

# WGI Policy Manual

## Table of Contents

<b>1.0 COLOR GUARD DIVISION.....</b>	<b>7</b>
<b>1.1 COLOR GUARD ADVISORY BOARD .....</b>	<b>7</b>
1.12 Purpose .....	7
1.13 Responsibilities.....	7
1.14 Membership .....	7
1.15 Primary Advisory Board Members.....	7
1.16 Secondary Advisory Board members .....	8
1.17 Voting .....	8
1.18 Changes.....	8
<b>1.2 COLOR GUARD STEERING COMMITTEE .....</b>	<b>9</b>
1.21 Purpose .....	9
1.22 Responsibilities.....	9
1.23 Membership .....	9
1.24 Changes.....	9
<b>1.3 DIRECTOR OF COLOR GUARD.....</b>	<b>10</b>
1.31 Selection/Contract.....	10
1.32 Path of Responsibility.....	10
1.33 Fee for Service .....	10
1.34 Purpose .....	10
1.35 Duties and Responsibilities.....	10
1.36 Changes.....	11
<b>1.4 COLOR GUARD CHIEF JUDGE.....</b>	<b>12</b>
1.41 Selection/Contract.....	12
1.42 Fee for Service .....	12
1.43 Path of Responsibility.....	12
1.44 Purpose .....	12
1.45 Duties and Responsibilities.....	12
1.46 Changes.....	12
<b>1.5 COLOR GUARD EDUCATION COORDINATOR .....</b>	<b>13</b>
1.51 Selection/Contract.....	13
1.52 Path of Responsibility.....	13
1.53 Fee for Service .....	13
1.54 Purpose .....	13
1.55 Duties and Responsibilities.....	13
1.56 Changes.....	14
<b>1.6 DIRECTOR OF COLOR GUARD DEVELOPMENT .....</b>	<b>15</b>
1.61 Selection/Contract.....	15
1.62 Path of Responsibility.....	15
1.63 Fee for Service .....	15
1.64 Purpose .....	15
1.65 Duties and Responsibilities.....	15
1.66 Changes.....	15
<b>1.7 COLOR GUARD CAPTION MANAGERS.....</b>	<b>16</b>
1.71 Selection/Contract.....	16
1.72 Fee for Service .....	16
1.73 Path of responsibility .....	16
1.74 Purpose .....	16
1.75 Qualifications.....	16

1.76	Duties and responsibilities.....	16
1.77	Changes.....	16
<b>1.8</b>	<b>COLOR GUARD EXPENSE REIMBURSEMENT CREDITS .....</b>	<b>17</b>
1.81	Definition & Policy.....	17
1.82	Changes.....	17
<b>2.0</b>	<b>PERCUSSION DIVISION .....</b>	<b>18</b>
<b>2.1</b>	<b>PERCUSSION ADVISORY BOARD.....</b>	<b>18</b>
2.11	Purpose .....	18
2.12	Responsibilities.....	18
2.13	Membership .....	18
2.14	Primary Advisory Board Members.....	18
2.15	Secondary Advisory Board members .....	19
2.16	Voting .....	19
2.17	Changes.....	19
<b>2.2</b>	<b>PERCUSSION STEERING COMMITTEE.....</b>	<b>20</b>
2.21	Purpose .....	20
2.22	Responsibilities.....	20
2.23	Membership .....	20
2.24	Changes.....	20
<b>2.3</b>	<b>DIRECTOR OF PERCUSSION .....</b>	<b>21</b>
2.31	Selection/Contract.....	21
2.32	Path of Responsibility.....	21
2.33	Fee for service.....	21
2.34	Purpose .....	21
2.35	Duties and Responsibilities.....	21
2.36	Changes.....	21
<b>2.4</b>	<b>PERCUSSION CHIEF JUDGE .....</b>	<b>22</b>
2.41	Selection/Contract.....	22
2.42	Path of Responsibility.....	22
2.43	Fee for Service .....	22
2.44	Purpose .....	22
2.45	Duties and Responsibilities.....	22
2.46	Changes.....	22
<b>2.5</b>	<b>PERCUSSION EDUCATION COORDINATOR.....</b>	<b>23</b>
2.51	Selection/Contract.....	23
2.52	Path of Responsibility.....	23
2.53	Fee for Service .....	23
2.54	Purpose .....	23
2.55	Duties and Responsibilities.....	23
2.56	Changes.....	23
<b>2.6</b>	<b>PERCUSSION COORDINATOR .....</b>	<b>24</b>
2.61	Selection/Contract.....	24
2.62	Path of Responsibility.....	24
2.63	Fee for Service .....	24
2.64	Purpose .....	24
2.65	Duties and Responsibilities.....	24
2.66	Changes.....	24

<b>3.0 REGIONAL EVENTS &amp; CONTEST ADMINISTRATORS .....</b>	<b>25</b>
<b>3.1 REGIONAL CONTESTS.....</b>	<b>25</b>
3.11 Sponsorship.....	25
3.12 Scheduling of Events .....	25
3.13 Site Selection .....	25
3.14 Site Requirements.....	25
3.15 Eligibility .....	26
3.16 Classes of Competition .....	26
3.17 Entry Procedures.....	27
3.18 Waitlists .....	27
3.19 Contest Scheduling.....	27
3.110 Preliminary Scheduling .....	27
3.111 Finals Scheduling.....	28
3.112 Adjudication .....	29
3.113 Classification Review .....	29
3.114 Booster Sales .....	30
3.115 Contest Floor .....	30
3.116 Group Housing.....	30
3.117 Practice Sites.....	30
3.118 Warm Up Areas .....	31
3.119 Video Recordings .....	31
3.120 Sound Policy (Color Guard) .....	31
3.121 Changes.....	32
<b>3.2 WGI CONTEST ADMINISTRATORS .....</b>	<b>33</b>
3.21 Contract/Selection.....	33
3.22 Fee for Service .....	33
3.23 Path of Responsibility.....	33
3.24 Purpose .....	33
3.25 Duties and Responsibilities.....	33
3.26 Changes.....	33
<b>4.0 WORLD CHAMPIONSHIPS .....</b>	<b>34</b>
4.1 Sponsorship.....	34
4.2 Scheduling of Events.....	34
4.3 Site Selection.....	34
4.4 Eligibility.....	34
4.5 Classes of Competition .....	35
4.51 Color Guard .....	35
4.52 Percussion .....	35
4.6 Entry Procedures .....	35
4.7 Preliminary Scheduling.....	36
4.71 Color Guard .....	36
4.72 Percussion .....	36
4.8 Semi-Finals Scheduling .....	36
4.81 Color Guard .....	36
4.82 Percussion .....	36
4.9 Finals Scheduling.....	37
4.91 Color Guard .....	37
4.92 Percussion .....	37
4.10 Adjudication .....	37
4.11 Awards.....	37
4.12 Promotions – Color Guard.....	37

4.13	Changes .....	38
<b>5.0</b>	<b>ADJUDICATION POLICIES .....</b>	<b>39</b>
<b>5.1</b>	<b>BONA FIDE JUDGING ASSOCIATIONS (Color Guard Only) .....</b>	<b>39</b>
5.11	Purpose .....	39
5.12	Responsibility .....	39
5.13	Policy .....	39
5.14	Changes.....	39
<b>5.2</b>	<b>ADJUDICATION REVIEW (Color Guard Only) .....</b>	<b>40</b>
5.21	Purpose .....	40
5.22	Responsibility .....	40
5.23	Policy .....	40
5.24	Changes.....	40
<b>5.3</b>	<b>ADJUDICATION COMPENSATION .....</b>	<b>41</b>
5.31	Purpose .....	41
5.32	Responsibility .....	41
5.33	Policy .....	41
5.34	Changes.....	41
<b>6.0</b>	<b>WGI MEMBERSHIP, PROGRAMS &amp; SERVICES .....</b>	<b>42</b>
<b>6.1</b>	<b>WGI MEMBERSHIP.....</b>	<b>42</b>
6.11	Purpose .....	42
6.12	Responsibility .....	42
6.13	Policy .....	42
6.14	Benefits .....	42
6.15	Changes.....	42
<b>6.2</b>	<b>WGI TRAVEL POLICY .....</b>	<b>43</b>
6.21	Purpose .....	43
6.22	Responsibility .....	43
6.23	Policy .....	43
6.24	Changes.....	43
<b>7.1</b>	<b>WGI HALL OF FAME .....</b>	<b>44</b>
7.11	Purpose .....	44
7.12	Background.....	44
7.13	Responsibility .....	44
7.14	Criteria .....	44
7.15	Selection Process .....	45
7.16	Ceremony.....	46
7.17	Changes.....	46
<b>7.2</b>	<b>WGI SCHOLARSHIPS .....</b>	<b>47</b>
7.21	Purpose .....	47
7.22	Responsibility .....	47
7.23	Criteria .....	47
7.24	Funding .....	47
7.25	Selection Process .....	47
7.26	Ceremony.....	47
7.27	Changes.....	47
<b>7.3</b>	<b>WGI VOLUNTEER AWARDS.....</b>	<b>48</b>
7.31	Purpose .....	48
7.32	Criteria .....	48
7.33	Responsibility .....	48

7.34	Selection Process .....	48
7.35	Ceremony.....	48
7.36	Changes.....	48
<b>8.0</b>	<b>FEES AND COSTS.....</b>	<b>49</b>
8.1	WGI Membership .....	49
8.2	Regional Fees.....	49
8.3	World Championship Fees .....	49
8.4	World Championship Tickets .....	49
8.5	Adjudication Fees .....	49
8.6	Contest Administration Fees.....	50
8.7	Changes.....	50
<b>9.0</b>	<b>COMPLIMENTARY PRODUCTS &amp; SERVICES .....</b>	<b>51</b>
9.1	Chart of Products and Groups/Individuals who receive them as a courtesy .....	51
9.2	Changes.....	51

## **1.0 COLOR GUARD DIVISION**

### **1.1 COLOR GUARD ADVISORY BOARD**

#### **1.12 Purpose**

Determine the competitive aspects of the Color Guard division, including judging, scoring, Regionals and World Championships.

#### **1.13 Responsibilities**

- Meet within sixty (60) days after the end of the competitive season
- Vote on rule change proposals
- Vote on policy change proposals
- Elect persons to the Board of Directors from amongst the Primary Advisory Board Members (one half each year)
- Review division reports
- Elect Steering Committee members each year
- Confirm Caption Managers (based on recommendations from Color Guard Steering Committee which serves as a Nominating Committee in this regard)

#### **1.14 Membership**

- Co-chaired by the Vice-President (Color Guard) and Director of Color Guard
- The Color Guard Advisory Board shall be composed of one representative from each Independent World and Scholastic World finalist and the top three (3) finalists from all other classes of competition at the preceding world championships for the term of one (1) year. For color guards from outside North America, the term shall be two (2) years.
- Color guard must be present at annual Color Guard Advisory Board meeting to maintain membership.
- Representative's name must appear on color guard's published staff list
- WGI employees or contractors may not be representatives
- Advisory Board members must be actively competing in WGI the following season after qualifying to maintain membership and benefits.

