



PROCEDURE

MANUAL

THE WINTER GUARD ASSOCIATION OF SOUTHERN CALIFORNIA EXISTS
FUNDAMENTALLY FOR ITS PARTICIPANTS: YOUTH, STAFF AND SUPPORTERS.

THE WINTER GUARD ASSOCIATION OF SOUTHERN CALIFORNIA (WGASC)
is a non-profit, 501c3 corporation. The WGASC is governed by the membership and elected
Board of Directors.

The WGASC is financed through membership fees, championship registrations, ticket sales,
video sales, souvenir merchandise sales and the generosity of sponsors, benefactors and grants.

Money is redirected to the activity through a variety of ways including, but not limited to,
educational programs, awards for participants and grants to individual guards.

MISSION STATEMENT

WGASC is a non-profit, youth organization which cultivates personal growth through
competitive performance opportunities in an organized forum that promotes self esteem,
education and freedom of creativity.

PRIME OBJECTIVES

Provide high standards and values in competition.

Provide quality adjudication and rules for competition.

Provide education to all Participants, Performers, Instructors and Adjudicators.

Provide leadership and support services to aid in the growth of the activity.

CLASSIFICATIONS

There are four (4) classifications for Independent Units:

WORLD Class

OPEN Class

“A” Class

REGIONAL “A” Class

There are eight (8) classifications for Scholastic Units:

WORLD Class

OPEN Class

SCHOLASTIC “A” Class

INTERMEDIATE “A” Class

REGIONAL “AA” Class

REGIONAL “A” Class

NOVICE Class

JH/MS “A” Class

REGIONAL “AA” JH/MS Class

REGIONAL “A” JH/MS Class

DECLARING CLASSIFICATION

Initial classification shall be at the discretion of the unit's staff. These criteria should be used to determine this initial classification:

- a. the caliber and potential of the unit
- b. the placement of the unit at the previous year's circuit championships
- c. the WGASC classification worksheet.

The unit will be considered ratified in its initially declared classification unless notified by the Director Of Operations within three (3) business days following its first show.

The procedures used to determine a unit's correct classification following its first show are set forth in this Policy and Procedures Manual.

CLASS/SCORE SHEET DESCRIPTIONS

Regional "A" Class (Independent Regional "A", Scholastic Regional "A", Scholastic Regional "AA", JH/MS)

The performers in these classes are the youngest or/and least experienced guards. The typical group in this class would have limited rehearsal time. Their vocabularies will be at the beginning level, with fundamentals as the primary goal. These classes are where the true beginner will be nurtured and developed with the very beginning skills and qualities as the standard. The prime purpose is to develop individual training that will assure each student's technical growth. In addition, there is a focus on logical programs that will allow the performers to reach high achievement. This is intended to discourage those who overwork in an attempt to be competitive and whose excessive demand on the performers precludes their proper training and development. This class offers students an opportunity to take appropriate steps to receive full reward as they evolve toward the level of "A" Class competition.

"A" Class (Independent "A", Scholastic Intermediate "A", Scholastic "A")

The performers in these classes are younger or/and less experienced guards. Their vocabularies will be primarily at the beginning level with some intermediate skills. These classes are where the beginning student discovers the joy of performing and realizes the sense of achievement of each skill learned. This class is vitally important for these performers and their instructors. This is where their attitudes and values are born. The majority of our units compete in these classes. There are two types of units within this criterion. Many units participate within the "Activity" for little more than the pleasure it affords. They have not yet discovered (or have chosen not to) the aspects of neither competition nor the standards involved. Other units have invested in the "Sport" and committed to the training, rules and standards this implies. Both types of units are important and welcome. This class offers students an opportunity to take appropriate steps to receive full reward as they evolve toward the level of Open Class competition.

CLASS/SCORE SHEET DESCRIPTIONS (CONTINUED)

Open Class (Independent Open, Scholastic Open)

Open Class guards are enthusiastic with a strong desire to grow and explore. They are open and eager to test their skills in a more challenging arena. Most will have achieved the level of training set in the “A” Class and welcome the challenge of greater creativity. There should be sound development and logical progression of challenges while maintaining the premise that growth requires new and additional training. Here is where the intermediate student explores new challenges through performance and realizes a greater sense of achievement as each more complex skill is learned. They experience a freedom in their process as creativity takes on a greater importance in their development. There may be a tendency to overwrite in this growing stage. They should maintain strong standards of excellence in these important developing years. This class offers students an opportunity to take appropriate steps to receive full reward as they evolve toward the level of World Class competition.

