



# POLICY MANUAL

LMCGPC Policy Manual  
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## **1. Membership**

### **1.11. Purpose**

Define in detail membership responsibilities and voting guidelines.

### **1.12. Responsibilities**

- The Membership will meet two (2) times a year
- Once in the fall and once in the spring.
- Vote to adopt or reject proposals passed down from the advisory Boards.

### **1.13. Membership**

- Active Membership are consistent with units who have paid and participating that current year.
- You receive one vote per school/independent group.

### **1.14. Voting**

- Members must be present to vote on any matter and a non-vote is not considered either positive or negative.
- No proxy votes are allowed.

### **1.15. 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 LMCGPC.

## **2. Color Guard Division**

### **1. Color Guard Advisory Board**

#### **1.1. Purpose**

Determine the competitive aspects of the Color Guard division, including judging, scoring, circuit shows and championships.

#### **2. Responsibilities**

- The Advisory Boards may meet prior to the spring meeting to discuss any proposed rule changes for the circuit.
- The Advisory Boards will not meet if there are no proposed rule changes.
- The Advisory Boards will discuss proposed rule changes, draft language, and vote on proposals.
- If a proposal passes from the Advisory Board, it will be forwarded to the general membership, which will vote to adopt the rules.

#### **3. Membership**

There shall be an Advisory Board for each discipline (color guard, percussion, and winds) consisting of the Executive Board and one representative from each of the top 3 placing units in each division at championships from the previous year.

#### **4. 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.
- Members may only represent one unit at any meeting. Proxy voting is not allowed.

#### **5. 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 LMCGPC.

## **2. Color Guard Steering Committee**

### **1. Purpose**

- Provide active leadership in the direction of the Color Guard activity.
- Serve as a review committee to evaluate and promote units as put forth by LMCGPC class guidelines.

### **2. Responsibilities**

- To review the guards placing first (1), second (2)
  - In the classes Novice, SRA, SA, SAA.
- Discuss and evaluate appropriateness of classification.
- Review video performances of current class leaders, Videos must be reviewed and discussed by the committee, with a decision rendered by Monday afternoon.

### **3. Membership**

- Responsible to the Board of Directors
- Will consist of (5) persons:
  - One from each Color Guard Class
  - Elem-Cadet, Novice, SRA, SA, IND)
    - (Classes with small enrollment numbers may be combined.)
- The committee will be chaired by the color guard representative
  - The representative will be responsible for notifying any teams under review
- Elected by the general membership to serve a one-year term.

### **4. Changes**

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

### **3. Percussion Division**

#### **3.1. Percussion Advisory Board**

##### **3.1.1. Purpose**

Determine the competitive aspects of the Percussion division, including judging, scoring, circuit shows and championships.

##### **3.1.2. Responsibilities**

- The Advisory Boards may meet prior to the spring meeting to discuss any proposed rule changes for the circuit.
- The Advisory Boards will not meet if there are no proposed rule changes.
- The Advisory Boards will discuss proposed rule changes, draft language, and vote on proposals.
- If a proposal passes from the Advisory Board, it will be forwarded to the general membership, which will vote to adopt the rules.
- The Percussion Advisory Board will serve as the Promotion Board also.
  - All units will be promoted on the recommendation of the Promotion Board, not on individual scores.
  - Unit directors have the right to appeal these decisions to the Board of Directors.

##### **3.1.3. Membership**

There shall be an Advisory Board for each discipline (color guard, percussion, and winds) consisting of the Executive Board and one representative from each of the top 3 placing units in each division at championships from the previous year.

##### **3.1.4. Voting**

- Quorum is 50% of eligible Percussion representatives.
- Members must be present to vote on any matter and a non-vote is not considered either positive or negative.
- Members may only represent one unit at any meeting. Proxy voting is not allowed.

##### **3.1.5. 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 LMCGPC



## **4. Winds Division**

### **4.1. Winds Advisory Board**

#### **4.1.1. Purpose**

Determine the competitive aspects of the Winds division, including judging, scoring, circuit shows and championships.