#### **1.15 Primary Advisory Board Members**

- Primary Advisory Board members are those World Class color guards that have been Advisory Board members for three consecutive years. Upon a group's third consecutive year, designated representatives of Primary Advisory Board members are eligible for election to Board of Directors. For color guards from outside North America, Primary Advisory Board status is conferred as of the third occasion on which the color guard achieves membership on the Advisory Board, not considering years in which the ensemble did not enter the World Class Championships. Open and A Class color guards are not considered Primary Advisory Board Members.
- Should a Primary Advisory Board member fail to achieve Advisory Board status in subsequent years, Primary status is regained if the color guard returns to the Advisory Board within a three-year period and has not taken more than one year off from active competition in the World Class. For color guards from outside North America, the color guard would again be considered a Primary Advisory Board member if it achieves finalist status within its next three entries in World Class Championships, regardless of years in which it did not enter the competition.
- Primary members are eligible to receive Expense Reimbursement Credits (ERCs) (see section 1.8)

### **1.16 Secondary Advisory Board members**

- Secondary Advisory Board members are those World, Open and A Class color guards that have been Advisory Board members for one or two consecutive years. Representatives of Secondary Advisory Board members are not eligible for election to the Board of Directors.
- Secondary members have full voting rights in all matters before the Advisory Board, and their representatives may serve on the Steering Committee, if elected.

### **1.17 Voting**

- Quorum is 50% of eligible Color Guard representatives.
- Members must be present to vote on any matter and a non-vote is not considered either positive or negative.
- Elected positions are determined by which candidate receives the most votes (simple plurality). Ties must be broken and no alternates for positions shall be elected.
- Members may only represent one color guard any meeting. Proxy voting is not allowed.

### **1.18 Changes**

Changes to this section may be made by the Advisory Board with the approval of the Board of Directors for those matters with a financial impact or which relate to the bylaws of WGI.



## **1.2 COLOR GUARD STEERING COMMITTEE**

### **1.21 Purpose**

- Provide active leadership in the direction of the Color Guard activity and the creation of its philosophy and scoring
- Between meetings of the Color Guard Advisory Board, provide direction on competitive aspects of the division and serve as a focal point for guidance and direction
- Continually enhance and promote the Color Guard activity

### **1.22 Responsibilities**

- Responsible to the Advisory Board
- Philosophy and Scoring System
  - Develop and evaluate scoring system and philosophy
  - Develop and evaluate score sheets
  - Provide rule & legal equipment rulings until season starts
  - World Class instructors, Education Coordinator, Chief Judge and Director of Color Guard serve as Review Committee
- Education
  - Act as a resource on developing ongoing instructor education
  - Provide skill and expertise for *Spinfest!*
  - Develop and administer judge training
- Judging Feedback & Evaluation
  - Evaluate bona fide judge association
  - Define local association judging requirement
  - Define local association judge education requirements
  - Review list of adjudicators based on recommendations from the Caption Manager
  - Evaluate Academy participants/new judge applicants

### **1.23 Membership**

Eight persons:

- Five Instructors: four (4) World Class representatives elected to a two-year term by the Advisory Board World Class representatives and one Open and A Class Representative elected by the Advisory Board Open and A Class representatives.
- Chief Judge (1) who has full voting rights, while the other Caption Managers, if they participate, are non-voting
- Education Coordinator (1) – who has full voting rights
- Director of Color Guard (1) - ex-officio, votes in the event of a tie

### **1.24 Changes**

Changes to this section may be made by the Advisory Board or the Board of Directors for those matters with a financial impact.

## **1.3 DIRECTOR OF COLOR GUARD**

### **1.31 Selection/Contract**

The functions of the Director of Color Guard shall be performed on a contract basis by an individual selected by the Executive Director with the approval of the Board of Directors. The Director of Color Guard shall not have an affiliation with any color guard.

### **1.32 Path of Responsibility**

The Director of Color Guard is responsible to the Executive Director.

### **1.33 Fee for Service**

The fee paid for the services of the Director of Color Guard shall be determined by the Executive Director with the approval of the Executive Committee and approved by the Board as part of the overall budget.

### **1.34 Purpose**

To plan, direct and review the overall activities of the Color Guard division of WGI and to coordinate and implement the adjudication and training activities of the Color Guard activity.

### **1.35 Duties and Responsibilities**

#### **Color Guard Division**

- Coordinate with staff members on Color Guard division issues
- Maintain ongoing communications with the Executive Director, Color Guard Advisory Board, Steering Committee, Chief Judge and Education Coordinator to ensure coordination of all areas of joint responsibility
- Promote awareness of changes in procedures, policies and identify problems
- Communicate effectively with color guards, circuits, and Event Partners, aiding the development of color guard activities
- Develop the division budget providing input to the Executive Director.

#### **Regionals and Championships**

- Develops the competitive event calendar and approves all contest venues
- Work with the Contest Administrators and World Championship Committee to ensure proper color guard competition arrangements

#### **Adjudication**

- Maintain positive working relationships with the Judges
- Identify candidates for the position of Chief Judge
- Provides input to the performance review of working judges when selecting adjudicators

#### **Advisory Board and Steering Committee**

- Provide an annual report to the Color Guard Advisory Board and the Board of Directors.
- Organize Color Guard Advisory Board meetings
- Participate in meetings of the Steering Committee as a non-voting member
- Appoints Steering Committee chairperson
- Any other duties as assigned by the Executive Director

### **1.36 Changes**

Changes in the role of the Director of Color Guard may be made by the Board of Directors, the Color Guard Advisory Board or by the Executive Director.

## **1.4 COLOR GUARD CHIEF JUDGE**

### **1.41 Selection/Contract**

The Chief Judge is identified by the Director of Color Guard and approved biennially by the Color Guard Advisory Board. The Caption Manager shall not have an affiliation with any ensemble as defined by the WGI Judges Code of Ethics.

If the position should become vacant, the Director of Color Guard will seek applications from interested parties. The Steering Committee will evaluate the applications and select up to three nominees. The Director of Color Guard may then make a recommendation and seek the approval of the Advisory Board, whose decision is final.

### **1.42 Fee for Service**

The fee paid to the Caption Manager shall be set each year by the Executive Director with the approval of the Executive Committee and approved by the Board of Directors as part of the overall budget.

### **1.43 Path of Responsibility**

The Caption Manager is responsible to the Color Guard Advisory Board through the Director of Color Guard.

### **1.44 Purpose**

Coordinate and implement the adjudication activities of the Color Guard division of WGI.

### **1.45 Duties and Responsibilities**

- Maintain ongoing communications with the Director of Color Guard and Education Coordinator to ensure coordination of all areas of joint responsibility

#### **Manage Judges**

- Supervise, coordinate and ensure the quality control of working judges' numbers management, dialog and adherence to the philosophy
- Supervise and review job performance of all judges.
- Responsible for adjudicator assignments for all WGI Color Guard contests.
- Address judges' issues of ethics, behavior or standards when necessary. Communication on issues of this nature will be investigated, documented and discussed with all parties relative to the situation.

#### **Act as Chief Judge**

- Act as Chief Judge at any contest when in attendance. When attendance is not possible, assign another Caption Manager or other qualified judge to act as chief judge.
- Solicit input from current working judges for the position of Open and A Class Caption Managers

#### **Steering Committee/Advisory Board**

- Act as a voting member of the Steering Committee
- Provide an annual report to the Color Guard Advisory Board
- Other duties as assigned by the Director of Color Guard and/or Executive Director

### **1.46 Changes**

Changes to this section may be made by the Color Guard Advisory Board or by the Steering Committee.

## **1.5 COLOR GUARD EDUCATION COORDINATOR**

### **1.51 Selection/Contract**

The functions of the Color Guard Education Coordinator shall be performed on a contract basis by an individual selected by the Executive Director with the approval of the Board of Directors. The Color Guard Education Coordinator shall not have an affiliation with any color guard.

### **1.52 Path of Responsibility**

The Color Guard Education Coordinator is responsible to the Director of Color Guard.

### **1.53 Fee for Service**

The fee paid for the services of the Color Guard Education Coordinator shall be determined by the Executive Director with the approval of the Executive Committee and approved by the Board as part of the overall budget.

### **1.54 Purpose**

Coordinate the development and dissemination of the adjudication philosophy to the various communities within WGI.

### **1.55 Duties and Responsibilities**

#### *Philosophy*

- Provide functional direction and guidance to the Caption Managers year-round in the proper and full application of the scoring philosophy as set forth by the Steering Committee.
- Publish an annual “Philosophy Statement” that outlines judging goals and objectives for the competitive season as determined by the Steering Committee.
- Develop and test any potential new scoring system changes.

#### *Adherence to the Philosophy*

- Analyze instructor judge reviews as to the philosophy to ensure adherence to directives of the Steering Committee and identify any areas of concern to Caption Managers.
- Create an instructor adjudicator evaluation system to use as a resource by the Chief Judge when selecting adjudicators.

#### *Educational outreach*

- Develop curriculum for judge training meetings in conjunction with the Caption Managers.
- Coordinate color guard instructor educational outreach programs via the web, printed materials and local circuit clinics.

#### *Events and Products*

- Oversee staffing and curriculum of bi-annual *Spinfest!* national event.
- Develop and supervise creation of educational DVDs as needed.

#### *Community and liaison*

- Maintain ongoing communications with the Director of Color Guard, Color Guard Advisory Board members, Steering Committee instructors, Chief Judge, Caption Managers and Director of Color Guard Development to assure coordination of all areas of joint responsibility.
- Provide an annual report to the Color Guard Advisory Board.
- Participate in all Steering Committee meetings and provide necessary support and follow-up.
- Maintain positive working relationships within the instructor and judging community.

- Any other duties as assigned by the Director of Color Guard.

### **1.56 Changes**

Changes in the role of the Color Guard Education Coordinator may be made by the Board of Directors, the Color Guard Advisory Board, and the Color Guard Steering Committee or by the Executive Director.

## **1.6 DIRECTOR OF COLOR GUARD DEVELOPMENT**

### **1.61 Selection/Contract**

The functions of the Director of Color Guard Development shall be performed on a contract basis by an individual selected by the Executive Director with the approval of the Board of Directors. The Director of Color Guard Development shall not have an affiliation with any color guard.

