

Mid-York Color Guard Circuit Unit Manual 2013/2014

CONSTITUTION	Page
--------------	------

Definitions	2
-------------	---

BY-LAWS

Section A – Membership	4
Section B – Executive Committee	6
Section C – Code of Conduct	8
Section D – Adjudication	10
Section E – Hosting a Mid-York Contest	11
Section F – Championship Show Format	13
Section G – Classification System	15

PRACTICES and PROCEDURES

Section A – Rules	18
Section B – Booking Procedures	19
Section C – Contest Procedures	21
Section D – Judging Procedures	22
Section E – Championship Show Bid	23
Section F – Additions and Amendments for Practices and Procedures	25

Mid-York Color Guard Circuit Show Host Manual

Introduction	27
Director/Show Chairperson Responsibilities	28
Show Preparations	30
Post-Contest Meeting	33
Mid-York Contest Procedures	34
Closing Statement	36

CONSTITUTION

PURPOSE:

The purpose of the Mid-York Color Guard Circuit is to establish and organize a circuit, to conduct and regulate contests for all eligible participation member units.

PHILOSOPHY:

The Mid-York Color Guard Circuit was founded to establish standardized rules and policies that will promote and regulate competition enabling young adults to participate in an activity that is educational, enjoyable, safe, equitable and ethical.

MEMBERSHIP:

Membership will be open to any Color Guard complying with the Mid-York eligibility rules pending approval by the Executive Committee and the membership.

EXECUTIVE COMMITTEE:

The Executive Committee is the governing body for the Circuit. It consists of the Officers and the Board of Governors.

OFFICERS:

The officers of this organization will consist of a President, Vice-President, and Secretary/Treasurer. These officers will be elected by the membership at the March Meeting held each year and will carry out the duties of their offices for a period of two (2) years from this meeting. The President and the Vice-President will not be elected during the same year. All officers will be paid five hundred dollars (\$500.00) per year for their services.

BOARD OF GOVERNORS:

The organization will maintain a Board of Governors consisting of four (4) members. Each year at the March Meeting two (2) members will be elected by the membership for a two (2) year period.

CIRCUIT MEETINGS:

The circuit will hold no less than two (2) General Membership meetings per year. The meeting places are to rotate between the Syracuse, East and South areas to best meet circuit needs. Meeting locations will be in schools of these areas and sites are to be free of charge. (2/99) The Fall meeting will be held on the third Sunday in November. The Spring Meeting will be held each year on the fourth Sunday before the Championship show. All members of the Circuit will have ample notice of the date, time and place of the meeting.

RIGHT TO VOTE:

All active color guards are guaranteed the right to vote at any official or regularly called meeting of the Mid-York Color Guard Circuit. No unit may have more than one (1) vote.

CIRCUIT WEBMASTER:

The circuit webmaster will be appointed to this non-voting position annually by the Executive Committee. The webmaster will receive an annual stipend of five hundred dollars (\$500.00). The position will be held from September to September of the following year.

COMMITTEES:

Special committees may be created by the President or his/her designee to perform necessary and requested duties.

BY-LAWS:

The Mid-York Color Guard Circuit organization will establish a set of By-Laws to specify to the member units how to carry out the provisions of this constitution.

THE PROVISIONS FOR CHANGES, ADDITIONS AND/OR AMENDMENTS TO THE CONSTITUTION AND BY-LAWS:

- 1 Provision for changes, additions and/or amendments must first be submitted in writing to the President of the Circuit or in the verbal presence of a quorum.
- 2 After review by the Executive Committee, these changes, additions and/or amendments will be presented with recommendations within thirty (30) days, either at a regular meeting or at a special meeting called by the President.
3. After presentation by the Executive Committee, these changes, additions, and/or amendments will be tabled until the next regular meeting or until a special meeting called by the President, or sent to each Unit Director via Email with an online email vote to be solicited by the M-YCGC Secretary 30 days after the proposal was sent to the membership.
4. An email copy of the proposed changes, additions, and/or amendments will be supplied to all member units within ten (10) working days after formal presentation by the Executive Committee and prior to a special meeting called by the President, or the next meeting.
5. The membership present constitutes a quorum. Changes and/or amendments to by-laws will be done by a two-thirds (2/3) vote.
6. **Any change to a M-YCGC By-Law or Policy cannot retroactively change a decision or ruling, only change future rulings or decisions.**

BY-LAWS SECTION A - MEMBERSHIP

ARTICLE 1: MEMBERSHIP LEVELS

A. Active Member:

Any unit whose dues are paid in full and has competed in at least four (4) Mid-York sanctioned contests from the previous year. Competing at your home show may count towards this number.

B. New Member:

Any unit whose dues are paid but did not compete in at least four (4) Mid-York sanctioned contests from the previous year. If a new unit competes in four contests by the Spring meeting, they are now an active member of the circuit.

ARTICLE 2: MEMBERSHIP ANNUAL DUES

In lieu of all entry fees, with the exception of the Championship Show, there will be annual dues to be determined at the March meeting for each participating unit. These unit dues are used for the expressed purpose of covering Circuit operating expenses. All dues will be paid by November 1st for a director to be eligible to schedule their unit into contests. As of 11/2017, annual dues are \$ 200.00 per unit. If a school or independent program consists of more than one (1) unit, the second unit annual dues is \$100.00. If a school or independent program consists of more than 2 units, annual dues for each additional unit is \$50.00. (example-If a school districts supports 3 units, annual dues would be: \$200.00 for unit one, \$100.00 for unit two and \$50.00 for unit three.)

As of 11/2017, the M-YCGC will no longer charge a show host fee.

In the event a unit's membership fees are returned to the circuit for insufficient funds, the unit in question will be ineligible to compete in any shows until such time that the dues, and any other financial obligation incurred to the circuit are paid in certified/guaranteed funds.