#### **4.1.2. Responsibilities**

- The Advisory Boards may meet prior to the spring meeting to discuss any proposed rule changes for the circuit.
- The Advisory Boards will not meet if there are no proposed rule changes.
- The Advisory Boards will discuss proposed rule changes, draft language, and vote on proposals.
- If a proposal passes from the Advisory Board, it will be forwarded to the general membership, which will vote to adopt the rules.
- The Winds Advisory Board will serve as the Promotion Board also.
  - All units will be promoted on the recommendation of the Promotion Board, not on individual scores.
  - Unit directors have the right to appeal these decisions to the Board of Directors.

#### **4.1.3. Membership**

There shall be an Advisory Board for each discipline (color guard, percussion, and winds) consisting of the Executive Board and one representative from each of the top 3 placing units in each division at championships from the previous year.

#### **4.1.4. Voting**

- Quorum is 50% of eligible Wind representatives.
- Members must be present to vote on any matter and a non-vote is not considered either positive or negative.
- Members may only represent one unit at any meeting. Proxy voting is not allowed.

#### **4.1.5. 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 LMCGPC.

## **5. Circuit Events & Contest Administrators**

### **5.1. Circuit Contest**

#### **5.1.1. Show Host**

- LMCGPC will assign the host for contests to Event Partners based on quality and location of the contest site, ability of organization to provide adequate staffing, availability of parking, and adequate housing for contest personnel.
- LMCGPC will sponsor all Championships.
- LMCGPC Board of Directors shall oversee the relationship between LMCGPC and Event Partners including selection, review and discontinuation of the host ensemble or group as well as the area of the contest.
- LMCGPC Board of Directors 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.
- No signs or banners other than official LMCGPC signs or those of official LMCGPC sponsors may be displayed at the contest site without the approval of the Contest Administrator.
- Only current members in good standing may be awarded contest sponsorship. Good standing is defined as having no outstanding financial debts owed to the Circuit.
- Each prospective host must submit the information contained in the “Show Hosting Application Form” to the Board of Directors.

#### **5.1.2. Scheduling of Events**

- The Board of Directors are responsible for the circuit show calendar.
- Show Cancellations
  - The following guidelines must be met in order for a show not to be canceled:
    - A minimum of seven (7) percussion units participating.
    - A minimum of five (5) wind units participating.
    - A minimum of twenty (20) color guard units participating.
  - All show cancellations will ultimately fall in the hands of the respective show host.

### 5.1.3. Site Selection

- The LMCGPC Board of Directors will award the right to host LMCGPC sanctioned contest based on the following criteria.
  - Valid bid submission –
    - Bids must be submitted by member teams on or before the stated deadline.
    - Completion of the on-line Show Host Application and the School Host Contract
      - stating that the facilities will be available on the requested date.
    - Late or incomplete bids will be considered only if no valid and complete bids have been submitted for the same date.
  - Regional distribution –
    - It is a prime consideration of the Board of Directors to provide a schedule in which contest sites are evenly distributed throughout the circuit boundaries to provide reasonable opportunity for all guards to meet their minimum show requirements without undue travel.
  - Calendar distribution –
    - The Board of Directors also considers the even distribution of contest dates regionally throughout the calendar to avoid uneven balance of dates in each region.
  - Venue –
    - The Board of Directors must consider:
      - the size of the performance venue (based universally on Fire Code Rating)
      - amount of space for warm up areas
      - ease of access
      - logistical support
    - The venue should support our goals of providing a positive performance experience for member teams.
  - Show Hosting History –
    - The Board of Directors will consider previous show hosting performance before hosts without LMCGPC experience.
    - Prior show hosting experience does not guarantee a show will be awarded over a group with no hosting history.
  - In an effort to help profitability of events, consideration will be given to the regional location of shows on dates with multiple events.