### **1.62 Path of Responsibility**

The Director of Color Guard Development is responsible to the Director of Color Guard.

### **1.63 Fee for Service**

The fee paid for the services of the Director of Color Guard Development shall be determined by the Executive Director with the approval of the Executive Committee and approved by the Board as part of the overall budget.

### **1.64 Purpose**

Act as a resource in the interpretation of the adjudication philosophy to participating color guards as well as various committees within WGI.

### **1.65 Duties and Responsibilities**

- Establish and maintain an ongoing line of communication with instructors via email and online videos on various subjects affecting the color guard activity.
- Assist the Education Coordinator, Chief Judge and Caption Managers in identifying philosophical issues in the application of the adjudication system.
- Assist in the development and testing of any potential new scoring system changes.
- Assist in the development of curriculum of bi-annual *Spinfest!* national event and local clinics.
- Maintain ongoing communications with the Director of Color Guard, Education Coordinator, Steering Committee instructors and Chief Judge to assure coordination of all areas of joint responsibility.
- Provide an annual report to the Color Guard Advisory Board.
- Maintain positive working relationships within the instructor and judging community.
- Any other duties as assigned by the Director of Color Guard.

### **1.66 Changes**

Changes in the role of the Director of Color Guard Development may be made by the Board of Directors, the Color Guard Advisory Board or the Color Guard Steering Committee or by the Executive Director.

## **1.7 COLOR GUARD CAPTION MANAGERS**

### **1.71 Selection/Contract**

Caption Managers are identified by the Director of Color Guard and Chief Judge and approved by the Color Guard Advisory Board. Caption Managers shall not have an affiliation with any ensemble as defined by the WGI Judges Code of Ethics.

### **1.72 Fee for Service**

The fee paid to the Caption Managers shall be set each year by the Executive Director with the approval of the Executive Committee and approved by the Board of Directors as part of the annual budget.

### **1.73 Path of responsibility**

The Caption Managers are responsible directly and solely to the Chief Judge.

### **1.74 Purpose**

Coordinate and implement the adjudication activities of the Color Guard division of WGI.

### **1.75 Qualifications**

- Adjudicator with at least four years experience.
- Must have ability to effectively communicate with those in their respective caption with special emphasis on providing feedback on performance.
- An ability to work with diverse viewpoints and resolve differences of opinion to resolve issues.

### **1.76 Duties and responsibilities**

- Maintain ongoing communications with the Chief Judge, Director of Color Guard and Education Coordinator to ensure coordination of all areas of joint responsibility.
- Supervise, coordinate and ensure the quality control of working judges' numbers management, dialog and adherence to the philosophy within their assigned caption and class.
- Make recommendations for adjudicator assignments for all WGI Color Guard contests to the Chief Judge.
- Speak with any judge, privately, in regard to complaints, tape content, or issues of numbers management, etc., expediently and with discretion.
- Review competitive issues within their respective class, offering both the instructor and the judge immediate response to any concern.
- Act as Chief Judge at any contest whenever needed.
- Perform written evaluations on all judges in their caption at the conclusion of the season.
- Other duties as deemed necessary by the Chief Judge or Director of Color Guard.

### **1.77 Changes**

Changes to this section may be made by the Color Guard Advisory Board or the Steering Committee.



## **1.8 COLOR GUARD EXPENSE REIMBURSEMENT CREDITS**

### **1.81 Definition & Policy**

- Expense Reimbursement Credits (ERCs) shall be based upon the net surplus for the fiscal year and shall not exceed **17%** of World Class ticket sales of the world championships (color guard participant ticket sales are not added into the formula). A color guard must be a Primary Advisory Board member in order to be eligible to receive one credit for each year of Advisory Board membership. Expense reimbursement credits are computed by taking the total number of years the color guard has been on the Advisory Board minus any years taken off.
- ERCs are paid only to color guards, not individuals.
- Color guards are eligible to receive 50% their expense reimbursement credits after July 1. The remaining 50% of their credits are distributed after October 1 of the same year.

### **1.82 Changes**

Changes to this section may be made by the Color Guard Advisory Board with the approval of the Board of Directors.

## **2.0 PERCUSSION DIVISION**

### **2.1 PERCUSSION ADVISORY BOARD**

#### **2.11 Purpose**

Determine the competitive aspects of the Percussion division, including judging, scoring, Regionals and World Championships.

#### **2.12 Responsibilities**

- Meet within sixty (60) days following the end of the competitive season
- Vote on rule change proposals
- Vote on policy change proposals
- Elect persons to the Board of Directors from amongst Primary Advisory Board Members
- Review division reports
- Elect Steering Committee members

#### **2.13 Membership**

- The Board is co-chaired by the Vice-President (Percussion) and the Director of Percussion.
- The Percussion Advisory Board shall be composed of one representative from each of the Independent and Scholastic World finalists and the top three (3) finalists from all other classes of competition at the preceding world championships for the term of one (1) year. For percussion ensembles from outside North America, the term shall be two (2) years.
- Ensemble must be present at annual Percussion Advisory Board meeting to maintain membership.
- Representative's name must appear on a ensemble's published staff list
- WGI employees or contractors may not be representatives
- Advisory Board members must be actively competing in WGI the following season after qualifying to maintain membership and benefits.
- 

#### **2.14 Primary Advisory Board Members**

- Primary Advisory Board members are those percussion ensembles that have been Advisory Board members for three consecutive years. Upon a group's third consecutive year, designated representatives of Primary Advisory Board members are eligible for election to Board of Directors and the Steering Committee. For percussion ensembles from outside North America, Primary Advisory Board status is conferred as of the third occasion on which the ensemble achieves membership on the Advisory Board, not considering years in which the ensemble did not enter the World Class Championships.
- Should a Primary Advisory Board Member fail to achieve Advisory Board status in subsequent years, Primary status is regained if the percussion ensemble returns to the Advisory Board within a three-year period and has not taken more than one year off from active competition in World Class. For ensembles from outside North America, the percussion ensemble would again be considered a Primary Advisory Board member if it achieves finalist status within its next three entries in World Class Championships, regardless of years in which it did not enter the competition.

### **2.15 Secondary Advisory Board members**

- Secondary Advisory Board members are those percussion ensembles that have been Advisory Board members for one or two consecutive years as well as all representatives of the Open and A Classes. Representatives of Secondary Advisory Board members are not eligible for election to the Board of Directors or the Steering Committee.
- Secondary members have full voting rights in all matters before the Advisory Board.

### **2.16 Voting**

- Members must be present to vote on any matter and a non-vote is not considered to be either positive or negative.
- Quorum is 50% of eligible designated representatives.
- Elected positions are determined by which candidate(s) receive the most votes (simple plurality). No ties are acceptable and no alternates for positions shall be elected.
- Members may only represent one ensemble at the meeting. There will be no proxy voting.

### **2.17 Changes**

Changes to this section may be made by the Advisory Board with the approval of the Board of Directors for those matters with a financial impact or which relate to the Bylaws of WGI.

## **2.2 PERCUSSION STEERING COMMITTEE**

### **2.21 Purpose**

- Provide active leadership in the direction of the Percussion activity and the creation of its philosophy and scoring
- In between meetings of the Percussion Advisory Board, govern the Percussion division
- Continually enhance and promote the Percussion activity

### **2.22 Responsibilities**

- Responsible to the Percussion Advisory Board

#### *Philosophy and Scoring System*

- Develop and evaluate scoring system and philosophy
- Develop and evaluate score sheets
- Provide rule & legal equipment rulings
- Serve as “promotion/review” committee

#### *Education*

- Develop ongoing instructor education
  - Instructor videos
  - Instructor manual/handbook
  - Develop educational events
- Develop and administer judges training

#### *Judging*

- Develop and update judges handbook
- Develop and update judging manual

### **2.23 Membership**

Twelve (12) persons:

- Director of Percussion (1)
- Instructors (5)
- Judges (3)
- Chief Judge (1) non-voting
- Percussion Coordinator (1) non-voting
- Percussion Education Coordinator (1) non-voting

Steering Committee Chairperson, Chief Judge and Instructors are recommended by the Director of Percussion and ratified by the Advisory Board for a two-year term. Terms are staggered.

### **2.24 Changes**

Changes to this section may be made by the Advisory Board, or for those matters with a financial impact, with the approval of the Board of Directors.

## **2.3 DIRECTOR OF PERCUSSION**

### **2.31 Selection/Contract**

The functions of the Director of Percussion shall be performed on a contract basis by an individual selected by the Executive Director with the approval of the Board of Directors. The Director of Percussion shall not have an affiliation with any ensemble.

### **2.32 Path of Responsibility**

The Director of Percussion is responsible to the Executive Director.

### **2.33 Fee for service**

A fee for services provided shall be determined by the Executive Director with the approval of the Executive Committee and approved by the Board as part of the overall budget.

### **2.34 Purpose**

To plan, direct and review the overall activities of the Percussion division of WGI. Coordinate and implement the adjudication and training activities of the Percussion activity.

### **2.35 Duties and Responsibilities**

#### *Percussion Division*

- Maintain ongoing communications with the Executive Director, Chief Judge and Percussion Coordinators to ensure coordination of all areas of joint responsibility; maintain common awareness of changes in procedures, policies and/or problems.
- Ensure promotion and communication with Percussion Ensembles, circuits, and Event Partners, etc. aiding the development of Percussion activities

#### *Regionals and World Championships*

- Develops the competitive event calendar and approves all contest venues
- Work with Regional Event Partners, Contest Administrators and World Championship Committee to ensure proper competition arrangements.

#### *Adjudication*

- Supervise, direct and evaluate Chief Judge and Percussion Coordinator in the performance of their duties.
- Prepare the Judges' Manual

#### *Advisory Board and Steering Committee*

- Organize Percussion Advisory Board and Steering Committee meetings.
- Provide an annual report to the Percussion Advisory Board and the Board of Directors.
- Any other duties as assigned by the Executive Director.

### **2.36 Changes**

Changes in the role of the Director of Percussion may be made by the Board of Directors, the Percussion Advisory Board or by the Executive Director.

## **2.4 PERCUSSION CHIEF JUDGE**

### **2.41 Selection/Contract**

The Chief Judge is appointed by the Director of Percussion with the approval of the Executive Director and Advisory Board. The Chief Judge shall not have an affiliation with any ensemble, as defined by the WGI Judges Code of Ethics.

### **2.42 Path of Responsibility**

Responsible to the Percussion Advisory Board through the Director of Percussion.

### **2.43 Fee for Service**

The fee paid to the Chief Judge shall be set each year by the Executive Director with the approval of the Executive Committee and approved by the Board of Directors as part of the overall budget

### **2.44 Purpose**

Coordinate and implement the adjudication activities of the Percussion division of WGI.