If a unit ceases to exist prior to January 1, the unit director may apply in writing by January 1 for a refund of their annual dues. Those who do not apply in writing or fold after the January 1 will be considered Associate Members who will receive all communications and are not eligible for a refund.

ARTICLE 3: ELIGIBILITY

- A. Membership will be open to any Color Guard complying with the Mid-York Color Guard eligibility rules pending approval by the Executive Committee.
- B. Applications for membership will be made in writing to the Secretary of the Mid-York Circuit.
- C. Application for membership will be completed and turned in to the Secretary by November 1st annually, or if joining the M-YCGC after 11/1, thirty (30) days prior to the unit's first competition. One membership form per unit will cover the entire contest year.
- D. Each unit must submit a roster of students by January 1st of the competition year, to have on file with the Board for purposes of verification and for use during the season. Scholastic units must submit the roster on school letterhead signed by a school administrator. Independent units must submit a roster verifying the age of their competing members, signed by the unit director or sponsor administrator. The Board may request an updated roster from the guard at any time during the season.

Any unit not submitting a roster by the Jan. 1 deadline will be barred from participating in any M-YCGC event until the roster is submitted to the Vice-President. (9/98, 9/03)

ARTICLE 4: ACCEPTANCE

Upon review by the Executive Committee an application must be presented to the membership for action at that regular meeting. Approval by a majority of the voting membership present at this meeting will constitute acceptance to the Circuit membership. Representatives of the requesting unit must be present at this meeting.

ARTICLE 5: OBJECTIONS TO ACCEPTANCE

- A. Objecting party must be present to object.
- B. Objections must be in writing with reasons, with a copy sent to the guard in question.
- C. The Executive Committee will have thirty (30) days to review the written objection.

ARTICLE 6: RIGHT TO VOTE

Any active member has the right to vote at any Mid-York Circuit meeting (one vote per unit). New members of the Circuit may not vote until they become an active member.

SECTION B – EXECUTIVE COMMITTEE

ARTICLE 1: EXECUTIVE COMMITTEE

1. Will consist of four (4) Board of Governor members and three (3) Officers.
2. Will be empowered to maintain and enforce the Code of Conduct and the rules governing Circuit competitions.
- 3 Will be the liaison between the membership and the judging affiliation and/or other circuits.

ARTICLE 2: OFFICERS

A. PRESIDENT

- Duties:
1. To convene all regular and/or special meetings of the Circuit.
 2. To act as Chairperson of the Executive Committee

B. VICE-PRESIDENT

- Duties:
1. Act in the absence of the President
 2. Circuit Contest Coordinator

As Circuit Contest Coordinator, the Vice-President will:

- a. Be the focal point for all contest dates. All Contest Chairpersons will verify their dates with the Coordinator before proceeding with their shows.
- b. Present show schedule alternatives whenever possible.
- c. Supply all Circuit members with a current list of Circuit contests and contest information, and supply contest application forms.
- d. Notify the NYFCJ Vice-President and Color Guard Caption Chief of all Circuit dates for contests.

C. SECRETARY/TREASURER

- Duties:
1. To notify the representatives of each unit of the time, place and date of each meeting
 2. To record the minutes of each meeting and to make copies of those minutes available to the membership with twenty (20) working days of that meeting, or at the request of the President
 3. To compile a mailing list specifying the representative of each unit and to make a copy available to each unit
 4. To receive and give receipts for all dues and any other monies paid to the Circuit from any other source and to deposit these monies in the name of the Circuit
 5. To attend to the payment of properly authorized bills in the name of the Circuit

ARTICLE 3: THE RIGHT TO VOTE

All officers and members of the Board of Governors have the authority to vote at all Executive Committee meetings.

ARTICLE 4: QUALIFICATIONS FOR THE EXECUTIVE COMMITTEE

Nominations will be open to any representative personnel affiliated with a Mid-York Color Guard for two (2) years at the time of nomination. Nominations will be made from the floor and nominees must be present. All nominees will be allowed five (5) minutes to address the membership before elections.

ARTICLE 5: WEBMASTER

The circuit webmaster will work closely with the Executive Committee to keep pertinent Mid-York Circuit information accessible to all members via the World Wide Web. The webmaster will maintain and update the circuit website regularly and as requested by the Executive Committee. The webmaster will contact the circuit president before posting any non-official M-YCGC announcements on the website. The webmaster will not be used as a contact person for the Mid-York Circuit.

SECTION C – CODE OF CONDUCT

PURPOSE:

The purpose of the Code of Conduct is to determine rules of conduct for all eligible and/or participating units, instructors and auxiliary personnel. In addition, it is the purpose of the Code of Conduct to establish and to maintain specific rules governing the conduct of a Color Guard Contest. Participating units are defined as any unit holding membership in the Mid-York Color Guard Circuit. Any invited units participating at the request of the host unit will comply with the rules of this Code.

ARTICLE 1: SUPERVISION

Unit managers are responsible for supervision and control of all unit members and floor crew at M-YCGC sanctioned events. In the event of infractions and/or complaints, the Executive Board will follow the procedures outlined under Section C – Article 5: “Penalties”.

ARTICLE 2: VIOLATIONS

Any infraction of the Articles 3 and 4 shall constitute a violation of this Code. Infractions shall be reported to the Contest Chairperson and the Mid-York President by authorized personnel within seventy-two (72) hours following the contest.

ARTICLE 3: GENERAL RULES OF CONDUCT

- A. All competitions and/or activities of the Mid-York Color Guard Circuit will be conducted in an atmosphere of good sportsmanship.
- B. All participating member units, instructors and auxiliary personnel will be required to comply with these specific rules of conduct.
- C. Upon approval of its application by the Executive Committee, each proposed member shall receive a copy of these by-laws. An authorized representative of the proposed member unit will sign and forward to the Executive Committee consent to be governed by these by-laws. (The consent will be contained in the original application to save time).

