



# **POLICY MANUAL**

**(Revised February 2019)**

# WGI Policy Manual

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## **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 among the Primary Advisory Board Members (one half each year)
- Review division reports
- Elect Steering Committee members each year
- Confirm Chief Judge and Caption Managers every other year

#### **1.14 Membership**

- Chaired by the 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 five (5) 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 as of April 1.
- 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 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 color guard did not enter the World Championships.
- 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 at any meeting. Proxy voting is not allowed.
- Any proposals approved by vote of Advisory Board must remain in place for a minimum of two (2) years.

### **1.18 Reporting**

Detailed reports from every meeting, live or electronic, will be made available to all Advisory Board members within thirty (30) days following meeting adjournment. Reports include minutes from Advisory Board meetings, Steering Committee meetings, and judge meetings and will include name of every individual, administrator, judge, WGI employee or invited guest who were present or participated in meeting including meeting facilitator.

### **1.19 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
  - 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 educational events
  - Develop and administer judge training
- *Judging Feedback & Evaluation*
  - Evaluate bona fide judge association
  - Define local association judging requirement
  - Define local association judge education requirements

### **1.23 Membership**

Eight (8) persons:

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

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.

### **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, Education Coordinator and Director of Color Guard Development 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
- Determine judge roster with Chief Judge and Education Coordinator.
- 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 Color Guard Chief Judge is identified by the Director of Color Guard and approved biennially by the Color Guard Advisory Board. The Color Guard Chief Judge shall not have an affiliation with any ensemble as defined by the WGI Judges Code of Ethics.

The term of the Chief Judge shall be two (2) years.

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 Color Guard 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.

### **1.43 Path of Responsibility**

The Color Guard Chief Judge 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
- Determine judge roster with Director of Color Guard and Education Coordinator
- 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 educational events.
- 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.
- Determine judge roster with Director of Color Guard and Chief Judge.
- 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 COLOR GUARD CAPTION SPECIALIST**

### **1.61 Selection/Contract**

Caption Specialists (two total; Upstairs Caption Specialist and Downstairs Caption Specialist) are identified by the Chief Judge and approved by the Color Guard Advisory Board for a two-year term. Caption Specialists shall not have a primary affiliation with any color guard as defined by the WGI Judges Code of Ethics.

### **1.62 Fee for Service**

The fee paid to the Caption Specialists 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.

### **1.63 Path of responsibility**

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

### **1.64 Purpose**

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

### **1.65 Qualifications**

- WGI adjudicator with at least five years' experience.
- Must have ability to effectively communicate with those in captions they oversee with an emphasis on providing feedback on performance.
- An ability to work with diverse viewpoints and resolve differences of opinion to resolve issues. This may include reviewing judge evaluation forms and responding to them as directed by the Chief Judge.

### **1.66 Duties and responsibilities**

- Maintain ongoing communications with the Chief Judge and Education Coordinator to ensure coordination of all areas of joint responsibility.
- Supervise, coordinate and ensure the quality control of assigned working judges' numbers management, dialog and adherence to the philosophy within their assigned caption and class.
- Provide information on adjudicator assignments as requested by Chief Judge.
- Communicate with any judge, privately, as directed by the Chief Judge or Education Director regarding complaints, commentary content, or issues of numbers management, etc., expediently and with discretion.
- Copy the Chief Judge on all communications and materials sent out to judges.
- Act as Chief Judge at any contest whenever needed.
- Manage any ongoing education program.
- Maintain the highest level of professionalism especially regarding social media.
- Listen to contest judge commentary for each judge they oversee providing at least one written evaluation to that judge during the season as well as year-end evaluation to that judge no later than June 1.
- Provide a comprehensive assessment and comparison of working judges to be used by the Judge Selection Committee.
- Other duties as deemed necessary by the Chief Judge, Director of Color Guard or Education Coordinator to include, but not limited to: presenting information at judge summit meetings, coordinating information with Steering Committee members and Education Coordinator, reinforcing ongoing educational material.

### **1.67 Changes**

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



## **1.7 COLOR GUARD JUDGE DEVELOPMENT SUPERVISOR**

### **1.71 Selection/Contract**

The Judge Development Supervisor shall be selected by the Education Coordinator and Chief Judge with approval of the Director of Color Guard. The Color Guard Judge Development Supervisor shall not have an affiliation with any color guard.

### **1.72 Fee for Service**

The fee paid for the services of the Judge Development Coordinator shall be determined by the Director of Color Guard with the approval of the Executive Director.

### **1.73 Path of Responsibility**

The Judge Development Coordinator is responsible to the Education Coordinator.

### **1.74 Purpose**

Supervise continued training of new and developing judges.

### **1.75 Duties and Responsibilities**

- Maintain ongoing communication with Education Coordinator, Chief Judge and Director of Color Guard to ensure coordination of all areas of joint responsibilities.