#### 5.1.4. Site Requirements

- Each eligible unit wishing to host a show must provide the following facility specifications:
  - Double Doors (entering & exiting the gym)
  - 65' x 90' Performance Area
  - Seating Capacity (20-30 rows or 2 Level Gym)
  - Indoor warm-up facility
  - Minimum 20' ceilings in equipment warm-up area.
  - Dressing Rooms
  - Indicate the availability of prop storage.
- PROPS CANNOT BE STORED IN THE GYM CONTEST FLOOR AREA
  - Indicate an area for videotaping (required).
  - Security is required for the contest.
  - Emergency medical service is required for the contest.
    - (a nurse, paramedic, or someone trained in first aid)
  - It is the responsibility of the contest host to provide an area for critique.

#### 5.1.5. Eligibility

- In order to be able to compete, the following must be satisfied:
  - All groups participating in LMCGPC events must have a Student Rooster or Participating Group Master Agreement (WGI) on file with the LMCGPC secretary no later than two (2) weeks prior to first event. Groups who fail to meet this deadline will not be scheduled for competition.
  - All participants of any group competing in any scholastic class must have approval for participation in any LMCGPC sanctioned event by the administration of the sponsoring school(s).
  - Scholastic groups are defined as follows:
    - Single School: A group whose total membership are students from the same school, schools that directly feed into that school, or home-schooled students that reside within the school district boundaries. The group shall submit the Student Rooster or Single School Participating Group Master Agreement (WGI) signed by the authorizing school principal or administrator and filed with the LMCGPC secretary.
    - Combined School: A group in any scholastic class may apply for approval to combine students from multiple schools within a school district under the following guidelines:

- Groups combining students from multiple schools within a school district may not have another group in the same division (Color Guard, Percussion, or Winds) participating locally with a Circuit Partner, or with WGI.
- School districts with multiple competitive field marching band programs within the district will be reviewed on a case-by-case basis for approval to combine students from multiple schools.
- If approved, all combined groups must compete using a combined name approved by LMCGPC.
- Scholastic groups utilizing students from parochial, vocational, or charter schools, must apply for approval under combined school guidelines.
- The group shall submit the Student Roster or Combined Schools Participating Group Master Agreement (WGI) signed by the district superintendent and filed with the WGI office.
- Groups applying to combine students from multiple schools within a school district must apply for approval by December 1.
- LMCGPC will have the final determination on whether a group will be permitted to combine students from multiple schools.
  - If application for combined group is denied, the group has the option to either not include students from other schools or compete in an independent class.
- Independent Programs:
  - It is recognized that High School programs have priority over independent units.
  - It is also recognized as being in conflict with the circuit goals and ethics for any independent group to actively recruit from any high school that has an active winter guard or percussion program.
  - We highly recommend against undermining a high school program by recruiting, allowing to tryout, or marching any high school student from a school with an existing program.
  - The independent unit will use the “Release Form” to allow the rejected student to participate in the independent program.

- If a high school does not have an existing winter guard or percussion program, the independent unit is free to recruit from that school.
  - The independent unit's ability to perform in area circuit competition will be based upon the ability to provide all required documentation to both the Executive Director and the Contest Director two weeks before the first performance for verification that all requirements have been met for the listed performing member.
- All participating groups must certify to obtaining a national criminal history background check (or some satisfactory equivalent for country or locale) for those in contact with participants. This could include staff, but also drivers, chaperones, pit and/or prop crew, clinicians, and others who have more than a casual contact with participants. Such background checks shall be performed at the discretion of the participating group's director, but in no event less than every two years. For scholastic groups, those requirements can be fulfilled by requirements imposed by the school district/educational institution; however, if a school district/educational institution does not have a requirement for such background checks, the group will have to comply with these requirements.
  - Groups competing in those classes with age restrictions must be prepared to show proof of age on each performing member.
  - 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 Board of Directors 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 Board of Directors.