ARTICLE 4: SPECIFIC RULES OF CONDUCT

- A. Smoking on any school property is prohibited.
- B. Use of alcoholic beverages and/or illegal chemical substances at the contest site is prohibited.
- C. Defacing property will constitute a violation of this Code.
- D. Unit Directors are responsible to communicate to their unit members and staff about the importance of internet and social media integrity regarding the Mid-York Color Guard Circuit. Posting of video of any other unit, other than your own, is prohibited. Posting disparaging comments about any M-YCGC performer, director or staff member is prohibited.

ARTICLE 5: PENALTIES

The Executive Committee shall be empowered to assess the following penalties for violations enumerated in Articles 3 and 4 to the Code.

- A. Letter of Reprimand
- B. Disqualification from competition in which the violation occurs.
- C. Suspension from the next two (2) subsequent contests after violation occurs.
- D. Suspension from competing for the remainder of the contest season.
- E. Reimbursement for damages of malicious mischief or vandalism.

ARTICLE 6: RIGHT OF APPEAL

Any participating unit that is assessed a penalty under Article 5 of this Code has the right to appeal. An appeal will be submitted to the President of the MYCGC within 72 hours after notification of the penalty. Upon receipt of this appeal, the President shall call a special meeting of the Executive Committee for the purpose of reviewing and rendering a decision to the appeal. This meeting will be prior to the next scheduled contest the unit in question is to compete or at the next regular meeting of the Circuit, whichever is first.

SECTION D – ADJUDICATION

ARTICLE 1: ADJUDICATOR QUALIFICATIONS

Any individual belonging to a Judge's Association, with current and active member status, may judge Mid-York contests. To judge an M-YCGC show, Judges must fulfill one of the following:

1. attend the NYFCJ Adjudication clinic for the current competition year
2. attend the WGI Adjudication clinic for the current competition year
3. Belong to a WGI sanctioned judges association

ARTICLE 2: RULES OF ADJUDICATION

- A. All Mid-York Color Guard Circuit Sanctioned Contests will follow Winter Guard International (WGI) Rules.
- B. Uniform and equipment, basic color guard, conduct of the color guard, flag etiquette and penalties in accordance with WGI and Mid-York rules.
- C. Amendments to WGI Rule Book are to be found in Practices and Procedures Section A, Rules.

ARTICLE 3: PROTESTS OF ADJUDICATION

Any protest in connection with tabulating, scoring and/or penalties must be made at the post-contest meeting to the Contest Chairperson and Chief Judge of the contest. All protests go to the President to be resolved. The protest goes to the Executive Committee if the President cannot resolve it.

ARTICLE 4: ADJUCATOR CONTACT POLICY (11/99)

- A. There is to be no email or telephone contact between Guard Directors and Staff and Judges.
The exception to this rule: If a unit's judge commentary is not immediately accessible on Competition Suite, prior to a competition judge critique meeting, a unit director may request to contact that judge within the following week. If the particular judge agrees, it would be considered legal contact. The unit director must make the M-YCGC President aware the judge contact is going to take place.
- B. A Letter of Concern should be used to point out a problem or "concern" with a judge or adjudication process. This is a request for the Judge Coordinator to review the situation and communicate with the judge and the Guard Director concerned. Address the concern to the Judge Coordinator and send copies to the President. Include the commentary in question to the Judge Coordinator.

A Letter of Protest should be used only in the most severe of circumstances when censure of the judge in question is being requested. The protest must be filed within 72 hours of the contest during regular season events and within 15 days of the Championship Show. A protest should be filed via email, with concerns the original commentary sent to the Judge Coordinator and copies to the President.

SECTION E – HOSTING A MID-YORK CONTEST

ARTICLE 1: QUALIFICATIONS

- A. A unit must be an ACTIVE unit by definition of the Mid-York Color Guard Circuit By-Laws, Section A Article 1: Membership. A new guard can host a show but is last in priorities.
- B. Application: Any unit interested in hosting a Mid-York Contest must file a Show Host Application with the Circuit Vice-President by June 1st that includes three (3) dates the unit is eligible to host the contest. (1st choice, 2nd choice and 3rd choice)

All applications will be reviewed, and every attempt will be made to provide your requested dates. M-YCGC units who have traditionally hosted a yearly competition will be considered first. After the dates have been set, any new groups who have applied will be taken into consideration for any open and available dates. Applications MUST include a primary and two (2) secondary dates which the unit is eligible to host the show.

The M-YCGC Vice President will take into consideration the following when building the schedule:

- Historical Weekend Show Dates
- Regional Location: (Example; avoiding 2 show within the same regional location)
- WGI Schedule of regionals

ARTICLE 2: PROCEDURES FOR EXECUTIVE BOARD REVIEW OF MID-YORK CONTEST

- A. Any concerns regarding a contest are to be put in writing (letter or email) to the President within thirty (30) days of when the event occurred.
- B. Once the concern has been received by the Executive Board, it will be reviewed individually.
- C. If needed, the President will contact the Show Chairperson, Guard Director and Principal with a clear, concise description of concerns and expected steps to make corrections.
- D. A representative from the Board and/or class representative will attend the show the following season to get a first-hand account of the situation.
- E. If there are continued concerns and/or a lack of effort to address the concerns of the previous year, then the Board will have the discretion to institute a penalty which could include but is not limited to:
- Closing of the show for that season
 - Not allow the guard to host for the next season

F. If the situation(s) have been corrected and all is well, no further action will be taken.

ARTICLE 3: RUNNING A MID-YORK CONTEST

Refer to Mid-York Color Guard Circuit Show Host Handbook.