#### **Judge Development**

- Create continuing training curriculum to new or developing judges prior to, during, and after the competitive season as assigned by Education Coordinator, Chief Judge and Director of Color Guard.
- Provide annual report to the Education Coordinator, Chief Judge and Director of Color Guard on assigned new or developing judges.
- Coordinate educational outreach programs and materials as requested by the Education Director for local Circuit Partner clinics.
- Develop curriculum and facilitate WGI judge academies as needed.
- Identify potential new judge candidates from judge academies for consideration by Education Coordinator, Chief Judge and Director of Color Guard.
- Any other duties as assigned by the Director of Color Guard.

#### **Judge Training**

- Assist in creating judge training curriculum as directed by Education Coordinator and Chief Judge.
- Facilitate judge training sessions as directed by Education Coordinator and Chief Judge.
- Any other duties as assigned by the Director of Color Guard.

### **1.76 Changes**

Changes in the role of the Judge Development Supervisor may be made by the Director of Color Guard and/or Executive Director.

## **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.

\* Expense Reimbursement Credits will be phased out by 2023 per a directive of the WGI 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 chaired by 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 five (5) 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 as of April 1.
- 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. 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 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 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.
- All proposals must pass with a two-thirds (2/3) majority of the Advisory Board.

### **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:

- Five (5) Instructor representatives elected to a two-year term by the Percussion Advisory Board. Terms are staggered. Instructors must be Primary Board members to be eligible for the Steering Committee.
- Three (3) Judge representatives elected to a two-year term by the Percussion judges at their annual meeting. Terms are staggered.
- Percussion Chief Judge (1) non-voting
- Percussion Education Coordinator (1) non-voting
- Percussion Administrator (1) non-voting
- Director of Percussion (1) – ex-officio, votes in event of a tie

### **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, Percussion Education Coordinator, and Percussion Administrator 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, Percussion Education Coordinator, and Percussion Administrator 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, Percussion Education Coordinator, and Percussion Administrator 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 judge 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 Administrator 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.



## **3.0 WINDS DIVISION**

### **3.1 WINDS ADVISORY BOARD**

#### **3.11 Purpose**

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

#### **3.12 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

#### **3.13 Membership**

- The Board chaired by the Director of Winds.
- The Winds Advisory Board shall be composed of one representative from each of the Independent and Scholastic World finalists and the top five (5) finalists in all other classes of competition at the preceding world championships for the term of one (1) year. For Winds groups from outside North America, the term shall be two (2) years.
- Ensemble must be present at annual Winds Advisory Board meeting to maintain membership.
- Representative's name must appear on the winds group's published staff list as of April 1.
- 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.

#### **3.14 Primary Advisory Board Members**

- Primary Advisory Board members are those winds groups 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 winds groups 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 group did not enter the World Championships.
- Should a Primary Advisory Board Member fail to achieve Advisory Board status in subsequent years, Primary status is regained if the winds group 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 groups from outside North America, the Winds 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.

#### **3.15 Secondary Advisory Board members**

- Secondary Advisory Board members are those Winds groups 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.

### **3.16 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.

### **3.17 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.

## **3.2 WINDS STEERING COMMITTEE**

### **3.21 Purpose**

- Provide active leadership in the direction of the Winds activity and the evaluation of its philosophy and scoring
- In between meetings of the Winds Advisory Board, monitor the Winds division
- Continually enhance and promote the Winds activity

### **3.22 Responsibilities**

- Responsible to the Winds Advisory Board

#### *Philosophy and Scoring System*

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

#### *Education*

- Evaluate ongoing instructor education
  - Instructor videos
  - Instructor manual/handbook
  - Develop educational events
- Observe and evaluate judges training

#### *Judging*

- Advise any changes to the judges handbook
- Advise any changes to the judging manual

### **3.23 Membership**

Seven (7) persons:

- Five (5) Instructors elected to a two-year term by the Winds Advisory Board. Terms are staggered.
- Winds Administrator (1) non-voting
- Director of Winds (1) – ex-officio, votes in event of a tie
- Winds Chief Judge (1) non-voting

### **3.24 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.

### **3.3 DIRECTOR OF WINDS**

#### **3.31 Selection/Contract**

The functions of the Director of Winds 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 Winds shall not have an affiliation with any ensemble.

#### **3.32 Path of Responsibility**

The Director of Winds is responsible to the Executive Director.

#### **3.33 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.

#### **3.34 Purpose**

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

#### **3.35 Duties and Responsibilities**

##### Winds Division

- Maintain ongoing communications with the Executive Director, Chief Judge and Winds Administrator 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 Winds groups, circuits, and Event Partners, etc. aiding the development of Winds 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 Winds Administrator in the performance of their duties.
- Prepare the Judges' Manual

##### Advisory Board and Steering Committee

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

#### **3.36 Changes**

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

## **3.4 WINDS CHIEF JUDGE**

### **3.41 Selection/Contract**

The Chief Judge is appointed by the Director of Winds 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.

### **3.42 Path of Responsibility**

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

### **3.43 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

### **3.44 Purpose**

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

### **3.45 Duties and Responsibilities**

#### **Manage Adjudicators**

- Maintain ongoing communications with the Director of Winds 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 Winds 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 Winds 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 Winds.
- Other duties as deemed necessary by the Director of Winds and/or Executive Director.