### **2.45 Duties and Responsibilities**

#### **Manage Adjudicators**

- Maintain ongoing communications with the Director of Percussion and Percussion Coordinator(s) to ensure coordination of all areas of joint responsibility.
- Supervise, coordinate and ensure the quality control of working judges' numbers management, dialog and adherence to the philosophy.
- Responsible for adjudicator assignments for all WGI Percussion contests.
- Address judges issues of ethics or standards when necessary. Communication on issues of this nature will be investigated, documented and discussed with all parties relative to the situation.
- Act as Chief Judge at any contest when in attendance. When attendance is not possible, assign another qualified judge to act as chief judge.

#### **Advisory Board and Steering Committee Meetings**

- Provide an annual report to the Percussion Advisory Board.
- Participates in Advisory Board and Steering Committee meetings as a non-voting member.
- Plan, direct and supervise annual judge training meeting in conjunction with Director of Percussion.
- Other duties as deemed necessary by the Director of Percussion and/or Executive Director.

### **2.46 Changes**

Changes to this section may be made by the Percussion Advisory Board or the Steering Committee.

## **2.5 PERCUSSION EDUCATION COORDINATOR**

### **2.51 Selection/Contract**

The functions of the Percussion Education Coordinator shall be performed on a contract basis by an individual selected by the Executive Director with the approval of the Board of Directors. The Percussion Education Coordinator shall not have an affiliation with any percussion ensembles.

### **2.52 Path of Responsibility**

The Percussion Education Coordinator is responsible to the Director of Percussion.

### **2.53 Fee for Service**

The fee paid for the services of the Percussion Education Coordinator shall be determined by the Executive Director with the approval of the Executive Committee and approved by the Board as part of the overall budget.

### **2.54 Purpose**

Coordinate the development and dissemination of the adjudication philosophy to the various communities within WGI.

### **2.55 Duties and Responsibilities**

#### *Philosophy*

- Outline educational needs for the Percussion division including organizational, participant, design, instructional and adjudication needs as set forth by the Director of Percussion and Steering Committee.
- Assist in the implementation of any new scoring system changes.

#### *Adherence to the Philosophy*

- Provide educational direction with the assistance of the Director of Percussion and Chief Judge year-round in the proper and full application of the scoring system philosophy as set forth by the Steering Committee

#### *Educational outreach*

- Coordinate Percussion instructor educational outreach programs via the web, printed materials and local circuit clinics.

#### *Events and Products*

- Develop and supervise creation of educational DVDs as needed.

#### *Community and liaison*

- Maintain ongoing communications with the Director of Percussion, Percussion Advisory Board members, Steering Committee instructors, Chief Judge, and Percussion Administrators to assure coordination of all areas of joint responsibility.
- Provide an annual report to the Percussion Advisory Board.
- Participate in all Steering Committee meetings and provide necessary support and follow-up.
- Maintain positive working relationships within the instructor and judging community.
- Any other duties as assigned by the Director of Percussion.

### **2.56 Changes**

Changes in the role of the Percussion Education Coordinator may be made by the Board of Directors, the Percussion Advisory Board, and the Percussion Steering Committee or by the Executive Director.

## **2.6 PERCUSSION COORDINATOR**

### **2.61 Selection/Contract**

The position(s) of Percussion Coordinator shall be appointed by the Executive Director on the recommendation of the Director of Percussion.

### **2.62 Path of Responsibility**

Responsible to the Percussion Advisory Board through the Director of Percussion.

### **2.63 Fee for Service**

A contractual fee for service and expense allocations shall be determined by the Executive Director with the approval of the Executive Committee.

### **2.64 Purpose**

Assist in the planning and review of the overall activities of the Percussion division of WGI in conjunction with the Director of Percussion. Implement and assist in communication to ensembles and WGI Office.

### **2.65 Duties and Responsibilities**

- Advance, promote, and manage the Percussion events under the direction of the Director of Percussion and Executive Director.
- Work with Contest Administrators and World Championship Committee to ensure proper percussion competition arrangements.
- Assist the WGI office in locating Event Partners for the various WGI events within the Percussion activity.
- Coordinate and provide the office with written materials.
- Participates in Advisory Board and Steering Committee meetings as a non-voting member.

### **2.66 Changes**

Changes in the role of the Percussion Coordinators may be made by the Percussion Advisory Board, the Steering Committee or by the Executive Director.



## **3.0 REGIONAL EVENTS & CONTEST ADMINISTRATORS**

### **3.1 REGIONAL CONTESTS**

#### **3.11 Sponsorship**

- WGI will award Regional contests to local Event Partners based on quality and location of contest site, ability of organization to provide adequate staffing, availability of practice sites, and adequate housing for contest personnel.
- Director of Color Guard and Director of Percussion shall oversee the relationship between WGI and local Event Partners including selection, review and discontinuation of the host ensemble or group as well as the area of the regional.
- Executive Director will execute a detailed contract outlining all financial responsibilities of the Event Partner.
- Event Partner must provide proof of liability insurance with combined single limit of \$1,000,000 for bodily injury and/or property damage by way of certificate of insurance and endorsement adding WGI as additional insured.
- Regional Event Partners are not allowed to offer corporate sponsorships to their Regional without contacting the WGI Marketing Department. No signs or banners other than official WGI signs or those of official WGI sponsors may be displayed at the contest site without the approval of the Contest Administrator.

#### **3.12 Scheduling of Events**

- The Directors of Color Guard and/or Percussion are responsible for the Regional calendar with approval by the Executive Director.
- Regionals that fall below a minimum number of thirty (30) color guard entries or (10) percussion entries may be rotated off the contest calendar for the following year and may apply in two years for reinstatement.

#### **3.13 Site Selection**

- Any group participating in WGI can submit a proposal to become an Event Partner for a new or existing regional.
- In the event of competing proposals, the Directors of Color Guard and/or Percussion will submit all proposals to Board of Directors Events & Sponsorships Committee for final decision with their recommendation.

#### **3.14 Site Requirements**

- Competition area at least 70' x 100' in size. The 70' must be from the bottom row of spectator seating across to the bottom row of back stands. There must be a safety zone of at least five (5) feet around the minimum size 60'x90' competition area at all times. The Director of Color Guard and/or Director of Percussion have the discretion to waive these requirements, if necessary, given the facilities.
- Seating at least 15 rows high.
- Adequate color guard warm-up facilities for body and equipment.
- Adequate Percussion warm up areas (band room, choral room without risers) so sound does not carry to competition area.
- Room for staging equipment and props.
- Separate, private Judges' room.
- Concession stand or snack bar available during contest times.
- Expo/booster sales space.
- Adequate parking facilities for competing groups and spectators.

- For color guard contests, a sound system with mixing board, variable speed CD player, input for MP3 or iPod, amplifier, etc.
- Secure tabulation area with Internet access.
- Four-outlet electrical boxes (two for percussion or one for color guard) to be placed at front and back centerline in the competition area. These must have a minimum of 25 feet of cord in order to be used in the entire performance area. Electrical boxes must be solely dedicated for use of the performing groups only (no other use by computers, phone chargers, sound systems, etc.) For color guard, an ordinary wall outlet is satisfactory. For percussion, a 30 amp dedicated electrical box is preferred if possible.
- Doors with center bar removal or double doors for easy access and/or exit of equipment and carts (Six feet in width).
- For color guard, sound decibel levels for each performance venue will be measured from the area designated for the General Effect judges

### **3.15 Eligibility**

In order to be able to compete, the following must be satisfied:

- All members of any color guard or percussion ensemble competing in any scholastic class must be approved for participation by the principal of the sponsoring school. Each scholastic ensemble shall submit a form either notarized by a notary public OR stamped with an official seal by the school registrar listing all approved participants of that school's group. The Scholastic Eligibility Certification form will be provided by WGI.
  - An ensemble (Color Guard or Percussion) that combines students from multiple schools within their district or zone must compete under the name of a single school. Combined ensembles may only use students that are in their district or zone as well as home-schooled students that would be zoned for those schools. Combined ensembles may not combine school names or use another name. (Example: If Mountain East HS and Mountain West HS combine, they must choose one of those names as the official name. They would not be allowed to compete as Mountain HS, as it does not legally exist.)
  - The principals of all schools involved must sign off on the roster. This roster must be notarized. If a school does not have a notary on campus, it is the responsibility of the director to provide one.
  - A letter from the district superintendent that allows combining students from multiple schools within the district must be provided to the satisfaction of WGI.
- Independent Class color guards and percussion ensembles must provide proof of \$1,000,000 general liability coverage and adequate accident medical coverage (suggested limit of \$5,000 but can be less) per school or organization to the WGI office no later than December 15.
- Color guards and percussion ensembles competing in those classes with age restrictions must be prepared to show proof of age on each performing member.
- Color guards and percussion ensembles having outstanding balances to WGI will not be allowed to enter contest(s) until the debt has been satisfied.
- Any color guard or percussion ensemble which violates a member eligibility rule will be disqualified from that contest and must forfeit any scores, placements or awards. If the infraction occurs within the season, that ensemble will not be allowed to compete in that class for the remainder of the season. Competition in other classes will be determined by the Steering Committee after a review of the infraction has been completed.
- All programs, soundtracks, thematic and costuming choices must reflect the qualities that would be acceptable for performance at a scholastic venue or suitable for marketing to sponsors on a national level. Any breach in the above philosophy could result in performance denial or possible disqualification as determined by the Executive Director in consultation with the Director of Color Guard and/or Director of Percussion. Designated Contest Administrators will serve as a liaison to the Executive Director.

### **3.16 Classes of Competition**

- The following classes will be offered at Color Guard Regionals:
 

Scholastic Regional A	Independent Regional A
Scholastic A	Independent A

Scholastic Open	Independent Open
Scholastic World	Independent World

- The following classes will be offered at Color Guard Elite Events:

Scholastic A	Independent A
Scholastic Open	Independent Open
Scholastic World	Independent World

- The following classes will be offered at Percussion Regionals:

Scholastic A	Scholastic Concert A	Independent A
Scholastic Open	Scholastic Concert Open	Independent Open
Scholastic World	Scholastic Concert World	Independent World

### **3.17 Entry Procedures**

- The Board of Directors will determine annual entry fee to all Regionals. All entry fees are non-refundable except where determined by the Director of Color Guard, Director of Percussion or Executive Director.
- A color guard or percussion ensemble may transfer to another Regional for a fee. Group postmark will change to the date of transfer.
- Premium Members will have a premium postmark date designated in the month of September. If an entry form is postmarked prior to that date, they will be recorded as the designated postmark date. Standard Members earliest postmark date will be seven (7) days after the premium designated postmark date.
- Deadline for entry is five (5) weeks before contest date.
- A color guard or percussion ensemble may withdraw prior to that date with no penalty. Groups who withdraw or fail to appear will be assessed a penalty of an amount equal to the entry fee. Proceeds from the penalty payments will be donated to the scholarship fund. Groups withdrawing must do so in writing using the WGI Withdraw Form prior to the penalty deadline date to avoid penalty. No verbal changes to entries will be accepted, however, the Executive Director has the final authority to waive any entry penalty.
- A color guard or percussion ensemble having outstanding balances to WGI will not be allowed to perform until the debt has been satisfied.
- Each participating color guard and percussion ensemble will receive:
  - Passes for performing members plus seven (7) staff, ten (10) staff for Advisory Board members.
  - Ability to purchase discounted backside tickets for all finals contests if not a finalist.