SECTION F – CHAMPIONSHIP FORMAT

ARTICLE 1: ELIGIBILITY

Any active Mid-York Color Guard who has competed in four (4) Mid-York shows during a season is eligible for Championships. If a Mid-York Color Guard is also a member of another local circuit, the unit must compete in at least three (3) Mid-York shows to be eligible for Championships.

If a guard is booked into a show, and, for extenuating circumstances, cannot participate (snow storm, guards pulling out, District suspends travel, widespread illness), the show will be counted towards the 4 show minimum. (5/98)

ARTICLE 2: ORDER OF APPEARANCE

- | | |
|-----------------------------|-------------------------|
| 1. Novice | 7. Scholastic A-3 |
| 3. 2. Elementary Regional A | 8. Scholastic A-2 |
| 4. Cadet | 9. Independent A |
| 5. Scholastic Regional A | 10. Independent All Age |
| 6. Independent Regional A | 11. Scholastic Open |
| | 12. Independent Open |
| | 13. Scholastic World |
| | 14. Independent World |

Retreat Ceremonies will be scheduled at the discretion of the Championship host

Unit Appearance in Classes:

The order of appearance at the Championship Show will be determined by random draw at the March meeting prior to Championships. Class draws will be held in two steps at this meeting. The first draw will include all units in a class who are not represented by a current staff member at this meeting. The second draw will include the rest of the units in that class who are represented therefore, those units not represented at this draw will perform in their class prior to those who are represented.

Class Champion may be given the option to perform in exhibition at the discretion of the Championship host. Only one 10-minute exhibition will be allowed per class or division at the Championship show.

ARTICLE 3: BID FORMAT

The bid for hosting the Championship show must be sent to the Circuit President by November 1st. All pertinent information must be included at the time of the bid. An outline of this is contained in the Practices and Procedures section. A monetary assessment may be applied to each competing unit at the Championship show.

ARTICLE 4: ADJUDICATION

The NYFCJ will assign the judges panels for the Mid-York Championship contest. The Executive Committee will encourage the NYFCJ to fill the panels with the most extensively trained judges possible.

ARTICLE 5: AWARDS

The host of the Mid-York Championship Show will provide trophies/plaques for each competing unit in every class. Trophies/plaques for places 1, 2, and 3 are to be of equal size. The size of awards should signify a championship show and the culmination of a season. The championship host will provide gold/silver/bronze medals for each unit member in each class. (12/97)

SECTION G – CLASSIFICATION SYSTEM

Article 1: CLASSES

Novice	Independent A
Elementary Regional A	Independent All Age
Cadet	Scholastic A-1
Scholastic Regional A	Scholastic Open
Independent Regional A	Independent Open
Scholastic A-3	Scholastic World
Scholastic A-2	Independent World

ARTICLE 2: ELIGIBILITY AND TIMING CONSIDERATIONS

Novice Eligibility: The guard must be new to 3 years in the circuit OR by petition and acceptance by the Executive Board.

Elementary Eligibility: Up to and including 6th grade students. Scholastic or Independent units.
Regional A

Cadet Eligibility: Up to and including 9th grade students. Not required to be a feeder guard.

Scholastic Eligibility: Scholastic units only. This is a developing winter guard class.
Regional A

Independent Eligibility: Any unit, Scholastic or Independent, within WGI age limits. This is a
Regional A developing winter guard class.

TIMING (for all classes listed above):

Show Interval: 7 minutes (8 minutes through first full week of February)

Equipment minimum: 3 minutes

Total Show: (min. to max) 3- 4 ½ minutes

Scholastic A-3 (SA-3)

Eligibility: Scholastic units only – within the WGI age limit. This is an entry level class, uses A Class judging sheets.

Timing:

Show Interval: 8 minutes (9 minutes through first week of February)

Equipment: 3 ½ minutes

Total Show (min. to max.): 4-5 ½ minutes

Scholastic A-2 (SA-2)

Eligibility: Scholastic units only – within the WGI age limit. This is an entry level class, uses A Class judging sheets.

Timing:

Show Interval: 8 minutes (9 minutes through first week of February)

Equipment: 3 ½ minutes

Total Show (min. to max.): 4-5 ½ minutes

Independent A (IA)

Eligibility: Any group, Scholastic or Independent, within the WGI age limit, uses A Class judging sheets.

Timing:

Show Interval:	8 minutes (9 minutes through first week of February)
Equipment:	3 ½ minutes
Total Show (min. to max.):	4-5 ½ minutes

Independent All Age

Eligibility: Any group, Independent, no age limit, Uses A-Class judging sheets.

Timing:

Show Interval	8 minutes (9 minutes through 1 st week of February)
Equipment:	3 ½ minutes
Total Show (min. to max.):	4-5 ½ minutes

Scholastic A-1 (SA-1)

Eligibility: Scholastic units only - within the WGI age limit, uses A Class judging sheets.

Timing:

Show Interval:	8 minutes (9 minutes through first week of February)
Equipment:	3 ½ minutes
Total Show (min. to max.):	4-5 ½ minutes

Scholastic Open (SO)

Eligibility: Scholastic units only - within the WGI age limit, uses Open Class judging sheets.

Timing:

Show Interval:	9 minutes (10 minutes through first week of February)
Equipment:	3 ½ minutes
Total Show (min. to max.):	4-6 ½ minutes

Independent Open (IO)

Eligibility: Any group, Scholastic or Independent, within the WGI age limit, uses Open Class judging sheets.

Timing:

Show Interval:	9 minutes (10 minutes through first week of February)
Equipment:	3 ½ minutes
Total Show (min. to max.):	4-6 ½ minutes

Scholastic World (SW)

Eligibility: Scholastic units only - within the WGI age limit, uses Open Class judging sheets.