### **3.46 Changes**

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

## **3.5 WINDS ADMINISTRATOR**

### **3.51 Selection/Contract**

The position of Winds Administrator shall be appointed by the Executive Director on the recommendation of the Director of Winds.

### **3.52 Path of Responsibility**

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

### **3.53 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.

### **3.54 Purpose**

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

### **3.55 Duties and Responsibilities**

- Advance, promote, and manage the Winds events under the direction of the Director of Winds 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 Winds activity.
- Coordinate and provide the office with written materials.
- Participates in Advisory Board and Steering Committee meetings as a non-voting member.

### **3.56 Changes**

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

## **4.0 REGIONAL EVENTS & CONTEST ADMINISTRATORS**

### **4.1 REGIONAL CONTESTS**

#### **4.11 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.
- WGI will sponsor all Power Regionals.
- Director of Color Guard, Director of Percussion, and Director of Winds 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.
- WGI Contest Administrators may not act in that role if also acting as the Regional Event Partner at any Regional.

#### **4.12 Scheduling of Events**

- The Directors of Color Guard, Percussion, and/or Winds 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, ten (10) percussion, and five (5) winds entries may be rotated off the contest calendar for the following year and may apply in two years for reinstatement.

#### **4.13 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, Percussion, and/or Winds will submit all proposals to the Executive Director for final decision with their recommendation.

#### **4.14 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, Percussion and/or Winds has the discretion to waive these requirements, if necessary, given the facilities.
- No competition area may exceed the maximum size of the competition area that is offered at the primary world championship site. For 2018, that size is 106' by 78' for Color Guard and 106' by 72' for Percussion and/or Winds.
- Seating at least 20 rows high.
- Adequate color guard warm-up facilities for body and equipment.
- Adequate percussion or winds 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. A laptop (Apple or PC) must also be available to upload music from CompetitionSuite.
- Secure tabulation area with internet access.
- Four-outlet electrical boxes (two for percussion and winds 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 (10 gauge for percussion) 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 and winds, 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.
- For color guard, sound decibel levels for each performance venue will be measured from the area designated for the General Effect judges.
- For winds, a dedicated community warm-up room when possible.

#### **4.15 Eligibility**

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

- All groups participating in WGI events must have a Participating Group Master Agreement on file with the WGI office no later than five (5) weeks prior to first event. **Groups who fail to meet this deadline will not be scheduled for competition.**
- All performers of any group competing in any scholastic class must be approved for participation by the principal of the sponsoring school. Each scholastic group utilizing students from a single school shall submit the Participating Group Master Agreement signed by the authorizing school principal or administrator listing all approved participants of that school's group.
  - A group in the scholastic class may combine students from multiple schools within their district provided the group competes under the name of a single school or the school district name. **The purpose of this exception is to encourage smaller districts to combine students to create a group, not for larger districts to create multiple groups.** Groups may not combine names or use any other fictional name. Combined scholastic groups may only use students that are in their district and/or home-schooled students that would be zoned for those schools. Groups combining students from different schools may be asked for additional information on reasons for combining students. The Director of Color Guard, Director of Percussion, or Director of Winds in consultation with the Executive Director will make the final decision on whether a group will be allowed to combine students.
  - The Participating Group Master Agreement must be signed by the district superintendent that allows combining students from multiple schools within the district and filed with the WGI office. In addition, each school principal must sign an eligibility form listing all approved participants of that school. Content of letter will be provided by WGI.
- Groups competing in all independent classes must provide proof of \$1,000,000 general liability coverage and adequate accident medical coverage (suggested limit of \$5,000) per school or organization to the WGI office no later than the entry deadline date of the group's first registered event. Groups failing to do so WILL NOT be permitted to compete.
- Groups competing in any class must provide music licensing information to the WGI office no later than the entry deadline date of the group's first registered event. Groups failing to do so WILL NOT be permitted to compete.
- Percussion ensembles and Winds groups competing at any WGI event are required to secure permission to arrange for all songs involved. **WGI stresses that groups do not ignore the Permission to Arrange requirement to participate in any WGI event.** Groups failing to do so WILL NOT be permitted to compete.
- Groups competing in those classes with age restrictions must be prepared to show proof of age on each performing member.



- International independent color guards are not bound by any age limit except for U.S. citizens performing with that group. U.S. citizens performing with an international color guard may not exceed the age allowed for that classification.
- Any competing groups having outstanding balances to WGI will not be allowed to enter contest(s) until the debt has been satisfied.
- Any competing group 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 group will not be allowed to compete in that class for the remainder of the season. Competition in other classes will be determined by the respective 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, Director of Percussion and/or Director of Winds. Designated Contest Administrators will serve as a liaison to the Executive Director.