World Class (Independent World/Scholastic World)

World Class guards are the standard setting units. These are the innovators of winter guard who set the direction of the activity through the standards of creative and performance achievements. They explore new challenges of dexterity and physical skill within original and unique programs. They are comfortable dealing with abstraction and are strongly influenced by the Arts. Their exploration is the highest level of winter guard.

CLASSIFICATION

Classification Committee

The President of the WGASC appoints the Classification Committee. The Classification Committee shall include the Education Coordinator (Chairperson), and the Judges Coordinator, along with up to 3 instructors. The Classification Committee shall meet during the off-season to review, revise and research refinement of their committee and its practices. The Classification Committee shall review any Promotion Grid and make any adjustments deemed necessary. The Classification Committee shall be active during the winter guard season. The Classification Committee shall review the recap of EVERY contest by 11AM the Monday following every weekend of competition to determine if a need for reclassification of a unit or units exists. The following people may make requests to the Classification Committee:

- The unit's instructor/designer
- An instructor/designer from another unit within the same classification
- An adjudicator
- Any member of the Classification Committee

Requests must be submitted in writing to the Education Coordinator, and signed The Director of Operations will notify the affected unit or units in writing. This will be sent via email the moment the classification is changed in the computer system. Requests to appeal classification changes will be directed to the Director of Operations and finalized by the Classification Committee.

Reclassification Procedures and Criteria

Units meeting the criteria for reclassification to a lower class shall be encouraged to do so. Units meeting the criteria for reclassification to a higher class shall be required to do so, effective at the next contest in which the unit performs. Units who are reclassified/promoted mid-season will go on last in their round in their new class at their next circuit show.

Units moved to the next class of competition based on their first contest will be considered "reclassified"; units moved to the next class based on their second or subsequent performances will be considered "promoted".

Any unit reclassified or promoted during the competitive season must compete in at least one (1) WGASC contest after their reclassification or promotion, and prior to the Championship Show.

WGASC reclassification and promotion criteria apply to all Jr. High/Middle School classes, all Regional "A" classes and the Scholastic Intermediate "A" class. In the Scholastic "A", Independent "A", Open and World classes, WGASC will defer to WGI to promote units. In the event that such a unit qualifies for promotion, but is not

CLASSIFICATION (CONTINUED)

Reclassification Procedures and Criteria (Continued)

planning to attend the World Championships, the WGASC Classification Committee will promote the unit.

Units promoted or reclassified from the Regional "A" criteria to the "A" criteria will be permitted to retain the timing requirements of their original class. Under-time penalties will be waived for units who are promoted from one score sheet to another. These units must have the opportunity to compete in one show before the seeding deadline and receive a score in their new class.

Guards being promoted will be honored at the WGASC Championship awards ceremony.

INDEPENDENT UNITS

Scholastic Member Participation In Independent Units

A marching member may perform in a Scholastic and an Independent Unit during the season. No marching member may perform in more than one (1) Scholastic, Independent Unit within the same class.

Independent units may not recruit students who are currently members of a Scholastic unit that is a member of the WGASC. Failure to comply with the following regulations could result in the unit's loss of membership in the WGASC at the discretion of the Executive Board of the WGASC.

If a student is a member of their school's Scholastic unit on or after the first (1st) of July which precedes the competitive season, and chooses to leave that unit and join an Independent unit, a letter must be on file with the Director Of Operations of the WGASC stating that the student is officially released of any obligations to the Scholastic unit. This letter must be signed by the student, a parent or guardian of the student, the director of the Independent unit and the official credentialed teacher in charge of the Scholastic unit or a school administrator (walk-on coaches signatures are not valid).

If a student decides to participate with an Independent and their Scholastic unit, it is recommended that a letter stating that the Scholastic unit takes priority be signed by the student, a parent or guardian of the student, the director of the Independent unit and the credentialed teacher in charge of the Scholastic unit. It is recommended that a copy of this letter be given to the student, the Independent and the Scholastic unit.

If a student from a school with an Scholastic unit that is a member of the WGASC is not a member of that unit on or after the first (1st) of July, which precedes the competitive season and chooses to join an Independent, no letter is necessary.

A student may march in an independent guard as well as their high school guard in the same contest year and/or contest.

Independent Unit Member Participation

Members of units in Independent classifications may not change units within the WGASC after the first (1st) of December immediately before the competitive season, without the written consent from the directors of both units involved. If a member changes units from one season to the next and leaves a debt with the prior unit, the directors of both units are encouraged to resolve the debt prior to the member performing with the new unit.