Timing:

Show Interval:	10 minutes (11 minutes through first week of February)
Equipment:	3 ½ minutes
Total Show (min. to max.):	4-7½ minutes

Independent World (W)

Eligibility: Any group, Scholastic or Independent, within the WGI age limit, uses Open Class judging sheets.

Timing:

Show Interval:	10 minutes (11 minutes through first week of February)
Equipment:	3 ½ minutes
Total Show (min. to max.):	4-7½ minutes

The Mid-York Color Guard Circuit supports the WGI philosophy and policy of school aged members participating and competing with their school district winter guard program where available. If a member's school district offers a comparable, competitive winter guard program, they are not eligible for membership in an Independent winter guard program. Petitions for exceptions to this policy must be made in writing to the President of the M-YCGC.

ARTICLE 3: CLASSIFICATION/CLASSIFICATION REVIEW

The unit director will choose the class he or she wishes to compete in on a yearly basis. Independent units are not eligible for participation in any of the scholastic classes.

Beginning the 4th week of the competition season a system of target numbers will be implemented each week to identify units who may be in a class above or below their ability level. Promotion/Moving down a class Scores are considered “indicators” that a unit has achieved a score that suggests that a Guard program may better be suited in a different class. At the time the score is achieved the MYCGC board will seek feedback from the Judging Community and Director of the program to determine what class the program should compete. Achieving the promotion/moving down scores will **not** automatically move that unit. A Formal review must be completed within 5 days. The Director of the program will be involved in the process. All efforts will be made to ensure that the decision is made in the best interest of the program members and the MYCG Circuit.

The ONLY Promotion/Moving down a Class that is not eligible for this process is based on a WGI Ruling. If a unit is promoted or moved down a class by WGI, the M-YCGC will abide by that decision. Timing requirements will be waived for units who are moved during the season.

Units that achieve a promotion score at the Championship Show will NOT automatically be moved to the next class. The Unit Director will have the choice of which class to compete in the following season. The unit will be under review for the first 2 weeks they compete in the following season, at which time the Executive Board could make a promotion decision.

A unit may request Executive review for their own unit at any time if they wish to move down within the class system. Requests to move to a higher class will not require Executive Board review. No units will be considered for movement once we have reached 4 weeks prior to the M-YCGC Championship Show.

Promotion target numbers:

Week 4	Week 5	Week 6	Week 7	Week 8	Championships
SW, SO, IO, SA-1, IA, IAA, SRA, IRA ...78	80	82	84	86	88
SA-2.....68	70	72	74	76	78
SA-3.....64	66	68	70	72	74
Novice.....55	57	59	61	63	65

Moving down target numbers:

Week 4	Week 5	Week 6	Week 7	Week 8	Championships
SO, IO, SA-1, IA, IAA..60	62	64	66	68	72
SA-2, SRA, IRA.....50	52	54	56	58	62
SA-3.....46	48	50	52	54	58

PRACTICES AND PROCEDURES

SECTION A - RULES:

ARTICLE 1: MID-YORK COLOR GUARD CIRCUIT RULES

A. WGI RULES

Adoption of WGI Contest Rules, to include:

1. Eligibility
2. Uniform equipment
3. Competitive flag code
4. Competition Area **If the M-YCGC Contest Site does not meet WGI size requirements (60'x90'), the front side boundary line will automatically be waived and no front side line penalties will exist. (9/07)

B. SCORING

Scoring will be by WGI standards as per the current WGI Rule Book. The assignment of judging sheets will be as follows:

Novice – WGI Regional A Sheets
Elementary Regional A – WGI Regional A Sheets
Cadet – WGI Regional A Sheets
Scholastic Regional A – WGI Regional A Sheets
Independent Regional A – WGI Regional A Sheets
Scholastic A-3 – WGI A Class Sheets
Scholastic A-2 – WGI A Class Sheets
Scholastic A-1 – WGI A Class Sheets
Independent A – WGI A Class Sheets
Independent All Age – WGI A Class Sheets
Scholastic Open – WGI Open Sheets
Independent Open – WGI Open Sheets
Scholastic World – WGI World Sheets
Independent World – WGI World Sheets

C. CLASSIFICATION

All M-YCGC Units will compete in the same class at WGI events as they do in the Mid-York Color Guard Circuit.

SECTION B - BOOKING PROCEDURES

ARTICLE 1: SHOW BOOKING

A. Dues must be paid (or school district PO received) by November 1st for any unit to be eligible to be booked into a show. If a unit is booked into a show prior to November 1st and fails to submit their unit dues on time, the unit will be removed from all scheduled shows.

B. Show pick applications may be submitted to the Vice President as soon as the show schedule is set, but no later than September 1st. (The Vice President will make every effort to have the show host schedule set by July 1 prior to that competition season. The schedule will be periodically emailed to all units directors

C. Individual show hosts may limit the number of units at their show due to space restrictions.

D. Units will be scheduled into shows by the Vice President on a rolling basis as individual show pick are received. The Vice President will inform all units if a show “fills up” due to show host limits.

E. As a courtesy, the Vice President may occasionally inform units of show hosts that are requesting more units be booked into their show, although show hosts own the responsibility of marketing and seeking units to attend their shows.

F. September 1st is the deadline for a unit to submit their show pick but may request changes up to November 1st. No changes to the competition schedule will be made after November 1st unless the Vice President and the effected show hosts agree.

G. No color guard will be permitted to withdraw from any Mid-York contest to enter another Mid-York contest unless both sponsors agree and proper notification to the Vice-President is made.