#### **4.16 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 Power Regionals:
 

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

**Color guards competing in WGI events must compete in the same class (or higher) as WGI Circuit Partner contests.**

- 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
- The following classes will be offered at Percussion Power Regionals:
 

Scholastic A	Scholastic Concert A	Independent A
Scholastic Open	Scholastic Concert Open	Independent Open
Scholastic World	Scholastic Concert World	Independent World
- The following classes will be offered at Winds Regionals:
 

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

#### **4.17 Entry Procedures**

- The Board of Directors will determine annual entry fee to all Regionals. All entry fees are non-refundable and non-returnable except where determined by the Director of Color Guard, Director of Percussion, Director of Winds or Executive Director.
- Any competing group may transfer to another open Regional for a fee. Group postmark will change to the date of transfer.
- A one-time processing fee will be assessed each group per season.
- A “tiered system” is utilized for event registration. **Tier 1** is for those groups registering for the WGI World Championships as well as regional(s). **Tier 2** is for those groups registering for any events, except for Regional A Color Guards only. **Tier 3** is for Regional A Class Color Guards.
- Tier 1 and Tier 2 will receive the same postmark date as the tier system was developed for groups traveling to the World Championships to have priority entry into Regional contests. Tier 3 will have a later postmark than Tier 1 and/or 2.
- Deadline for entry is five (5) weeks before contest date.
- Any competing group may withdraw prior to that date with no penalty. Groups who withdraw after the entry deadline date or fail to appear will be assessed a penalty of \$200.00. 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 entry 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.
- Any competing group having outstanding balances to WGI will not be allowed to perform until the debt has been satisfied.
- Each competing group will receive:
  - Passes for performing members plus ten (10) staff.
  - If group does not advance to finals, the ability to purchase discounted non-finalist tickets for finals contest for number of performers plus ten (10) staff.
- At Regionals, each competing group shall have the option to purchase a PLUS Pass for an additional fee that allows an extra five (5) staff passes as well as ten (10) provided with entry for a total of fifteen (15) staff passes. The PLUS Pass must be purchased as the entry form is submitted. Group must be a finalist to receive additional PLUS passes for finals contests at no charge. If a group is not a finalist, they may purchase discounted non-finalist seating up to fifteen (15) staff passes as allowed by their PLUS Pass.
- At Regional Championships, each competing group shall have the option to purchase a PLUS Pass for an additional fee that allows an extra seven (7) staff passes as well as ten (10) provided with entry for a total of seventeen (17) staff passes. The PLUS Pass must be purchased as the entry form is submitted. Groups must be a finalist to receive additional PLUS passes for finals contests at no charge. If a group is not a finalist, they may purchase discounted non-finalist seating up to seventeen (17) staff passes as allowed by their PLUS Pass.

#### **4.18 Wait-lists**

- Regionals may close when reaching the maximum number of entries as dictated by the schedule.
- Any group 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.
- Should there be a cancellation of a scheduled event and groups from that cancelled event need to qualify for world championships, those groups will bypass any wait-list and given priority into another scheduled event.

#### **4.19 Contest Scheduling**

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

## **4.110 Preliminary Scheduling**

### **Color Guard**

- Regional classes with 16 or more entries will be seeded into “tournament-style” rounds 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.
- All color guards with potential scheduling conflicts must notify the WGI office using the Championships Scheduling Conflict Form by March 1.

### **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.

### **Winds**

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

## **4.111 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 up to a maximum of fifteen (15) color guards. However, if time permits, the maximum may be increased to include up to 50% of A Class color guards from preliminaries at the discretion of the Director of Color Guard.
- 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.
- 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 highest scoring color guards will advance regardless of the round in which they competed.
- The number of finalists at all Power Regional 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 Power Regional Finals shall be determined by the reverse order of finish in prelims. If rounds are used, the highest scoring color guards will advance regardless of the round in which they competed.
- 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.
- Finals schedules may be adjusted up to 15-20 minutes from the published schedules. If the Finals schedule is adjusted, color guard will be notified via text at the conclusion of Preliminaries.

- The Event Partner may allow one (1) exhibition after the final color guard in Finals during tabulation time. The Director of Color Guard or Executive Director must approve this exhibition in advance. Color guards competing in regular competition will not be allowed to do an exhibition at any WGI event.

### **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 Power Regional 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.
- The Event Partner may allow one (1) exhibition after the final ensemble in Finals during tabulation time. The Director of Percussion or Executive Director must approve this exhibition in advance. Percussion ensembles in regular competition will not be allowed to do an exhibition at any WGI event.

### **Winds**

- All groups will advance to Finals at Regionals having fewer than eight (8) entries. Regionals with nine (9) or more entries, the Director of Winds has sole discretion to assign the number of finalists in any class based on the total number of entries and time permitting.
- Order of appearance in Finals shall be determined by the reverse order of finish in prelims.
- Winds groups in regular competition will not be allowed to do an exhibition at any WGI event.

## **4.112 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 Power Regional 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 Power Regionals, a 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 Power Regional Finals.
- It is the goal to have critiques at all Percussion regional contests, and have as many ensembles participate, as the schedule will allow.