CHAMPIONSHIP CONTEST

A unit must compete in at least three (3) WGASC sanctioned events each year in order to qualify for Circuit Championships. A unit located more than one hundred (100) miles from the four level intersection of freeways in downtown Los Angeles is required to attend only two (2) WGASC sanctioned events in order to qualify for Circuit Championships. The Championship contest may be held on a preliminary and finals basis, if necessary, or may be held on one or more days at multiple locations. In the event of a tie in prelims in a position eligible for finals, the tied units will perform in the finals contest. In the event of a tie in finals competition, the tie will stand as a tie. Requests for early or late performance times must be into the office 4 weeks before championships. Units will be seeded into rounds and then a unit will be switched with the next closest seed in another round to accommodate the request. The order of appearance at Circuit Championships will be determined by averaging the two highest scores that are received by the guard through the weekend three (3) weeks prior to the Championships weekend.. 70% of the highest season score as well as 30% of the second highest season score will determine the total average score of the unit. The class will then be divided to determine performance order through random drawings in sets of five. This system would allow units to appear within five (5) guards of their nearest competitor, for example if the class were divided into fifths, but in no suggested placement. Medals will be awarded to every member plus five additional medals, for units placing first (1st), second (2nd) and third (3rd) in their respective class. Patches for members will be awarded to all participating units at Circuit Championships. There will be no more than four (4) prelim rounds in the Inter A and Scholastic "A" class. The Inter A/Scholastic "A" prelims will be seeded by taking 70% of the unit's highest score and 30% of the unit's next highest score. Once the units are seeded, the rounds are structured as follows:

ROUND 1	ROUND 2	ROUND 3	ROUND 4
1	2	3	4
8	7	6	5
9	10	11	12
16	15	14	13
17	18	19	20
24	23	22	21
25	26	27	28
32	31	30	29
33	34	35	ETC.

CHAMPIONSHIP CONTEST (CONTINUED)

Qualifying for Finals

The three (3) medalist units from all Scholastic Intermediate “A” Class and Scholastic “A” Class preliminary rounds on Saturday plus the next three highest scores regardless of rounds will return to the Sunday championship contest to compete in finals. They shall compete in the following order:

11th Highest Score after Gold Medals
10th Highest Score after Gold Medals
9th Highest Score after Gold Medals
8th Highest Score after Gold Medals
7th Highest Score after Gold Medals
6th Highest Score after Gold Medals
5th Highest Score after Gold Medals
4th Highest Score after Gold Medals
3rd Highest Score after Gold Medals
2nd Highest Score after Gold Medals
1st Highest Score after Gold Medals
4th Highest Score of Gold Medals
3rd Highest Score of Gold Medals
2nd Highest Score of Gold Medals
Highest Score of Gold Medals

The Executive Board will research the location of each year’s Circuit Championships.

MEMBERSHIP

Membership Application

All monies must be paid in full to the WGASC prior to a unit's participation in any event.

All membership forms must be completed online via the WGASC website at www.wgasc.org.

Membership fees are as follows:

Received by November 1,	\$400
Received by December 1,	\$450
Received by January 1,	\$500
Received by February 1,	\$550

Membership fees are from September 1 to August 31 and entitle the unit to compete in any WGASC regular season contest AND Circuit Championships at no extra charge.

A Contest Commitment form must also be completed on line via the WGASC website at www.wgasc.org. Indicated on this form will be all regular season contest dates and locations as well as the Evaluation Show dates and locations. A unit must indicate which contests it plans to attend, up to five (5) contests, and is requested to keep a copy for its own records.

In completing this form, the unit will be committed to attending the indicated contests. All changes to a unit's schedule must be made online via the WGASC website at www.wgasc.org. All schedule changes to closed shows (show adds, deletions, switching sites on the same weekend, etc.) are subject to a \$25 administrative fee per online session in which changes are made. The WGASC will contact each show sponsor and inform him or her which units have committed to attend their show.

The deadline for entry into any contest is twenty-one (21) days prior to the contest. This must be done through the Director of Operations.

The maximum number of contests a unit may compete at is five (5) not including the Evaluation show or Circuit Championships until 1/1 of each year. At that time a unit may sign up for as many show as they wish.

An "Additional Show Option" will be made available after midnight on January 2 of the current season through the website only. Requests will be taken on a first-received, first-served basis through online enrollment AFTER midnight, January 2. A show status list will be made available to the membership via the WGASC website throughout the month of December. Any change made to a units schedule made between January 2nd and January 8th may be done free of charge.