### **3.18 Waitlists**

- Regionals may close when reaching the maximum number of entries as dictated by the schedule.
- Color guards and percussion ensembles may be placed on “wait-list”. Once entry deadline has passed, the wait-list is dissolved and the contest is closed to any further entries.
- Once the schedule has been posted, no wait-listed entrants will be added to the schedule.

### **3.19 Contest Scheduling**

- Regionals should begin as late as possible and not before 9 am. All performances must conclude by 11 pm.
- The Color Guard and Director of Percussion will determine the maximum number of entries into each regional based on number of groups entered and number of groups advancing to finals.

### **3.110 Preliminary Scheduling**

#### **Color Guard**

- Classes with 16 or more entries will be seeded into “tournament-style” rounds with a maximum of ten (10) color guards in any single round using a random draw. After rounds have been determined, the Director of Color Guard may adjust the rounds based on the current year’s regional and local scores if available and the random draw has created a significant imbalance within the rounds. Appearance order will be based on postmark date within the round.
- Classes with 15 or fewer entries will not use rounds and appearance order will be based on postmark date of entry.
- Order of performance for all classes in prelims or rounds will be determined by the postmark date of entry. The earlier the entry postmark, the later that color guard will appear in the schedule. Color guards sharing the same postmark date will be randomly drawn within that group with the same postmark date.
- The Director of Color Guard will have discretion, based on situations such as number of entries or judge rotation, to have the independent class perform prior to the scholastic class in a preliminary competition.

### **Percussion**

- All classes will be scheduled by postmark with earliest postmark going on last. Ensembles sharing the same postmark will be randomly drawn within groups with the same postmark.

## **3.111 Finals Scheduling**

### **Color Guard**

- The number of finalists at all Regionals shall be determined by the formula of 100% of World Class, 75% of Open Class and 50% of A Class color guards. The maximum number of finalists in any class shall never exceed the maximum number at World Championships of fifteen (15) color guards. Each Finals contest will accept a minimum of three (3) finalists in each class.
- The number of finalists in Regional A Classes shall be determined by the formula of 50% of entries up to a maximum of three (3). The Director of Color Guard has the sole discretion to increase the number of Regional A finalists based on the total number of entries and time permitting. Each Finals contest will accept a minimum of three (3) finalists in each class.
- In cases where applying the finalist percentages would eliminate only one (1) color guard, all would advance to Finals. The percentage is also rounded to the nearest whole number when determining number of finalists.
- All World and Open Class color guards must achieve the minimum prelim score set by the Color Guard Steering Committee in order to advance to finals.
- Order of appearance in Finals shall be determined by the reverse order of finish in prelims. If rounds are used, the winner of each round automatically advances to Finals plus the next highest scores to complete the prescribed number of finalists with those round winners performing last in ascending order of score.
- The number of finalists at all Elite Event Finals shall be applied using the same method as Regionals (see above) with the maximum number of eight (8) finalists in every class. In cases where the number of finalists does not reach eight (8), the Director of Color Guard has sole discretion to increase the number of finalists in any other class based on the total number of entries and time permitting. Each Finals contest will accept a minimum of three (3) finalists in each class.
- Order of appearance in Elite Event Finals shall be determined by the reverse order of finish in prelims. If rounds are used, the winner of each round automatically advances to Finals plus the next highest scores to complete the prescribed number of finalists with those round winners performing last in ascending order of score.
- The Director of Color Guard will have discretion, based on situations such as number of entries, judge rotation or semi-finals performance times, to have the independent class perform prior to the scholastic class in a finals competition.

### **Percussion**

- The number of finalists at all Regionals shall be determined by the formula of 100% of World Class, 75% of Open Class and 50% of A Class percussion ensembles. Each Finals contest will accept a minimum of three (3) finalists in each class.

- The number of finalists at all Elite Event Finals shall be applied using the same method as Regionals (see above). In cases where the number of finalists does not reach eight (8), the Director of Percussion has sole discretion to increase the number of finalists in any other class based on the total number of entries and time permitting. Each Finals contest will accept a minimum of three (3) finalists in each class.
- In cases where applying the finalist percentages would eliminate only one (1) percussion ensemble, all would advance to Finals. The percentage is also rounded to the nearest whole number when determining number of finalists.
- Order of appearance in Finals shall be determined by the reverse order of finish in prelims.
- Percussion Regionals fewer than fifteen (15) entries can opt for a “finals only” contest at the discretion of the Director of Percussion. Contests over fifteen (15) entries must have a prelims and finals.
- The Event Partner may allow one (1) exhibition after the final ensemble in Finals during tabulation time. The Director of Percussion must approve this exhibition in advance

### **3.112 Adjudication**

#### **Color Guard**

- A single panel of judges will adjudicate Regionals. Multiple single panels will be assigned when schedule dictates. A double panel of judges will be assigned for all Elite Event Finals.
- Critiques will be offered at Regionals when there is sufficient time in the schedule. The Director of Color Guard and the Chief Judge shall have discretion over whether critique is offered.
- At Elite Events, an extended critique for color guards planning to attend the World Championships will be offered.

#### **Percussion**

- A single panel of judges will adjudicate Regionals. Multiple single panels will be assigned when schedule dictates. A double panel of judges will be assigned for all Elite Event Finals.
- It is the goal to have critiques at all Percussion regional contests and have as many ensembles participate, as the schedule will allow.

### **3.113 Classification Review**

#### **Color Guard**

- The top three Scholastic and Independent A Class color guards will automatically be reviewed at every Regional.
- A classification review may be instituted at any Regional if any color guard instructor, Chief Judge, or WGI administrator feels such action is appropriate.
- No color guard shall be reviewed more than once during the regional season.
- Classification review may only occur until week five of the competitive calendar (or the color guard’s first regional appearance).
- Color guard in question will be recorded at finals and made available to the Review Committee consisting of the Steering Committee instructors and Education Coordinator who will vote on reclassification. The Director of Color Guard will break any ties.
- A decision will be made within ten (10) days and Director of Color Guard will notify the color guard in question of the result.
- If the Review Committee reclassifies a color guard, the director may submit a letter of appeal on extenuating circumstances on why this would adversely affect their color guard. The committee may then re-open the review and decide whether the circumstances warrant a reversal of the decision.
- Appeals will be reviewed by a committee of three individuals not on the original committee consisting of the Director of Color Guard, Chief Judge and Executive Director. If the Director of Color Guard broke a tie in the original decision, a caption manager will take their place on the appeals committee.

- Color guards that attended the World Championships in Open and World Class and competed in the Semi-finals round of that class may not choose to compete in a lower class the following season. The color guard may submit a DVD of a completed show by January 31<sup>st</sup> of the year following their appearance in Semi-finals for consideration to return to the lower class of competition.

### **Percussion**

- A classification review may be instituted at any Regional if Percussion Administration feels such an action is appropriate. Ensembles will be notified in writing by the Director of Percussion when under review.
- Reclassification may be done between regional contests up to and including World Championships. An ensemble may be asked to produce a current performance video for evaluation within seven (7) days.
- A decision will be made within ten (10) days and Director of Percussion will notify the ensemble under review of the result.
- An ensemble may appeal reclassification with the Director of Percussion and Steering Committee and receive a final decision within ten (10) days.

### **3.114 Booster Sales**

- Event Partner cannot charge participating color guards and percussion ensembles more than \$100.00 for a booster table or 10' x 10' booth. Maximum commercial vendor donation for a table shall be no more than \$200.00 per table or 10' x 10' booth.
- Prior to January 15, WGI may request a 10' x 30' prime space for official vendor of WGI merchandise at no cost.
- Up to five weeks prior to event, WGI may request a 10' x 10' prime booth space for each WGI Corporate Partner or Presenting Sponsor at no cost.
- If WGI merchandise vendor is not in attendance at Regional event, Event Partner may participate in consignment sales of official WGI merchandise.

### **3.115 Contest Floor**

- The contest floor cover (if used) should be neutral in color with no writing or logos and be taped down using tape approved with Event Partner in advance (if tape is allowed at the venue) around the entire perimeter and must cover the competition area.
- Should any damage to the contest floor occur, the Timing and Penalty Judge is responsible to complete the "Floor Damage Report" and submit to the Contest Administrator.
- The Contest Administrator will inform color guard or percussion ensemble Director and make copies of report for Director of Color Guard or Percussion and forward to the WGI office.
- In most instances, WGI reimburses the facility for the amount of the repair to the floor and invoices the color guard or percussion ensemble for their part in the damage and repair costs.

### **3.116 Group Housing**

- No Event Partner may offer overnight housing to participating color guards or percussion ensembles at any WGI contest site. This will be strictly enforced.
- Event Partners violating this policy will forfeit sponsorship of their Regional contest.

### **3.117 Practice Sites**

- Event Partner should provide as many practice sites as possible as a service to those color guards and percussion ensembles competing in the contest. Any request for practice sites will be referred back to the Event Partner. WGI can assist with providing the information to the color guards and percussion ensembles in order to make their arrangements.

### **3.118 Warm Up Areas**

- Each color guard will receive one (1) interval time of body warm up and one (1) interval time of equipment warm up regardless of the amount of space at a particular show.
- Percussion ensembles will determine warm up areas based on the individual particulars of each regional site. Sites should allow the use of clearly marked outdoor practice floors during warm-up at all WGI events, dependent on the venue and the amount of space available.
- The WGI office will issue a detailed logistics schedule to color guards and percussion ensembles that must be adhered to.
- Warm up areas at WGI events shall be solely reserved for color guards and percussion ensembles warming up to perform. No other activities will be knowingly scheduled in these areas whenever possible (Check-in, etc.).