### 5.1.6. Classes of Competition

- There will be **Fourteen (14)** classes for competing guards, twelve (12) classifications for competing percussion units, and six (6) classifications for competing winds groups in the Circuit.
- The Circuit will utilize the same class designation and the same judging criteria for each class as defined by WGI.
- The following Classes will be offered at Color Guard Circuit shows:
  - Elementary
  - Cadet
  - Novice
  - Scholastic Regional A
  - Junior Varsity
  - Scholastic A
  - Scholastic AA
  - Scholastic Open
  - Scholastic World
  - Independent
  - Regional A
  - Independent A
  - Independent Open
  - Independent World
  - Senior Class
- WGI recognized classifications:
  - Scholastic: Regional A; A Class; Open; World.
  - Independent: Regional A; A Class; Open; World.
- Classifications added by the LMCGPC: Elementary, Cadet, and Senior Class
- Novice guards are limited to first year competitive high school units and to high school “feeder” units for the SRA classification.
  - A unit can be in Novice class if they have undergone major program changes such as new instructors and 50 % new members. If a group has been inactive for one full season and or changes stated above a repeat appearance in the novice category must contact the Board of Directors with written appeal asking for exemption.
- There may be at most one (1) performing unit comprised of members from the same school, or feeder school, within a competition category.
- Members of competing units, in the Scholastic classification, must attend the same high school, junior high school, or school corporation.
- Members of competing units, in the independent classification, must comply with the “WGI” rules
  - Except an independent world unit must have approval by the Executive Director of the Circuit as to the age limitation rule in World, A and Open Class.
- The following Classes will be offered at Percussion Circuit shows:
  - Marching Novice Class
  - Marching Regional A
  - Marching A Class
  - Marching Open Class
  - Scholastic Standstill (show style)
  - Marching World Class
  - Concert A
  - Concert Open
  - Concert World

- Independent Marching A Class
- Independent Marching Open
- Independent Marching World Class
- WGI recognized classifications:
  - Scholastic: Marching A Class; Marching Open; Marching World; Concert Open; Concert World.
  - Independent: Marching A Class, Marching Open; Marching World, Concert A, Open, and World.
- Novice percussion is limited to first year competitive high school units and to high school “feeder” units for the Scholastic classification.
- A unit can be in Novice class if they have been inactive for one full season. (Marching Novice)
- The following Classes will be offered at Wind Circuit shows:
  - Scholastic A Class
  - Scholastic Open Class
  - Scholastic World Class
  - Independent A Class
  - Independent Open Class
  - Independent World Class
- WGI recognized classifications:
  - Scholastic Winds: A Class; Open Class; and, World Class.
  - Independent Winds: A Class; Open Class; and, World Class.
- First Time Units
  - Units competing for the first time in the LMCGPC will be evaluated according to the criteria established by the membership and the Chief Adjudicator at the unit’s first two shows.
  - The evaluation will determine the appropriate classification in which the unit may compete for the remainder of the season.
  - This decision will be given in writing to the director of that unit within 24 hours.
  - The evaluation is meant to be a guideline for the unit and is not binding; however, the unit will not be permitted to move from a chosen class after their second competition.
- Classification Changes
  - An experienced unit, competing more than one year in the winter guard activity, must compete within the class and division it has chosen to compete in the first show throughout the season, unless the unit is promoted according to the LMCGPC promotion policy.
  - There will be no independent moves between classes or divisions after the first competition.



### 5.1.7. Entry Procedures

The Board of Directors will determine annual entry fee to all Circuit Shows. All entry fees are non-refundable and non-returnable except were determined by the Board of Directors