### **Winds**

- A single panel of judges will adjudicate Regionals. Critiques will be offered at all Winds regional contests.

## **4.113 Classification Review**

### **Color Guard**

- The top three (3) Scholastic and Independent A Class color guards will automatically be reviewed at every Regional.
- Classification review may occur anytime during the regional competitive calendar.
- 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.
- Color guards that are reclassified during the season or promoted at World Championships must remain in the higher class of competition the following season or the next time they attend WGI World Championships unless they did not make semi-finals in the prior season.

### **Percussion**

- A classification review may be instituted at any Regional if Percussion Administration feels such an action is appropriate. The Director of Percussion will send written notification of any percussion ensemble 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 then appeal reclassification with the Director of Percussion and Steering Committee and receive a final decision within ten (10) days.

### **Winds**

- A classification review may be instituted at any Regional if the Director of Winds feels such an action is appropriate.
- A group may be reclassified to any class.
- The Director of Winds will send written notification of any Winds group under review.
- Reclassification may be done between regional contests up to and including World Championships. A Winds group 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 Winds will notify the group under review of the result.
- A Winds group may then appeal reclassification with the Director of Winds and Steering Committee and receive a final decision within ten (10) days.
- Reclassification may occur between Prelims and Finals at any event if the Director of Winds is present and feels such action is warranted.

### **4.114 Booster Sales**

- At Regional events, the maximum fee for a booster table or 10'x10' booth will be \$200.00 per space and \$50.00 per space for participating groups.
- At Power Regionals events, the maximum fee for each booster table or 10'x10' booth for participating groups will be 50% of the fee charged of commercial vendors.
- 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 will participate in consignment sales of official WGI merchandise.

#### **4.115 Contest Floor**

- The contest floor cover (if used) should be black 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 the group’s director and forward to the WGI office immediately after event.
- 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.
- Groups will be advised of the nature of the competition floor under the contest floor cover in advance of the event.

#### **4.116 Group Housing**

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

#### **4.117 Practice Sites**

- Event Partner should provide as many practice sites as possible as a service to those groups participating 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 participating groups in order to make their arrangements.

#### **4.118 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 and Winds groups 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 competing groups that must be adhered to.
- Warm up areas at WGI events shall be solely reserved for competing groups warming up to perform. No other activities will be knowingly scheduled in these areas whenever possible (Check-in, etc.).

#### **4.119 Video Recordings**

- There is to be no video recording of any WGI Regional, Power Regional, or World Championship performance. No video cameras will be allowed in any contest venue and no authorized space will be provided for groups to record their performance.
- Any liability associated with unauthorized recordings will rest with the individual or organization making the recording. WGI does not condone, nor accept any liability for, any unauthorized recordings.
- No video passes will be issued.

#### **4.120 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 guards should check the soundtrack at multiple places in the music to verify playability of any device

- Color guards should still do a sound check if they are using the WGI Music Upload in CompetitionSuite to ensure everything is correct.
- Color guard is responsible for providing the method that the music will be played, e.g. CD, MP3, computer, etc. Each color guard should have two methods to play their soundtrack in the event one does not work.
- 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 guards using the Music Upload process through CompetitionSuite should have a backup using another device type such as an MP3 player, iPhone, or CD.
- 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. If the color guard representative chooses not to stop and the color guard completes their performance, the color guard will not be offered an opportunity to perform again.
- 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

#### **4.121 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.

## **4.2 WGI CONTEST ADMINISTRATORS**

### **4.21 Contract/Selection**

The Directors of Color Guard, Percussion, and/or Winds 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.

### **4.22 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.

### **4.23 Path of Responsibility**

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

### **4.24 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.

### **4.25 Duties and Responsibilities**

#### *Event Preparation and Planning*

- Work with the WGI office to establish all performance schedules with approval from Directors of Color Guard, Director of Percussion and/or Director of Winds.
- 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 one (1) hour 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, Director of Percussion, Director of Winds or Executive Director.

### **4.26 Changes**

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



## 5.0 WORLD CHAMPIONSHIPS

### 5.1 Sponsorship

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

### 5.2 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 Director of Color Guard, Director of Percussion, and Director of Winds.

### 5.3 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.

### 5.4 Eligibility

The following must be satisfied in order for a group to compete at Championships:

- All groups must attend a Regional Contest if their hometown is within 400 miles of any regional in order to be eligible to enter. This requirement will be waived for any ensembles from outside North America or any Winds group having a conflict with a school district concert/festival. Groups beyond a 400-mile radius of any Regional and/or those outside North America must submit a video recording for classification purposes no later than March 15th. The Director of Color Guard, Director of Percussion, or Director of Winds will have final approval of any exemption to this policy.
- All groups participating in WGI events must have a Participating Group Master Agreement on file with the WGI office no later than five (5) weeks prior to first Regional event or World Championships if the 400-mile exemption is granted. **Groups who fail to meet this deadline will not be scheduled for competition.**
- All performers of any group competing in any scholastic class must be approved for participation by the principal of the sponsoring school. Each scholastic group utilizing students from a single school shall submit the Participating Group Master Agreement signed by the authorizing school principal or administrator listing all approved participants of that school's group.
  - A group in the scholastic class may combine students from multiple schools within their district provided the group competes under the name of a single school or the school district name. **The purpose of this exception is to encourage smaller districts to combine students to create a group, not for larger districts to create multiple groups.** Groups may not combine names or use any other fictional name. Combined scholastic groups may only use students that are in their district and/or home-schooled students that would be zoned for those schools. Groups combining students from different schools may be asked for additional information on reasons for combining students. The Director of Color Guard, Director of Percussion, or Director of Winds in consultation with the Executive Director will make the final decision on whether a group will be allowed to combine students.
  - The Participating Group Master Agreement must be signed by the district superintendent that allows combining students from multiple schools within the district and filed with the WGI office. In addition, each school principal must sign an eligibility form listing all approved participants of that school. Content of letter will be provided by WGI.
- Groups competing in all independent classes 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 the entry deadline date of the group's first registered event. Groups failing to do so WILL NOT be permitted to compete.

- Groups competing in any class must provide music licensing information to the WGI office no later than the entry deadline date of the group's first registered event. Groups failing to do so WILL NOT be permitted to compete.
- Percussion ensembles and Winds groups competing at any WGI event are required to secure permission to arrange for all songs involved. **WGI stresses that groups do not ignore the Permission to Arrange requirement to participate in any WGI event.** Groups failing to do so WILL NOT be permitted to compete.
- Groups competing in those classes with age restrictions must be prepared to show proof of age on each performing member.
- International independent color guards are not bound by any age limit except for U.S. citizens performing with that group. U.S. citizens performing with an international color guard may not exceed the age allowed for that classification.
- Any competing group 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, Director of Percussion and/or Director of Winds. Designated Contest Administrators will serve as a liaison to the Executive Director.

## **5.5 Classes of Competition**

### **5.51 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

### **5.52 Percussion**

- The following classes will be offered at Percussion World Championships:

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

### **5.53 Winds**

- The following classes will be offered at Winds World Championships:

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

## **5.6 Entry Procedures**

- The Board of Directors will determine annual entry fee to the World Championships. All entry fees are non-refundable and non-returnable except where determined by the Director of Color Guard, Director of Percussion, Director of Winds, or Executive Director.
- World Championship entry deadline is March 1.
- Groups withdrawing from world championships must do so in writing prior to March 1 using the WGI Withdraw Form. No verbal changes to entries will be accepted, unless approved by the Executive Director.
- Each competing group shall have option to purchase PLUS Pass for an additional fee that allows an extra seven (7) staff passes as well as ten provided with entry for a total of seventeen (17) staff passes. The PLUS Pass must be purchased as the entry form is submitted. Competing groups must be a finalist to receive additional PLUS passes for finals contests. If a competing group is not a finalist, they may purchase discounted non-finalist seating.
- Each competing group will receive:

- Passes for performing members plus ten (10) staff passes. Those groups purchasing the PLUS pass will receive an additional seven (7) passes.
- Participant, semi-finalist or finalist patches.
- Parking passes as prescribed by event venue.
- Ability to purchase discounted non-finalist tickets for their respective World Finals for which said group is not performing.

## **5.7 Wait-lists**

- World championships will be wait-listed by class when the maximum number of entries dictated by the schedule is reached. Groups will then be placed on a “wait-list”.
- If a group in that class pulls from world championships prior to the entry deadline date of March 1, the next group on the wait-list in the order of postmark date is given the opportunity to enter the event.
- Once the entry deadline date has passed, the wait-list is dissolved and the event is closed to any further entries.

## **5.8 Preliminary Scheduling**

### **5.8.1 Color Guard**

- All color guards will be seeded in “tournament-style” rounds for Preliminaries using their most recent regional score increased by 1.5 points each week of the regional calendar. The score used for championship seeding will be the higher preliminary, semi-final, or finals score of last regional appearance.
- The resulting “standings 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.
- Once placed into a round, color guards will be divided into two 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.
- A single panel of judges will judge all Preliminaries.
- All World Class Preliminary performances will be in same location chosen for Finals.

### **5.8.2 Percussion**

- Classes with twenty (20) or more entries will be seeded in “tournament-style” rounds for Preliminaries. Rounds will be seeded based on input from adjudicators and coordinated by the Director of Percussion.
- Once placed in a round, ensembles will be placed in reverse order of entry postmark date with the earliest postmark performing last. Identical postmark dates will draw for performance order.
- Classes with nineteen (19) or less ensembles will perform in reverse order of entry postmark date. Identical postmark dates will draw for performance order.
- A double panel of judges will judge all Preliminaries

### **5.8.3 Winds**

- Classes with twenty (20) or more entries will use “tournament-style” rounds to seed Winds groups for Preliminaries. Groups will be seeded based on input from adjudicators and coordinated by the Director of Winds. Once placed in rounds, performance order is by postmark with earliest postmark going on last.
- Classes with nineteen (19) or less ensembles will perform in reverse order of entry postmark date. Identical postmark dates will draw for performance order.