H. A Unit Director may submit an appeal to the President to withdraw from a contest. Due to extenuating circumstances a unit may be given permission by the Executive Board to withdraw within 10 days prior to a contest. Extenuating circumstance may include (but not limited to) sickness, death, school administration request, weather.

I. If a unit pulls out of a scheduled contest within 30 days of that show (without Executive Board permission), the unit will be assessed a fine according to the following schedule:

7 days (or less) prior to show - \$400.00 penalty 8-14 days prior to show - \$300.00 penalty

15-21 days prior to show - \$200.00 penalty 22-30 days prior to show - \$100.00 penalty

Penalty money would be due to the Treasurer before the unit competes in their next scheduled show. Half of the penalty money will be donated by the circuit to the effected show host to help compensate lost funds. The other half of the penalty money will be donated to the M-YCGC Scholarship fund.

J. If a scheduled M-YCGC show has to be canceled due to extenuating circumstances, units booked into that contest may enter another contest only if the Executive Committee and new show host agree.

SECTION C - CONTEST PROCEDURES

ARTICLE I: GENERAL INFORMATION

- A. The Mid-York Staff Sign-In sheet is to be honored at all M-Y sanctioned events, excluding the Championship Show. Directors and staff members/floor crew must verify their presence on the M-Y Unit Sign-In Sheet at check in area before being allowed access into the performance area. This allows the bearer into the Gym as a paving spectator.
- B. The show sponsor will provide free backside admission for all performing members. (Up to 30 per unit)
- C. Each unit director will fill out the M-YCGC Spiel Sheet to be read by the show announcer as the unit sets up for competition.
- D. All equipment, props, and carts must be padded so as to not mark the facility floors.
Contest sponsors may refuse competition to any unit using unpadded equipment or props.
- E. If sound equipment or a CD malfunctions during the unit's performance, the unit:
 - 1. Has a maximum of (5) minutes to regroup.
 - 2. Must enter before the time limit.
 - 3. May not change positions with another unit.
- F. Unit directors and or staff are strongly encouraged to listen to all judge commentary prior to entering the post contest meeting.

ARTICLE 2: SPECIFIC INFORMATION

REFER TO THE "SHOW HOST HANDBOOK" AT THE END OF THIS MANUAL.

SECTION D - JUDGING PROCEDURES

ARTICLE 1: WGI ADJUDICATION PROCEDURES ARE TO BE FOLLOWED AS STATED IN THE WGI RULE BOOK.

ARTICLE 2: SHORT PANEL

Amendment to WGI Manual

If for any reason an assigned Judge does not report to a contest:

A. The house will be searched for a federation judge in attendance

B. If "A" fails, an attempt will be made to develop a spin panel of instructor/ judges.
No instructor/judge will judge their own class.

C. LAST RESORT- the Contest Coordinator must have the chief judge reassign the adjudicators to cover this panel.

<u>Captions</u>	<u>Points</u>	<u>Number of Judges</u>
Timing/Penalties		1
IA Movement	20.0	1
IA Equipment	20.0	1
Design Analysis	20.0	1
<u>General Effect</u>	<u>20.0</u>	1
Total Maximum Score	80.0	

Multiply a unit's total score by 1.25 ($80.0 \times 1.25 = 100$).
The multiplied number will be the "Raw Score" for the RECAP Sheet.

SECTION E - CHAMPIONSHIP BID

ARTICLE 1: PERTINENT INFORMATION

A. Review By-Laws section on Championship format.

B. Judges Fees: The host is responsible for the total cost of the Judges. The NYFCJ Judge Coordinator handles bookings for each M-YCGC Contest.

C. There is to be a dressing facility for each competing unit. The group may occupy this room up to one hour after the awards ceremony for their respective class. Class champions who exhibit later in the day retain their room for the remainder of the day. One room must be for men's changing only.

D. Admission for participating unit members:

- a. Stamped at entrance
- b. Backside seating
- c. No charge to these members

E. Admission for individuals listed on the M-YCGC Staff/Crew Sign-In Sheet:

- a. stamped at entrance different from spectators
- b. No charge for 15 staff/crew/chaperones
- c. Admitted into gymnasium backside seating

F. Trophies: (See By-Laws section on championship format)

- a. No special awards are to be given without permission by the M-YCGC Executive Board

G. Cafeteria facilities should be available all day and capable of accommodating all guards and spectators.

H. Gym Capacity:

- a. Spectator seating capacity must be stated in the bid.
- b. Gym floor dimensions must be stated in the bid.

I. Sound System:

- a. An Executive Board approved sound system provider must be secured.
- b. Sound checks must be allowed for all guards competing, given at a specific time period for each class.
- c. Maximum time allotted to each guard for playback during sound check is two (2) minutes.

J. Adequate parking arrangements

- Busses
- Staff
- Spectators

K. Adequate dressing rooms for judges

I. Security and first-aid personnel must be made available throughout the entire day.

M. Remuneration to the Circuit must be stated in the bid.

(Typically includes the annual scholarships given at the end of the year to students in the name of the MYCGC.)

N. The Championship Show site must base adequate pre-performance warm-up space for 30 members to spin safely.

O. The bid must be mailed to the Mid-York President by November 1st.

ARTICLE 2: MID-YORK COLOR GUARD CIRCUIT RESPONSIBILITY

A. The Executive Committee will select a sponsor for the championships based on:

- Bid offering the best package
- Bid covering the maximum benefits for the students

B. Negotiate with the sponsor for the best arrangement

ARTICLE 3: OTHER CONSIDERATIONS FOR THE SPONSOR

A. Guard Photos

B. Building and Custodial Cost

C. Internet and WiFi access

D. Ticket prices: Consider a family package

E. Retreat format: Choose one (full or captains)

F. Programs: Write-ups from each participating unit.

G. Judges room location to competing units?

H. Food for adjudicators and hospitality room

I. Tabulation

J. M-YCGC annual scholarship fund donation

SECTION F - PROVISIONS FOR CHANGES, ADDITIONS AND/OR AMENDMENTS FOR PRACTICES AND PROCEDURES

ARTICLE 1: CHANGES. ADDITIONS AND/OR AMENDMENTS

A. Changes, additions and/or amendments for Practices and Procedures will be done by a two-thirds (2/3) vote at any regularly scheduled, or special meeting of the Circuit. Changes, additions and/or amendments for Practices and Procedures may also be done via an email vote as outlined in “Changes to the Constitution and By-Laws” on page 3 of this manual.