- Membership dues shall be assessed yearly as follows:
  - First Unit Membership: \$550.00 OR \$500.00 without participation in Championships
  - Second Unit Membership: \$350 OR \$300 without participation in Championships
    - Schools that have two participating units such as guard and percussion are BOTH considered First Units.
    - A feeder group (JV or Cadet group) is considered a Second Unit
- *Guest Units*: Any visiting unit that is a member of a local circuit wishing to compete that is not a member of LMCGPC will be considered a guest unit.
  - Guest units are not allowed to compete in more than 2 shows or will be required to obtain membership with the LMCGPC.
    - Guest fees shall be assessed as follows:
      - 1 Show Fee: \$50
      - 2 Shows Fee: \$150
      - 3+ Shows will require full membership with the LMCGPC
- Deadline for membership dues and Application Forms must be postmarked by the third Saturday in November.
  - A Late fee of \$25.00 per unit will be assessed.
- Show Sign-Up deadline will be December 1.
  - Late fee on Show Sign-Up is an additional \$25.00 per unit.
- NO reimbursements after show-sign up deadline unless changes are made to the schedule by the BOD.
- Any competing group may withdraw up to two (2) weeks prior to the show with no penalty.
  - Unit must contact the Contest Director.
  - Units not abiding by these guidelines will be assessed \$100.00 paid to the Circuit's Treasurer, who will distribute money to the show sponsor.
  - If a unit pulls the week of the contest, the pull fee will be increased to \$200.
  - THE UNIT WILL NOT BE ALLOWED TO PERFORM AGAIN UNTIL THE PENALTY FEE IS PAID.
  - The CIRCUIT shall not be obligated to pay the show sponsor until the fee is collected from the offending unit.
- Units may not compete at championships until all outstanding monies are paid. Units will not be allowed to sign up for next season's shows or apply to host until all outstanding fees are paid.
- Each competing group will receive:
  - Passes for performing members plus one (1) director badge and two (2) staff badges.

### 5.1.8. Wait-lists

- Circuit Shows may close when reaching the maximum number of entries as dictated by the schedule. A cap of 50 units on Circuit shows, to ensure appropriate ending time and judging load.
- 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 championships, those groups will bypass any wait-list and given priority into another scheduled event.

### 5.1.9. Contest Scheduling

- Max number of performing groups at each show are:
  - 50 UNITS, exceptions may be approved by Board of Directors on a show-by-show basis.
- Performance Line-ups
  - All classes will be seeded using their most recent score increased by 1.5 points each week of the circuit calendar.
  - Classes over twelve will have “tournament-style” rounds.
  - The resulting “standings list” will be used to assign color guards to their round.
- Color guards with identical scores will be assigned to the same round.
  - 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 in the second half.
  - The seeding is the responsibility of the Contest Director.
  - There are two exceptions to the seeding.
  - The host of the show may be scheduled to perform last in their competing class and all guest units are required to perform first in their respective class.
  - All groups with scheduling conflicts must *notify the Contest Director by the Monday before the contest.*

#### 5.1.10. Adjudication

- Color Guard
  - A single panel of judges will adjudicate shows.
  - Critiques will be offered at shows when there is sufficient time in the schedule. The Board of Directors and the Chief Judge shall have discretion over whether critique is offered.
- Percussion
  - A single panel of judges will adjudicate shows.
  - It is the goal to have critiques at all Percussion contests, and have as many ensembles participate, as the schedule will allow.
- Winds
  - A single panel of judges will adjudicate shows.
  - Critiques will be offered as the schedule allows.
- Housing for judges and circuit staff shall consist of one room per judge, unless judges request, they stay in a room together.
  - Hotel accommodations should be in accordance with WGI standards (Holiday Inn quality or better). These arrangements should be communicated with all judges at least one week in advance.
- It is the sole responsibility of the contest host to provide transportation to and from the airport, contest site, and hotel, for any judges that are flying into the closest airport.
- The judges will be paid at the immediate end of the contest.
  - Payment by check is acceptable; however, plan to cash them for the judges as a courtesy.
- Judges and contest staff driving to and from the show in their own private vehicle will be compensated \$.50/mile paid by the circuit.

#### **5.1.11. Classification Review**

The purpose of the LMCGPC reclassification process is to ensure units with the same defined characteristics, as described in the LMCGPC Class Descriptors, are identified as competitors within the same classification.

- Color Guard Promotion System
  - Color Guard promotions will be at the discretion of the Color Guard Steering Committee. After review of that weekends video the committee will make a decision by Monday evening.
  - If a unit is promoted to the next class the change will take place the following week. Appeals will not be granted.
  - Movement up in class is mandatory; movement down in class is strongly encouraged, but not imperative.
  - Promotions will remain in effect even if unit does not participate a given year or takes time off.
  