MEMBERSHIP (CONTINUED)

Membership Application (Continued)

The WGASC will post general information on the website; including the show schedule and performance order fourteen (14) days prior to the contest. All schedules are tentative until 72 hours prior to the show. Final schedules will be posted the Wednesday prior to the show weekend.

Special requests for performances times are taken up to 22 days before the contest. The Director of Operations will do the best job possible to accommodate the request. Units performing out of class may receive comments only from judges and will not be eligible for scores or awards.

If a unit must withdraw from a contest more than twenty-one (21) days prior to the contest date, the unit must do so via the website and will incur the aforementioned \$25 change fee. If a unit withdraws within twenty-one days up to twenty-four hours prior to the schedule contest, the cancellation will result in a \$200 penalty against the unit. The fine will be \$300 if withdrawal from the contest is made less than twenty- four hours before the contest date. This fee must be paid in full in order for the unit to compete in any future contests.

CONTESTS

Evaluation Shows

The WGASC may sponsor two (2) Evaluation Shows.

Evaluation Show 1 – December or January

There is a participation fee of Fifty dollars (\$50) in addition to the regular membership fee for units wishing to participate in the half-hour sessions with the judges and the evening show.

Debut Contests

The Debut contest will be the first show of the season and performances shall be evaluated with commentary but no scores will be released. All units will be given a critique opportunity with their panel following their performance.

Association Contests

All contests shall be under the supervision and governed by the Rules and by-laws adopted by the WGASC. All contests shall be required to have qualified adjudication.

All regular season Saturday contests shall have a maximum of sixty-five (65) entries. All regular season Friday night contests shall have a maximum of twenty-five (25) entries. All Sunday shows no more than forty (40). All Invitationals shall have 70 entries.

All regular season contests that have classes with more than *ten* units will be split into rounds. Rounds will be selected through random draw.

It is the responsibility of the Director of Operations to establish the performance order for all WGASC sponsored contests and evaluation shows.

Special requests for performances times are taken up to 22 days before the contest. The Director of Operations will do the best job possible to accommodate the request. Units performing out of class may receive comments only from judges and will not be eligible for scores or awards.

When a unit director checks in his or her unit, the director will be required to give the total number of marching members. These members do not have to be present at check in. The number given at check-in will be compared to the T&P sheet number of performers for accuracy. If the number of performers is different than what is given at check-in the contest director will speak with the unit director. The unit will be billed the

price of admission for all wristbands that exceed the T&P sheet number of performers. This bill must be paid before a unit can perform at their next show.

At championships, any unit director that wishes to check in multiple units at one site must inform the Director of Operations 14 days before the date of Championships. This will insure that proper supplies are sent to each site.

Award ceremonies will be as follows:

Friday Night- 1 awards ceremony at the end

Saturday shows- 1 awards up to 40 units, 2 awards from 41-59 units, and 3 award ceremonies after 60 units.

Sunday shows- 1 Awards ceremony

CONTESTS (CONTINUED)

Invitational Contests

Invitational Contests will be run as regular season contests with the following exceptions:

- Until December 2nd, only units with a main address within the geographic area of the Invitational will be permitted to sign-up for the Invitational
- After December 2nd, any unit may sign-up for open spots at any Invitational (change fees apply per the “Membership” section on page 6)

CRITIQUE

Critique will be offered to all units that participate in one of the Debut and/or Invitational Contests, as well as at all Saturday shows in February. Units must be prepared for critique in the following manner:

- Listen to judge's commentary.
- Make notes as to comments and/or questions.
- Understand the scoring system, and/or be prepared to ask questions to better understand the scoring system.
- Fully review the unit's performance.
- Conduct an intellectual, two-way conversation with the judge.
- Do not let emotions overtake quality discussion.

Units may register for critique at the website at www.wgasc.org up to 21 days before the contest. After 21 days critique is closed. Critique times will be posted on the contest information sheet 18 days prior to the contest. The contest information sheet is listed under schedules on the WGASC website. A critique no show fine of \$100 will be assessed for unit representatives failing to show up for the scheduled critique time.

The critique will be structured as follows:

- Five minutes total with upstairs and downstairs judges

At other points during the season, units may initiate communication with a judge by filling out a form on the website indicating questions or concerns. This form will go directly to the VP of Adjudication who will work with the unit and the adjudicator in question to address the concerns and questions.