## **5.9 Semi-Finals Scheduling**

### **5.9.1 Color Guard**

- All classes will have Semi-finals. The highest scoring color guards from Preliminaries will advance to Semi-finals, regardless of the round in which they competed.

#### **Total Entries in Prelims**

#### **Number to Semi-finals**

30 or less	20
31-50	24
51-80	36
81-100	48
101 or more	64

- A single panel of judges will adjudicate Semi-finals when a class Preliminary contest is held in one venue. In instances where Preliminary contests for one class are held at multiple sites, and judged by different panels of judges, Semi-finals will be a double panel of judges consisting of both panels from each Preliminary site.
- If there are multiple preliminary contest sites and different panels of judges are used, an equal amount from each contest site will be taken to make the total number of semi-finalists. If there are multiple preliminary contest sites and the same panel of judges adjudicates at both sites, the pre-determined number highest scores will advance to Finals regardless of contest site.
- After preliminaries are completed, A Class Semi-finalists will be seeded in the same method as the Preliminary rounds. Color guards will be ranked based on 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 two groups to determine the performance order.
- Open and World Classes Semi-finalists will perform in reverse order of Preliminary score with the highest score performing last. Should any Open or World Class Semi-finals have more than twenty-four (24) color guards, they 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.
- All World Class Semi-finals performances will be in same location chosen for Finals.

### **5.92 Percussion**

- World Classes will have a Semi-finals contest. A & Open Classes with forty (40) or more entries will have a Semi-finals contest. A double panel of judges will judge all semi-finals.
- In the case of multiple preliminary contests sites, an equal amount from each contest site will be taken to make the total number of semi-finalists (for example, two contest sites and 40 semi-finalists, 20 will be taken from each preliminary contest site.)
- After the preliminaries are completed, Semi-finalists will be placed in rounds with the top three in each round performing 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 order to complete the prescribed 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.

### **5.93 Winds**

- There will be no Semi-finals contest for Winds classes.

## **5.10 Finals Scheduling**

### **5.101 Color Guard**

- All classes will have Finals. A double panel of judges will judge all Finals.

<b><u>Total in Semi-finals</u></b>	<b><u>Number to Finals</u></b>
63 or less	15
64 or more	20

- Performance order for all Finals contests will be reverse order of scores from Semi-finals regardless of rounds.
- 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.

### **5.102 Percussion**

- All marching classes will have Finals of fifteen (15) percussion ensembles. A double panel of judges will judge all Finals.
- Concert World & Open Classes will advance 75% of class to Finals up to a maximum of twelve (12) percussion ensembles. Concert A Classes will advance 50% of the class to Finals up to a maximum of twelve (12) percussion ensembles.
- 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.

### **5.103 Winds**

- All classes will have Finals with a minimum of three (3) winds groups. A double panel of judges will judge all Finals.

## **5.11 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.
- A double panel of judges will adjudicate all Winds world championships contests.

## **5.12 Awards**

- Medallions for all members of the first three places in all classes.
- 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.
- Fan's Favorite in each individual class except for one (1) overall award for all Percussion Concert classes and one (1) overall award for Scholastic Winds classes and one (1) overall award for Independent Winds classes.
- Patches will be provided to all marching members of all finalists, semi-finalists and participants.

## **5.13 Promotions – Color Guard**

- Each year the top three (3) Open Class and top five (5) A 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 video 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.

- Color guards that are reclassified during the season or promoted at World Championships must remain in the higher class of competition the following season or the next time they attend WGI World Championships unless they did not make semi-finals in the prior season.

## **5.14 Contest Site Specifications**

### **5.141 Color Guard**

- All color guard world championship contest sites will have a black curtain backdrop when possible.

### **5.142 Percussion**

- Ensembles will have optional use of tents regardless of weather conditions and integrate tent schedules into the primary logistics schedule

### **5.143 Winds**

- Space inside the arena will be made available for any groups desiring the option of tuning in a temperature-controlled space.

## **5.15 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.

## **6.0 ADJUDICATION POLICIES**

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

#### **6.11 Purpose**

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

#### **6.12 Responsibility**

The Director of Color Guard, Chief Judge and Education Coordinator shall be responsible for adjudication review.

#### **6.13 Policy**

##### *New Judge Acceptance*

- The Color Guard Education Coordinator will evaluate applicants to the Judge Academy Program and make recommendations that applicant be accepted, declined or to continue further study.
- The Director of Color Guard, Chief Judge and Education Coordinator will make final decision on hiring any new applicant after consultation with other instructors on committee.

##### *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 as much feedback as possible.
- Evaluations of each judge take place throughout the year by the Chief Judge. 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 color guard administration meets to determine the roster for next year.
- The Chief Judge and/or Education Coordinator 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 color guard administration will consider inactive WGI judges who wish to return to active status.

#### **6.14 Changes**

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

## **6.2 ADJUDICATION COMPENSATION**

### **6.21 Purpose**

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

### **6.22 Responsibility**

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

### **6.23 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 begun 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.