### **3.119 Video Recordings**

- There is to be no video recording of any Regional contest except for color guards and percussion ensembles recording their own program (prelims and/or finals) or WGI-approved recording for the Fan Network.
- The Event Partner may provide this service for the competing groups at a nominal charge (such as \$10 maximum per performance) and should only provide one (1) copy to the Director. There is to be no selling of videos to the general public.
- Each color guard and percussion ensemble has the right to record their performance for their own use. Event Partner should provide WGI-approved video passes for prelims and finals at check-in, regardless if video service is offered.

### **3.120 Sound Policy (Color Guard)**

- All color guards should do a sound check at the designated times provided in the contest information packet to ensure the playability of any device or CD.
- Color guard is responsible for providing the method that the music will be played, e.g. CD, MP3, computer, etc.
- Color guard must provide their music in a timely manner to the designated sound operator. Any delay in providing music is the responsibility of the color guard.
- Color guard must have a designated person at the sound table to operate any device provided to play music such as MP3 players or computers. Guard's representative is responsible to set up and play device. If a CD is provided, the color guard representative must instruct the sound operator as to what track or other relevant information is needed to start the music when directed by the contest Timing and Penalty judge or after the color guard's introduction.
- If the color guard has an issue with the music such as music is too soft, it begins in the wrong place or skips, the color guard's representative must make the decision to stop the music and tell the operator to stop the music.
- Interval timing will continue as the color guard resets and begins again. The Contest Administrator has the sole discretion in waiving any timing penalty due to the restart. If the stoppage is due to faulty sound equipment, operator error or an unexplained reason, overtime penalty may be waived.
- Issues related to the equipment provided by the color guard, quality of the CD or the color guard's representative error (using wrong playlist on MP3, etc.) will result in the actual interval timing being used and penalties, if any, being assessed.
- Volume direction must come from the color guard representative at the sound table. Direction will not be taken from the audience viewing area or across the floor. Final volume discretion is given to the sound operator based on their equipment and the Chief Judge who ultimately determines an appropriate volume level.
- The color guard representative may provide direction to the sound operator during the performance regarding equalization.
- It is the responsibility of the color guard to provide their music for each performance and to ensure that their soundtrack is working appropriately. CDs may not be left at sound table between performances.

- Under no circumstances will verbal abuse of the sound operator be tolerated. Penalties will be assessed per current WGI rules

### **3.121 Changes**

- The Advisory Boards may make changes to Regional competitive issues, with the approval of the Board of Directors for those matters that have a financial implication.



## **3.2 WGI CONTEST ADMINISTRATORS**

### **3.21 Contract/Selection**

The Directors of Color Guard and/or Percussion shall determine the number of Contest Administrators and contract based upon need. Any ensemble affiliation must be disclosed in advance of appointment and approved by the Executive Director.

### **3.22 Fee for Service**

The fee for service for Contest Administrators shall be set each year by the Executive Director with the approval of the Executive Committee.

### **3.23 Path of Responsibility**

The Contest Administrators shall be responsible to the Director of Color Guard and/or Percussion.

### **3.24 Purpose**

Promote the professional administration of regional contests governed by WGI. Act as WGI's representative to assigned regional contests to ensure that the specifications and standards as defined by the Board of Directors and the Advisory Board are met.

### **3.25 Duties and Responsibilities**

#### *Event Preparation and Planning*

- Work with the WGI office to establish all performance schedules with approval from Directors of Color Guard and/or Percussion.
- Ensure that the WGI office receives all proper paperwork and information for each event.
- Coordinate with Event Partner selection of Announcer(s) and ensure approved WGI script is used.

#### *Plan and Prepare for support to Adjudicators*

- Supervise the preparation of all judging materials (digital recorders, sheets, etc.) to be used at the contest.
- Coordinate all transportation needs of judges.

#### *Direct the Regional Contest on behalf of WGI*

- Act as Contest Administrator on the day of show and perform all duties as outlined in this Policy Manual.
- Ensure that all scores are posted to the WGI website within two hours of the conclusion of contest day.
- Supervise and collect materials for ensemble classification reviews.
- Report all damage to floor and/or contest site using the appropriate form.

#### *Other Duties*

- Serve as a Contest Director at World Championships if requested and as assigned.
- Any other duties assigned by Directors of Color Guard and/or Percussion.

### **3.26 Changes**

Changes in the role of the WGI Contest Administrator(s) may be made by the Color Guard or Director of Percussion or by the Executive Director.

## **4.0 WORLD CHAMPIONSHIPS**

### **4.1 Sponsorship**

Winter Guard International shall sponsor a Color Guard World Championship and a Percussion World Championship to be held each year. Both events shall be open to any color guard or percussion ensemble adhering to WGI rules and policies. All contests shall be conducted using approved contest rules, operating procedures and judges.

### **4.2 Scheduling of Events**

World Championships shall be held on two weekends (Thursday, Friday and Saturday) each year in April. The Board of Directors shall approve the dates and location. Date(s) chosen will make every attempt to avoid conflict with Easter and/or Passover. All competition schedules are to be determined by the Executive Director in consultation with the Color Guard and/or Director of Percussion.

### **4.3 Site Selection**

The Board of Directors shall select the site for the World Championships from time to time, as necessary. The site will be selected from applications from interested cities.

### **4.4 Eligibility**

The following must be satisfied in order for an ensemble to compete at Championships:

- A Color Guard or Percussion Ensemble must attend a Regional Contest if their hometown is within 400 miles of any regional in order to be eligible to enter the World Championships. This requirement will be waived for any ensembles from outside North America. Ensembles beyond a 400-mile radius of any Regional and/or those outside North America must submit a visual recording for classification purposes no later than March 1. The Director of Color Guard or Percussion will have final approval of any exemption to this policy.
- All members of any color guard or percussion ensemble competing in any scholastic class must be approved for participation by the principal of the sponsoring school. Each scholastic ensemble shall submit a form either notarized by a notary public OR stamped with an official seal by the school registrar listing all approved participants of that school's group. The Scholastic Eligibility Certification form will be provided by WGI.
  - Any color guard or percussion ensemble that combines students from multiple schools within their district must compete under the name of a single school. Combined ensembles may only use students that are in their district as well as home-schooled students that would be zoned for those schools. Combined ensembles may not combine school names or use another name. (Example: If Mountain East HS and Mountain West HS combine, they must choose one of those names as the official name. They would not be allowed to compete as Mountain HS, as it does not legally exist.)
  - The principals of all schools involved must sign off on the roster. This roster must be notarized. If a school does not have a notary on campus, it is the responsibility of the director to provide one. In addition, a letter from the district superintendent that allows combining students from multiple schools within the district must be provided to the satisfaction of WGI.
- Independent Class color guards and percussion ensembles must provide proof of \$1,000,000 general liability coverage and adequate accident medical coverage (suggested limit of \$5,000 but can be less) per school or organization to the WGI office no later than December 15.
- Color guards and percussion ensembles must provide music licensing information to the WGI office no later than January 1. Groups using music on "Additional Requirements List" will have specific requirements in order to use that music to compete. Groups using music on this list that do not meet these requirements will not be permitted to participate and entry fees will be forfeited.
- Color guards and percussion ensembles competing in those classes with age restrictions must be prepared to show proof of age on each performing member.

- A color guard or percussion ensemble having outstanding balances to WGI will not be allowed to perform until the debt has been satisfied.
- All programs, soundtracks, thematic and costuming choices must reflect the qualities that would be acceptable for performance at a scholastic venue or suitable for marketing to sponsors on a national level. Any breach in the above philosophy could result in performance denial or possible disqualification as determined by the Executive Director in consultation with the Director of Color Guard and/or Director of Percussion. Designated Contest Administrators will serve as a liaison to the Executive Director.

## **4.5 Classes of Competition**

### **4.51 Color Guard**

- The following classes will be offered at Color Guard World Championships:

Scholastic A	Independent A
Scholastic Open	Independent Open
Scholastic World	Independent World

### **4.52 Percussion**

- The following classes will be offered at Percussion World Championships (provided there are a minimum of 6 entrants):

Scholastic A		Independent A
Scholastic Open	Scholastic Concert Open	Independent Open
Scholastic World	Scholastic Concert World	Independent World

## **4.6 Entry Procedures**

- The Board of Directors will determine annual entry fee to World Championships. All entry fees are non-refundable and non-transferable.
- Premium Members will have a premium postmark date designated in the month of September. If an entry form is postmarked prior to that date, they will be recorded as the designated postmark date. Standard Members earliest postmark date will be seven (7) days after the premium designated postmark date.
- Any color guard or percussion ensemble may withdraw prior to March 15 with no penalty. Color guards or percussion ensembles who withdraw or fails to appear will be assessed a penalty equal to the entry fee. Proceeds from the penalty payments will be donated to the scholarship fund. Color guard or percussion ensembles withdrawing must do so in writing using the WGI Withdraw Form prior to the penalty deadline date to avoid penalty. Color guards and percussion ensembles must be prepared to show proof of mailing or fax transmission to avoid penalty. No verbal changes to entries will be accepted, unless approved by the Executive Director.
- Each color guard or percussion ensemble shall have option to purchase PLUS entry for an additional fee that allows an extra seven staff passes as well as seven provided with entry for a total of 14 staff passes. The PLUS entry must be purchased as the entry form is submitted. Color guard or percussion ensembles must be a finalist to receive additional PLUS passes for finals contests. If color guard or percussion ensemble is not a finalist, they may purchase discounted backside seating.
- Each participating color guard or percussion ensemble will receive:
  - Passes for performing members plus seven (7) staff (10 for Advisory Board Members). Those groups purchasing the PLUS pass will receive an additional seven (7) passes.
  - One (1) copy of their group's preliminary and/or semi-finals performance on DVD.
  - Participant, semi-finalist or finalist patches.
  - Parking passes as prescribed by event venue.
  - Ability to purchase discounted backside tickets for all finals contests for which said color guard and percussion ensemble is not performing.

## **4.7 Preliminary Scheduling**

### **4.71 Color Guard**

- All color guards will be seeded using their most recent regional score increased by 1.5 points for each of the first four weeks of the regional calendar and 1.0 point per week until the end of the competitive calendar. The resulting “ranking list” will be used to assign color guards to their Preliminary appearance. Color guards with identical scores will be seeded randomly within their identical scores.
- All classes will use “tournament-style” rounds to seed color guards for Preliminaries. The number of rounds and guards within each round will vary depending on the number of entries. Once placed into a round, color guards will be divided into three groups according to ranking (highest ranking, next highest ranking, etc.) Color guards will random draw for performance order within their group with the highest-ranking color guards in that group performing last. The highest ranked color guard will perform in the last round.
- All World Class Preliminary performances will be in same location chosen for Finals.