WGASC JUDGES

Affiliations

A JUDGE WILL NOT ADJUDICATE A CLASS AT A SHOW IN WHICH A COMPETING UNIT COMPETES AND IS ONE WHICH HE/SHE HAS A FORMAL AFFILIATION AS DEFINED BELOW:

- Designers – Individuals responsible for the program concepts, written drill, movement or equipment design.
- Instructors – Individuals responsible for the unit's technique or artistic instruction.
- Marching Members – Any individuals who have performed in more than two (2) shows with the unit.
- Management – Individuals responsible for the operation of the unit including travel, show booking, meeting representation or any other decision-making role relative to the unit.
- Provider – Individuals who provide a product or service (costumes, supplies, etc.) to the unit.
- Secondary Affiliation – Family and personal relationships with any of the above-described persons could be construed as a secondary affiliation and should render that individual ineligible to judge the unit. Unit affiliation with a corps or band producing a color guard will carry unit affiliation to the guard as well.
- All judges are required to report all affiliations to the Director Of Operations and the Judges Assignment Coordinator prior to the competitive season.
- Timing and Penalties Judges are exempt from the affiliation requirements. If needed, the Judge's Assignment Coordinator has the authority to waive the secondary affiliation in order to provide a full slate of judges for a show.
- Anyone receiving money from any color guard related organization is considered affiliated to that unit.

Consultation

A current judge is not permitted to give any consultation to any WGASC member unit. A consultation is defined as the attendance at, and active participation in, a unit's rehearsal, active participation in design meetings, or receiving compensation for guidance of any kind in the direction of the program.

Conduct

No judge may display interest or preference toward any competing unit he/she may judge. Wearing a unit's insignia is forbidden. Judges are encouraged to dress in a professional manner when adjudicating a contest.

SCHOLARSHIP PROGRAMS

The WGASC sponsors two (2) scholarship programs:

- The Mark Boston Scholarship is awarded to a current adjudicator. The award consists of tuition for the WGI Academy at the WGI World Championships, airfare, hotel and a meal stipend. Applications are available through the Director of Operations; the President of the WGASC for scholarship award determination assigns a committee.
- Several scholarships and service awards are awarded to student members of units competing at Circuit Championships. Students must be high school seniors or college students. Scholarships and service awards are awarded at the awards ceremonies at Circuit Championships. Applications are available through the Director of Operations; the President of the WGASC for scholarship award determination assigns a committee.

HOSTING A WGASC CONTEST

The earliest permissible time for requests of contest dates by sponsoring persons or organizations for the next season shall be under New Business at the annual Spring Meeting of the WGASC. A sponsor must be a member of the WGASC and must have competed in the current season. If there are other units that desire that weekend date, then a drawing of all interested will determine the sponsor. Any unit sponsoring a WGASC sanctioned contest should have all the required information concerning the contest in the possession of the Director Of Operations by June 15th. Failure to do so may result in cancellation of the sanctioned sponsored contest or the reassignment of the contest to another sponsor. Contest sponsors are responsible for providing a room or quiet area for the judges' usage, the units with dressing room facilities with restrooms (for both sexes) and a critique location.

All contest floors must have a GE front and a GE back sideline clearance of at least five (5) feet, GE left and right clearances of at least ten (10) feet and a height clearance of at least fifteen (15) feet for the entire competition area. It is recommended that the first row of bleachers be disallowed to have at least eleven (11) rows of seats in the stands. **This will be strictly adhered to.** If the requirements are not met, the show will not fulfill WGASC requirements unless all units are notified by the Director of Operations with the existing size and clearance at least fourteen (14) days before the contest date or at check in time in the case of equipment malfunction.

Practice times for units at the contest site are at the discretion of the contest host. All inquiries should be made directly to the contest host. Seven (7) complimentary passes will be given to each unit. Location of the complimentary seats will be at the discretion of the contest host. Awards, trophies, etc. are presented at the discretion of the contest host. It is recommended that units placing first (1st), second (2nd) and third (3rd) in each class receive an award.

The contest host is responsible for attending to all details in running the contest. The Director of Operations is available for assistance. The WGASC publishes a booklet titled **“WGASC Show Host Handbook”** – see this publication for further helpful information on sponsoring a contest. The **“WGASC Show Host Handbook”** is available through the Director of Operations.

A letter of intent and a deposit of one hundred dollars (\$100) must be given at the Spring Meeting by those units who win the bids on the following season's shows. This deposit is non-refundable. A school administrator must follow this up with an actual letter of commitment no later than August 15.

A list of all available show dates for the next season will be given to the membership in May.