### **6.24 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.



## **7.0 MISCELLANEOUS POLICIES, PROGRAMS, AND SERVICES**

### **7.1 TRAVEL POLICY**

#### **7.11 Purpose**

Provide guidelines for WGI travel.

#### **7.12 Responsibility**

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

#### **7.13 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 Director of Color Guard, Director of Percussion, and/or Director of Winds.
- 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 \$375.00 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.

#### **7.14 Changes**

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

## **8.0 WGI AWARDS & SCHOLARSHIPS**

### **8.1 WGI HALL OF FAME**

#### **8.11 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.

#### **8.12 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.

#### **8.13 Responsibility**

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

#### **8.14 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/INSTRUCTORS**

- 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.

### **8.15 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 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.

### **8.16 Ceremony**

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

### **8.17 Changes**

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

## **8.2 WGI SCHOLARSHIPS**

### **8.21 Purpose**

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

### **8.22 Responsibility**

The Executive Director is responsible for the scholarship program.

### **8.23 Criteria**

Applicants must:

- Participate in a color guard, percussion ensemble, or winds group 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.

### **8.24 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.

### **8.25 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.

### **8.26 Ceremony**

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

### **8.27 Changes**

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

## **8.3 WGI VOLUNTEER AWARDS**

### **8.31 Purpose**

The purpose of this section is to establish Volunteer Awards.

### **8.32 Criteria**

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

### **8.33 Responsibility**

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

### **8.34 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

### **8.35 Ceremony**

The awards are conferred at each of the Color Guard, Percussion or Winds World Championships.

### **8.36 Changes**

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

## **9.0 FEES AND COSTS**

### **9.1 Entry Processing Fee**

One-time annual .....\$100

### **9.2 Regional Fees**

One day Regional entry fee .....\$235

Two-day Regional entry fee .....\$285

Power Regional entry fee .....\$385

Regional PLUS pass .....\$75

Power Regional PLUS pass .....\$100

One day Regional entry fee after December 15 .....\$285

Two-day Regional entry fee after December 15 .....\$335

Power Regional entry fee after December 15 .....\$435

Transfer fee .....\$100

### **9.3 World Championship Fees**

Entry fee .....\$525

Entry fee after January 15 .....\$625

PLUS Pass .....\$215

### **9.4 World Championship Tickets**

Color Guard VIP .....\$290

Color Guard World Finals ..... \$65 - \$85

Color Guard Open Finals .....\$40

Color Guard Semi-Finals (all sites) & A Finals .....\$40

Color Guard Prelims (all sites) .....\$25

Percussion VIP .....\$290

Percussion World Finals ..... \$65 - \$85

Percussion Open Finals .....\$40

Percussion Semi-Finals (all sites)/A Finals/Concert Finals .....\$40

Percussion Prelims (all sites) .....\$25

Winds Finals .....\$40

Winds Prelims .....\$20

### **9.5 Adjudication Fees**

One Day Regional Caption Judge ..... \$400 or \$8 per group performance judged, whichever is greater

Two-Day Regional Caption Judge ..... \$750 or \$8 per group performance judged, whichever is greater

One Day Regional T&P Judge ..... \$300 or \$6 per group performance judged, whichever is greater

Two-Day Regional T&P Judge ..... \$550 or \$6 per group performance judged, whichever is greater

Championship Caption Judge .....\$400 or \$8 per group performance judged per day, whichever is greater

Championship T&P Judge .....\$300 or \$6 per group performance judged per day, whichever is greater

Travel Reimbursement ..... \$50 per event

## **9.6 Contest Administration Fees**

One Day Regional Contest Administrator .....	\$400 or \$8 per group performance, whichever is greater
Two-Day Regional Contest Administrator.....	\$750 or \$8 per group performance, whichever is greater
Non-working Chief Judge (One Day Regional) .....	\$400 or \$8 per group performance, whichever is greater
Non-working Chief Judge (Two Day Regional) .....	\$750 or \$8 per group performance, whichever is greater
Percussion Quality Control (One Day Regional) .....	\$400
Percussion Quality Control (Two Day Regional) .....	\$550
Travel Reimbursement (Contest Administrator, Chief Judge, Quality Control) .....	\$50 per event
Tabulator (per day).....	\$200
Announcer (per day).....	\$200

## **9.7 Changes**

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



## **10.0 COMPLIMENTARY PRODUCTS AND SERVICES**

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

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

Item	Board of Directors	Hall of Fame	Advisory Board	Steering Committees	WC Ensembles	WC Volunteers	Judges
Season badge	X	X	X	X			X
WC badge	+	+				X	+
Free WGI membership			X				
WC tickets	up to 2*	up to 2*					
WC program	X	X		X	X	X	X
WC VIP suite access	X	X	X			X	X
Rulebook (print)				X			X
Staff shirts						X	
Merchandise discount						one item	

\* If present in person and non-transferable

+ spouse/partner badge made available if present at championships

### **10.2 Changes**

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