### **4.72 Percussion**

- Classes with 20 or more entries will use “tournament-style” rounds to seed percussion ensembles for Preliminaries. Ensembles will be seeded based on input from adjudicators and coordinated by the Director of Percussion. Once placed in rounds, performance order is by postmark with earliest postmark going on last.
- Classes with 19 or fewer entries will not use “tournament-style” rounds and will be scheduled by postmark with earliest postmark going on last. Ensembles sharing the same postmark will be randomly drawn within groups with the same postmark.

## **4.8 Semi-Finals Scheduling**

### **4.81 Color Guard**

- All classes will have Semi-finals. In the “A” Classes, this is also known as Division Championships.

<b><u>Total Entries in Prelims</u></b>	<b><u>Number to Semi-finals</u></b>
Under 30	20
31-49	24
50-64	32
65-80	40
81 or more	48

- A and Open Classes automatically advance the winner in each round to Semi-finals plus the next highest scores to complete the number in each Semi-final. In the case of multiple preliminary contest sites, an equal amount from each contest site will be taken to make the total number of Semi-finalists.
- After preliminaries are completed, A and Open Class Semi-finalists will be seeded in the same manner as their preliminary rounds using their preliminary score and placed in rounds with the highest scoring Semi-finalist in the last round. Once all color guards are placed in rounds, they will be drawn randomly in groups of four (or some other equal number) to determine the performance order.
- World Classes shall have Semi-finals performing in reverse order of Preliminary score.
- All World Class Semi-finals performances will be in same location chosen for Finals.

### **4.82 Percussion**

- Classes with forty (40) or more entries will have a Semi-finals contest. The top three in each round will perform last in score order: lowest third place, highest third place, lowest second place, highest second place, lowest first place, and highest first place last. The wild card ensembles will perform first in ascending score order to complete the number of Semi-finalists.
- The Director of Percussion will have sole discretion, based on situations such as contest scheduling or judge availability, to add a Semi-finals contest to any class with fewer than forty (40) ensembles.

## **4.9 Finals Scheduling**

### **4.91 Color Guard**

- All classes will have Finals of fifteen (15) color guards.
- Performance order for all Finals contests will be reverse order of scores from Semi-finals regardless of rounds or round winners.
- The Director of Color Guard will have sole discretion, based on situations such as semi-finals performance times, to determine the performance order of classes in a Finals contest.

### **4.92 Percussion**

- Scholastic World and Independent World classes will have fifteen (15) finalists.
- Concert World class will advance 75% of class up to a maximum of twelve (12).
- A Classes and Open Classes (including Concert Open) will have 50% of the class advance to Finals up to a maximum of twelve (12).
- Performance order for all Finals contests not utilizing rounds in the event leading to Finals will be in reverse order of scores.
- Performance order for all Finals contests using rounds in the event leading to Finals will utilize a wild card seeding process. Depending on the number of performing ensembles, the Director of Percussion has the discretion to choose an equal number from each round (top 3, top 4, top 5, etc.) and then add wild card ensembles to complete the designated number of finalists.
- The Director of Percussion will have sole discretion, based on situations such as semi-finals performance times, to determine the performance order of classes in a Finals contest.

## **4.10 Adjudication**

- A single panel of judges will adjudicate all Preliminary and most Semi-finals color guard contests. A double panel of judges will judge Semi-finals in classes when multiple sites are used and all Finals contests.
- A double panel of judges will adjudicate all Percussion world championships contests.

## **4.11 Awards**

- Medallions for all members of the first three places in each color guard and percussion class.
- Championship flags and/or banners for the champions in all classes.
- Trophies will be presented to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place in all classes.
- Plaques will be presented to finalists in all classes.
- Plaques/Trophies for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places in Color Guard Division Championships. Certificates of Achievement for finalists in Color Guard Division Championships.
- Fan's Favorite in all classes.
- Patches will be provided to all marching members of all finalists, semi-finalists and participants.

## **4.12 Promotions – Color Guard**

- Each year the top three (3) A and Open Class finalists from the World Championships will be promoted to the next higher class of competition. In addition, Scholastic and Independent A Class color guards that are finalists three (3) consecutive years will also be automatically promoted.
- Immediately following a promotion, a color guard may submit a letter of appeal on extenuating circumstances on why this may be detrimental to their color guard. The promotion may then be re-opened to decide whether the circumstances warrant a reversal of the promotion.
- Once the following season has begun, if the promoted color guard feels they are misclassified, they may submit a DVD recording of their complete program by January 31<sup>st</sup> or 21 days prior to the color guard's first regional

appearance (whichever is later) for consideration to return to the lower class of competition. The Review Committee may then re-open the review and decide whether a reversal of the promotion is warranted.

- Appeals will be reviewed by a committee of three individuals not on the original committee consisting of the Director of Color Guard, Chief Judge and Executive Director. If the Director of Color Guard broke a tie in the original decision, a Caption Manager will take their place on the appeals committee.

#### **4.13 Changes**

- The Advisory Boards may make changes to the competitive aspects of World Championships with the approval of the Board of Directors for those matters that have a financial implication.

## **5.0 ADJUDICATION POLICIES**

### **5.1 BONA FIDE JUDGING ASSOCIATIONS (Color Guard Only)**

#### **5.11 Purpose**

To define bona fide judging associations from which WGI personnel can be selected for Color Guard contests.

#### **5.12 Responsibility**

Responsibility of the Director of Color Guard

#### **5.13 Policy**

In order for an adjudication association to maintain WGI bona fide status, it must submit the following annually:

- Constitution and by-laws. (Once on file, this need not be repeated)
- Articles of Incorporation. (Once on file, this need not be repeated)
- Must be in existence for two years
- Participate in ongoing training. Training sessions should occur before the start of the Color Guard season and be documented, indicating name of clinician, subject matter, names of all members who were in attendance.
- Must assign full panels to at least six contests sponsored by the association.

A contest is defined as: A competitive event that calls for the judge to use skills in both ranking and rating. This event must be open to a paying public audience.

#### **5.14 Changes**

Changes to this section may be made by the Color Guard Advisory Board or Steering Committee.

## **5.2 ADJUDICATION REVIEW (Color Guard Only)**

### **5.21 Purpose**

The purpose of this policy is to set policy for review of adjudicators.

### **5.22 Responsibility**

The Steering Committee shall be responsible for adjudication review.

### **5.23 Policy**

#### *New Judge Acceptance*

- The Judge Administrators will evaluate applicants to the Judge Apprentice Program and make recommendations to the Steering Committee instructors that applicant be accepted, declined or to continue further study.
- Steering Committee instructors will make final decision on hiring any new applicant after consultation with other instructors on committee. If instructor representatives are split on a particular applicant, the Chief Judge will act as a tiebreaker. To reiterate, it is the duty of the instructor representatives on the committee to make final decisions on whether to hire a new judge.

#### *Current Judge Review*

- All color guards will be invited to send in evaluations of any judge during and after the competitive season. These evaluations provide representation of all classes providing the Steering Committee and Judge Administrators as much feedback as possible.
- Evaluations of each judge take place throughout the year by the Judge Administrators. Digital recordings, recaps, and communication with the working judges are continual throughout the year. At the conclusion of the competitive season, each judge will be evaluated on their performance using input from several sources to determine whether the contract for the judge will be extended.
- The judge must be informed of any pending concerns and given the opportunity to offer written response at least two (2) weeks before the Steering Committee meeting to determine the roster for next year.
- The Judge Administrator may make recommendations relative to each judge pertaining to advancement, addition of another class or caption, supplemental education, or any other pertinent information.
- Rotation may be a point to discuss either at the judge's request or if the number of available judges exceeds the need and this option can be utilized.
- During this process the Steering Committee will consider inactive WGI judges who wish to return to active status.

The Steering Committee functions as a resource jointly in common responsibilities during the off-season. All communication between instructors and Administrators other than philosophical issues should cease once the season is underway in order to avoid any appearance of undue influence unless approved by the Chief Judge or Director of Color Guard. If a Steering Committee instructor has a judging concern, they should use the established procedures as any other active instructor.

### **5.24 Changes**

Changes to this section may be made by the Color Guard Advisory Board or Steering Committee.



## **5.3 ADJUDICATION COMPENSATION**

### **5.31 Purpose**

The Board of Directors shall approve the compensation for contracted adjudicators based on the budgetary proposal of the Executive Director.

### **5.32 Responsibility**

The Executive Director is responsible for the implementation of this policy with the Directors of Color Guard and Percussion.

### **5.33 Policy**

- WGI will establish minimum payments for Regional weekends based on a fee per competing group for all judges.
- WGI will not pay judges for canceled events, provided the judge had not already started travel.
- WGI will establish payments for World Championship adjudication based on prelim and finals assignments and based on the number of competing groups judged.
- The amounts will be established by the Executive Director and approved as part of the annual budgetary process.

### **5.34 Changes**

Changes to this section may be made by the Board of Directors. Annual amounts are approved by the Board as part of the budgetary approval process.

## **6.0 WGI MEMBERSHIP, PROGRAMS & SERVICES**

### **6.1 WGI MEMBERSHIP**

#### **6.11 Purpose**

Establish annual membership in WGI.

#### **6.12 Responsibility**

The Executive Director is responsible for this policy.

#### **6.13 Policy**

- Annual membership is required for all color guards and percussion ensembles in order to participate in any WGI event. Those color guards and percussion ensembles that are members of the Advisory Boards are considered to be members.
- Organizations that have separate competing groups from the same parent organization will each be required to purchase a membership
- The Board shall establish the cost per membership for the year.

#### **6.14 Benefits**

- Standard WGI Membership includes:
  - Access to "Directors Only" webpage to assist you to maintain your information with WGI
  - Electronic copy of the Adjudication Manual and Rule Book
  - Automated online entry forms
  - Automated Music Licensing form system
  - Automated World Championships Practice requests
  - Automated World Championships Backside seating ticket ordering system
  - Subscription for WGI e-newsletters
  - Subscription for FOCUS magazine
- Premium WGI Membership includes all benefits of Standard WGI Membership plus advanced entry to all Regional Contests and the World Championships.

#### **6.15 Changes**

Changes to this policy are the responsibility of the WGI Board of Directors.

## **6.2 WGI TRAVEL POLICY**

### **6.21 Purpose**

Provide guidelines for WGI travel.

### **6.22 Responsibility**

The Executive Director is responsible for the implementation of this policy.

### **6.23 Policy**

#### *Airline Travel*

- All airline travel for WGI business will be booked through the WGI Office. Individuals are not to book airline travel on their own. No reimbursements for airline travel will be paid without the authorization of the Executive Director or Directors of Color Guard and/or Percussion.
- Individuals should make travel arrangements as soon as possible to obtain the best possible fare. In the event the individual does not make their arrangements by a prescribed date, travel may be canceled.
- Travel will be booked based on the least cost of airfare with one stop or fewer between cities. Any fare over \$40.00 over the least cost of airfare will be the responsibility of the individual.
- Any airfare over \$300.00 requires approval from the WGI Office.
- Changes to itineraries that accommodate personal requests are at the traveler's expense, i.e. any change after ticket is issued that incurs any additional fees.
- Individuals may not use any airline ticket purchased expressly for WGI travel for any other purpose.