B. The membership present constitutes a quorum.

Mid - York Color Guard Circuit

Show Host Manual

Developed July 1993
Revised Nov. 2003 & Aug. 2006

INTRODUCTION

The contents of the Mid-York Color Guard Circuit Show Host Manual describe in detail how a M-YCGC sanctioned contest is to be organized. It should be understood that organizations hosting a M-YCGC contest have certain obligations. Applying to become a M-YCGC Show Host indicates a willingness on behalf of the applicant to meet the criteria described in the Show Host Manual.

From show site to show site, there is any number of variables, i.e. school layout, gym and rehearsal facilities, to name just two. To help ensure smooth running contests, it is important that the guidelines be adhered to. Show hosts are welcome to put their "home town touches" on the contest provided it is done within the parameters spelled out in this manual.

All M-YCGC members will receive a copy of this manual so that they know what they can expect.

SHOW CHAIRPERSON/HOST AND UNIT DIRECTOR RESPONSIBILITIES:

1. Pre Show Planning Logistics:

- a. Recheck the assigned date assigned by Mid-York with school authorities.
- b. Double check your school calendar for other school activities
- c. People/Agencies you need in inform:
 - School Administration
 - Fine Arts/ Athletics/Co-Curricular Director
 - Building Custodial Staff
 - District Food Services Director
 - District Computer/Internet Director
 - District Transportation Director
 - Local Ambulance Corps
 - Local Police Dept.
 - Local Fire Dept
 - Local Media
- d. Areas to secure (fill out building use forms)
 - Gymnasium
 - Cafeteria/Kitchen
 - Auditorium (possible holding/warm-up area)
 - Classrooms (homerooms for competing units)
 - Restrooms for participants, judges, audience
 - Judges room (refreshments, meal suggested)
 - Tabulation room
 - Post Contest Room (may be judge's room if large enough)
 - Prop floor mat holding area and entrance
- e. An active shooter/intruder plan must be developed and shared with show volunteers.

2. Pre-show ordering/organizing:

- A. Awards (All units are to receive a trophy, plaque or certificate for participation in the contest.)
- Order trophies/plaques/certificates/gifts well in advance
 - All placed awards will be of equal size.
 - All Trophies/plaques, or certificates must include the words "Mid-York Color Guard Circuit" or "M-YCGC".

B. Kitchen

- Order all food/cafeteria supplies for show well in advance (food, paper products, utensils, condiments, etc.)
- Send competing units menu and price list

C. Program Book

- Solicit advertisements/donations
- Request competing unit write-ups and pictures
- Program covers must include the words:

In association with the Mid-York Color Guard Circuit (or M-YCGC)

D. Contest Sound System

- Secure contest sound system and technician familiar with M-Y contest procedures and guidelines.
- Secure a show announcer familiar with M-Y contests.

3. Pre Event E-Mail:

A. Adjudication confirmation

- The M-YCGC Vice President will supply you with a judge contract from the New York Federation of Contest Judges well in advance of your show. This contract must be filled out and sent to the VP of the NYFCJ well in advance of your show. Your confirmation of adjudicators is a copy of the contract, which you will receive via mail.

B. Competing Unit Information Mailing: A mailing containing the following information must be sent via US Mail or Email to each competing unit director AND the Mid-York President no later than TWO WEEKS prior to your Mid-York Contest.

- Accurate directions to the contest site
- Start time of your contest
- Practice time availability
- Ticket prices
- Building map (i.e. unit entrance, prop entrance. Gym, warm-up area, etc.)
- Spectator admission time (no later than 30 minutes prior to start time)
- Sound check times (pre show and intermission)
- Home room assignment (if possible!)
- updated warm-up/performance schedule
- A very well monitored cell phone and number throughout the day
- Individual unit warm-up stretch area restrictions
- description of body and equipment warm-up facility room
- Description of sound system to be used
- Cafeteria menu prices
- Gymnasium description including overhead obstructions and bleacher layout
- Request for unit director cell phone number in case of weather emergency
- Special requests for large prop or floor mat storage during contest
- Remind each unit to properly protect equipment/props/carts
- Retreat format (full, unit rep only, exhibitions, senior dedication, etc.)
- Home room access restrictions
- Request for special post contest order (long distance consideration only)
- Judging panel (if possible)
- Request for unit picture/write-up for contest program
- Special seating requests (performers will sit backside etc.)

SHOW DAY RESPONSIBILITIES AND PREPARATION

(Contest Chairperson and Unit Director)

A. Competition Area:

- Mark this area clearly (competitor, spectator entrances/exits)
- Set up announcer and sound system area
- Mark judge's areas clearly (allow enough room in bleachers)
- One individual to monitor competition time flow...must be in contact with warm-up area supervisors and unit escorts
- Individual to check tickets/hand stamps
- Must have WiFi Access

B. Unit Check-in

- Have a separate unit entrance if possible
- Stamp up to 30 performing members at no cost
- Allow up to 15 instructor support staff at no cost (each of the 15 must be listed M-Y Unit Sign-In sheet.
- A show host representative to be assigned to each unit (Please review courteous escort procedures with these individuals.)
- Consider a unit homeroom damage contract to be signed by directors
- Updated contest warm-up schedule
- Dedicated Unisex bathroom/changing room for performers

C. Cafeteria Kitchen

- Schedule enough workers for duration of event
- Clearly post menu and prices
- Secure start up money and cash boxes
- Individuals to monitor trash, spills, messes
- Maximize flow thru Kitchen and cafeteria
- Consider video feed from gym if possible
- Have cafeteria open at least 90 minutes prior to contest start

D. Spectator Ticket Table

- Secure start-up money
- Ticket/hand stamps for entrance to Gym
- Clearly marked ticket prices-no more than \$8.00 per person (as of 1/1/18)
- Consider reduced price for Sr. Citizens Kids -Consider a family price

E. Parking Area

- Space needed for buses, staff, judges and spectators
- No money will be charged for parking

F. Security

- Individuals to monitor entrances and hallways and/or homeroom areas
- Secure participant homeroom warm-up area throughout entire contest
- Stamped performers allowed backside access
- Staff/Chaperones listed M-Y Staff/Crew Sign-In stamped for front side access
- Clearly mark unit homerooms
- Clearly mark restrooms, include a dedicated unisex bathroom/changing room for performers
- Clearly mark restricted areas
- Clearly mark NO EQUIPMENT HANDLING in homeroom/hallway areas

G. Warm-up Areas;

- Secure this area at all times
- Monitored by a time keeper (following the contest schedule)
- Assign the biggest area available for equipment and movement warm-up (usually auxiliary gym or auditorium)
- Assign individual to monitor warm-up flow in case of delayed schedule (This person should be in contact with performance area monitor.)

H. Judge's Room:

- Arrange a greeter escort to bring to room upon arrival
- Water, coffee, refreshments, food, etc.
- Post updated show schedule
- Communicate to chief judge order of unit rotation of post contest meeting
- Review payment procedure with chief judge
- Consider separate rest rooms for judges
- Allow judges to review completed recap sheets at intermission
- Must have WiFi Access

I. Videotaping is prohibited at all M-YCGC Shows. This must be periodically announced throughout the contest.

J. Tabulation Room/Area

- Must have WiFi Access
- Review Competition Suite well in advance of the start of the show
- Introduce the tabulators to the chief judge prior to the contest start
- Review the tabulation procedure with the chief judge
- Tabulation sheets MUST remain secure until the post contest meeting

(Tabulation Room/Area Continued)

-Arrange for clear, close by, warmed up and readily accessible (including any required codes or passwords) access to a photocopier so at least three sets of the score recap sheets are made for each performing unit, and one set per judge, following the last performance. This is crucial to the flow of the post contest meeting.

K. Post Contest Meeting

Procedure: The post contest meeting is to be run by the Chief Judge along with the Show Coordinator. The Post Contest meeting will follow performance order unless a special request due to travel distance was made to the show coordinator was made in advance of the contest.

Rotation of Units: Each unit staff may talk with each judge for a designated time, depending on the size of the show. With a full panel there should be five rotations; GE1, GE2, EA, Equip, and Mvt.

Time Designation Formula: Divide the number of guards at your show into one hour OR allow hour (4) minutes per rotation, whichever is greater, to establish equal time spent in critique.

Score Recap Sheets: Score sheets must be processed by the show host and given to the chief judge for distribution as follows:

Competing Units	(3) copies (at least)
Competition Judges	(1) copy each
Chief Judge	(1) to be sent to caption head

MID-YORK COLOR GUARD CIRCUIT CONTEST PROCEDURES:

Initiation of Contest:

The contest host must start the contest no later than 6:00PM with the retreat beginning no later than 9PM. Any variation must be reported to and cleared with the M-YCGC Executive Board.

Appearance of Classes:

The contest must follow the following format for class appearance:

- Novice class
- Elementary Regional A class
- Cadet class
- Scholastic Regional A class
- Independent Regional A class
- SA-3 class
- SA-2 class
- SA-1 class
- Independent A class
- Independent All-Age (A-Class)
- Scholastic Open class
- Independent Open class
- Scholastic World class
- Independent World class

The contest must follow the Mid-York Color Guard Circuit Random Draw list for units submitted by the Vice President prior to the start of the season.

Timing:

The contest must follow these performance timing intervals for the different classes:

- Novice 7 minute intervals (8 minute intervals through Feb 1st.)
- ERA 7 minute intervals (8 minute intervals through Feb 1st.)
- Cadet 7 minute intervals (8 minute intervals through Feb 1st.)
- IRA 7 minute intervals (8 minute intervals through Feb 1st.)
- SRA 7 minute intervals (8 minute intervals through Feb 1st.)
- A Classes 8 minute intervals
- Open Classes 9 minute intervals
- World Classes 10 minute intervals

Intermission:

Intermission is not to exceed 30 minutes*. Please allow a unit walk-through of performance facilities and sound checks at this time. Please allow judges to review completed recaps of the first half of the contest.

**If a contest has more than 20 competing units, the host may choose to run a retreat during the intermission for units who have competed in the first half of the show. In turn, the intermission may be extended to 45 minutes. The post contest meeting for the units in the early retreat will not take place until the conclusion of the entire contest.*

Awards Ceremony:

The show host must start the announcement of competition results no later than 9: OOPM.

Novice class scores are NOT to be announced, announce Novice placement only!

Other Considerations: National Anthem — recording or performer(s)

This handbook was developed to help the show host cover all the information needed to run a successful color guard competition. Any additions or modifications are welcomed by making a motion at a Mid-York Color Guard Circuit Business Meeting. The Executive Board welcomes all input.

THIS PAGE IS INTENTIONALLY LEFT BLANK.