#### *Mileage*

- Cost of mileage not to exceed the lowest airfare possible at time reservations are made.
- Mileage reimbursement forms must be submitted within 60 days of the travel in order to receive reimbursement. Forms submitted after 60 days will forfeit reimbursement.

#### *Board of Directors/Executive Committee/Steering Committee Travel*

- Members of the Board of Directors and Executive Committee are reimbursed for all reasonable travel expenses for airport transfers, meals, and travel (air or mileage) for meetings duly called by the President.
- Members of the Board of Directors are reimbursed for all reasonable travel expenses for travel to either the Color Guard or Percussion World Championship events if they are not traveling with a competing group.
- The President and/or Executive Director may authorize additional travel to other WGI events (i.e. Spinfest) for Board of Directors.
- Members of Steering Committee(s) will be reimbursed for all reasonable travel expenses for all scheduled meetings by following the above policies for mileage allowance or airline travel.

### **6.24 Changes**

Changes to this section may be made by the Board of Directors.

## **7.0 WGI AWARDS & SCHOLARSHIPS**

### **7.1 WGI HALL OF FAME**

#### **7.11 Purpose**

The Mission of the Winter Guard International Hall of Fame is to honor excellence and preserve our evolving history.

The WGI Hall of Fame was formed to recognize the individuals in the winter color guard and winter percussion activity whose extraordinary efforts and accomplishments have enhanced the WGI Organization, broadened the appeal of these activities and whose lives and accomplishments serve to inspire, educate, and be role models for all those who participate in WGI.

The WGI Hall of Fame ceremony is hosted annually at the World Championships to honor individuals that have achieved the highest level of success and admiration by the entire activity.

#### **7.12 Background**

The WGI Hall of Fame was established in 1992 as the Laurel Awards. It was renamed to be the Hall of Fame in recent years.

#### **7.13 Responsibility**

The WGI Board of Directors Hall of Fame Committee is responsible for the award, with the support of the Executive Director.

#### **7.14 Criteria**

The WGI Hall of Fame recognizes individuals in the winter color guard (in odd numbered years) or winter percussion (in even years) activities that have contributed most significantly to the standards and direction of WGI. Selection to the WGI Hall of Fame can be achieved as a designer, a director or other administrative position, an adjudicator or in adjudication leadership, from amongst WGI employees or as a volunteer. The following criteria will be used when evaluating potential Hall of Fame members:

#### **DESIGNERS**

- Meritorious contributions
- Influence on WGI
- Depth of service
- Length of service
- Program success
- Support of WGI educational programs and committees
- Service to Advisory Boards

#### **WGI ADMINISTRATIVE OR UNIT DIRECTORS**

- Meritorious contributions
- Influence on WGI
- Depth of service
- Length of service

Support of WGI educational programs and committees  
Service to Advisory Boards  
Service to WGI Board of Directors

#### ADJUDICATORS

Meritorious contributions  
Influence on the WGI activity  
Depth of service  
Length of service  
Support of WGI educational programs and committees  
Service on WGI committees or boards  
Success in design or improvement of the judging system

#### VOLUNTEERS

Meritorious contributions  
Influence on WGI  
Depth of service  
Length of Service  
Support to WGI in all areas

#### WGI EMPLOYEES

Meritorious contributions  
Influence on WGI  
Depth of service  
Length of Service  
Support to WGI in all areas  
Success in program development

While listed in several areas of the criteria, it should be noted that length of service should be combined with other areas of achievement for an individual to be considered for selection to the WGI Hall of Fame. Individuals should be evaluated through time for their achievements. It is important to consider only the merits of the criteria.

### **7.15 Selection Process**

- Three (3) individuals will be added to the Hall of Fame in any year. (In the event of a tie, this number may be higher).
- The names of persons who are nominated for election, but who are not elected as such, shall not be disclosed at any time to any person (including those who are nominated) other than members of the WGI Hall of Fame Committee, Board of Directors and Executive Director. No member of the WGI Hall of Fame Committee or any other person shall disclose to any person how any member of the Selection Committee voted on the election of any particular candidate (including the particulars of the balloting).
- Voters will be asked to rank the candidates in their order of preference. The three individuals with the lowest total scores will be elected to the Hall of Fame. All members of the WGI Hall of Fame and sitting members of the Board of Directors have voting rights in all elections. If a person is a member of both, they may only vote once.
- Only complete ballots will be considered.

- After the WGI Hall of Fame Committee has completed all balloting for election into Honored Membership of the Hall of Fame, the President of the Board of Directors or an alternate person designated by the Board shall then release the names of those elected for general publication.
- When a person is honored as a Hall of Fame Member, the name of such person shall be duly certified by the President of the WGI Board of Directors for official enrolment into Membership and all necessary action shall be taken for induction of such person at the next Annual Induction Ceremony.

### **7.16 Ceremony**

Recognition of each year's recipients occurs at WGI World Championships.

### **7.17 Changes**

Changes to this selection are the responsibility of the WGI Board of Directors.

## **7.2 WGI SCHOLARSHIPS**

### **7.21 Purpose**

The purpose of this section is to establish the policy for the annual award of WGI Scholarships.

### **7.22 Responsibility**

The Executive Director is responsible for the scholarship program.

### **7.23 Criteria**

Applicants must:

- Participate in a color guard or percussion ensemble competing in the World Championships.
- Be a senior in high school, already attending a university/college or going to attend one.
- Submit completed application provided.
- Provide three (3) letters of reference
- Provide high school and college level transcripts.
- ACT/SAT scores.
- Two (2) photos.

### **7.24 Funding**

- Scholarships not to be less than \$1,000 per award.
- 50/50 raffle to be held each year at World Championships contests with one-half of the revenues to be paid out to the winner and the other one-half to scholarship fund.

### **7.25 Selection Process**

Applications, information, and selection of committee are the responsibility of the Executive Director. The Selection Committee consists of nine (9) individuals selected by the Executive Director and should represent diversity from all areas within WGI including administration, adjudication and/or sponsors.

The Selection Committee will determine the number of scholarship recipients each year.

### **7.26 Ceremony**

The presentations and announcement are made at the recipient's class finale at the annual World Championships.

### **7.27 Changes**

Changes to this section are the responsibility of the WGI Board of Directors.

## **7.3 WGI VOLUNTEER AWARDS**

### **7.31 Purpose**

The purpose of this section is to establish Volunteer Awards.

### **7.32 Criteria**

The WGI Volunteer Award is to honor those who have given long service of significance to WGI at Championships or other WGI events.

### **7.33 Responsibility**

Volunteer Awards is given at the discretion of the Executive Director. Applications, information and selection of the committee are the responsibility of the Executive Director.

### **7.34 Selection Process**

A committee of three (3) appointed by the Executive Director makes the selection of recipients. No more than five (5) recipients will be chosen per year

### **7.35 Ceremony**

The awards are conferred at each of the Color Guard and Percussion World Championships.

### **7.36 Changes**

Changes to the Volunteer Award are the responsibility of the WGI Board of Directors.



## **8.0 FEES AND COSTS**

### **8.1 WGI Membership**

Premium.....	\$100
Standard .....	\$75

### **8.2 Regional Fees**

One day Regional entry fee .....	\$200
Two-day Regional entry fee .....	\$250
Elite Event entry fee .....	\$350
PLUS pass.....	\$75
Late fee after December 15 (additional).....	\$50
Transfer fee.....	\$100

### **8.3 World Championship Fees**

Entry fee.....	\$500
Entry fee after January 15 .....	\$600
PLUS pass.....	\$150

### **8.4 World Championship Tickets**

Color Guard VIP .....	\$240
Color Guard World Finals .....	\$70 - \$50
Color Guard Open Finals.....	\$30 - \$25
Color Guard A Finals.....	\$30 - \$25
Color Guard Semis (all sites).....	\$35
Color Guard Semis (single site).....	\$20
Color Guard Prelims (all sites) .....	\$20
Color Guard Combo (Prelims & Semis; all sites).....	\$45
Percussion VIP.....	\$190
Percussion World Finals .....	\$60 - \$40
Percussion Open Finals .....	\$25
Percussion Friday Prelims/A & Concert Finals .....	\$30
Percussion Thursday Prelims & Semis .....	\$20
Percussion Combo (Thursday & Friday all day).....	\$40

### **8.5 Adjudication Fees**

One Day Regional .....	\$350 or \$7 per group performance judged, whichever is greater
Two-Day Regional .....	\$700 or \$7 per group performance judged, whichever is greater
T & P Judges.....	\$250 per day or \$5 per group performance judged, whichever is greater
Color Guard Championships ....	\$350 per day or \$7 per group performance judged, whichever is greater
Percussion Championships .....	\$350 per day or \$7 per group performance judged, whichever is greater
T&P Judges .....	\$250 per day or \$5 per group performance judged, whichever is greater

**8.6 Contest Administration Fees**

One Day Regional Contest Administrator .....	\$350
Two Day Regional Contest Administrator .....	\$500
Color Guard non-working Chief Judge (One Day Regional) .....	\$400
Color Guard non-working Chief Judge (Two Day Regional) .....	\$500
Percussion Quality Control (One Day Regional) .....	\$350
Percussion Quality Control (Two Day Regional) .....	\$500

**8.7 Changes**

Changes to the Fees & Costs are made annually by the WGI Board of Directors as part of the budgetary process.

## 9.0 Complimentary Products & Services

(For Members of Hall of Fame, Board and Committee Members, Judges and Volunteers)

### 9.1 Chart of Products and Groups/Individuals who receive them as a courtesy

Item -	BOD	Hall of Fame	Advisory Board	Steering Committees	WC Ensembles	WC Volunteers	Judges
Season badge	X	X	X	X			X
WC badge	+	+				X	+
Free staff admissions			10		7		
Free WGI membership			X				
WC tickets	up to 2*	up to 2*					
WC program	X	X		X	X	X	X
WC VIP suite/party access	X	X	X	X		X	X
WC DVD	up to 8	up to 8	1	4	pre/semi	2 & discount	discount
Fan Network subscription	X	X		X			
Rulebook hard copy				X			X
CA/Judge Shirt							Perc
Staff shirts						X	
Merchandise discount one item						X	

\* If present in person and non-transferable

+ spouse/partner badge made available if present at championships

### 9.2 Changes

Changes to these entitlements may be made by the WGI Board of Directors as part of the budgetary process.