- Percussion & Winds Promotion System
  - Percussion promotions or class changes are to coincide with WGI Regionals and will be no later than two weeks prior to Circuit Championships.
  - The Advisory Board will serve as the promoting body.
  - Unit directors have the right to appeal these decisions to the Board of Directors.

#### **5.1.12. Contest Floor**

- LMCGPC will supply contest floor covering, in black with no logos, (60x80) any extra covering or floor protection must be supplied by the show host.

#### **5.1.13. 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 show site. Sites should allow the use of clearly marked outdoor practice space during warm-up at all LMCGPC events, dependent on the venue and the amount of space available.
- The LMCGPC office will issue a detailed logistics schedule to competing groups that must be adhered to.

- Warm up areas at LMCGPC 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.).

#### **5.1.14. Video Recordings**

- There is to be no video recording of any LMCGPC show, or 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. LMCGPC does not condone, nor accept any liability for, any unauthorized recordings.
- No video passes will be issued.

#### **5.1.15. Sound Policy**

- 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 will use the Music Upload process through Competition Suite, and should have a backup using another device type such as an MP3 player, iPhone.
  - Color guard is responsible for providing the method that the music will be played, e.g., MP3, computer, etc.
- All color guards should do a sound check before the contest starts, and at break intervals to ensure the playability of your track.
  - 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 Music Upload in Competition Suite to ensure everything is correct.
- 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 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 track 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.
- Final volume discretion is given to the sound operator based on their equipment and the Chief Judge who ultimately determines an appropriate volume level.
  - 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.
- The color guard representative may provide direction to the sound operator during the performance regarding equalization.
- Under no circumstances will verbal abuse of the sound operator be tolerated. Penalties will be assessed per current WGI rules

#### **5.1.16. Changes**

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

**6. LMCGPC Contest Director**

**6.1. Contract/Selection**

The Board of Directors shall determine the number of Contest Directors and contract based upon need. Any ensemble affiliation must be disclosed in advance of appointment and approved by the Board of Directors.

**6.2. Fee for Service**

The fee for service for Contest Directors shall be set each year by the Board of Directors with the approval of the circuit.

**6.3. Path of Responsibility**

The Contest Administrators shall be responsible to the Board of Directors.

**6.4. Purpose**

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

**6.5. Duties and Responsibilities**

**Event Preparation and Planning**

- Work with the LMCGPC office to establish all performance schedules with approval from Board of Directors.
- Ensure that the LMCGPC office receives all proper paperwork and information for each event.
- Coordinate with Event Partner selection of announcer(s) and ensure approved LMCGPC script is used.

**Plan and prepare for support to Adjudicators**

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

**Direct the Contest on behalf of LMCGPC**

- Act as Contest Director on the day of show and perform all duties as outlined in this Policy Manual.
- Ensure all scores are emailed to the LMCGPC circuit at the end 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 Championships as assigned.
- Any other duties assigned by Board of Directors.

**6.6. Changes**

Changes in the role of the LMCGPC Contest Director(s) may be made by the Board of Directors.

## **7. Championships**

### **7.1. Sponsorship**

The Louisiana-Mississippi Color Guard and Percussion Circuit Championships will be sponsored by the Louisiana-Mississippi Color Guard and Percussion Circuit. Each event shall be open to any color guard, percussion ensemble, or winds group adhering to LMCGPC rules and policies. All contests shall be conducted using approved contest rules, operating procedures and judges.

### **7.2. Scheduling of Events**

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 Board of Directors.

### **7.3. Site selection**

The LMCGPC Executive Board has the ultimate responsibility in selecting the sponsoring site (host site) for the LMCGPC Circuit Championships.

Potential Sites will be reviewed by the Executive Board with one selected. Factors that will be considered in the determining schedule include but are not limited to:

- o WGI Regional Calendar and WGI International Championships;
- o Facility statistics
- o Past performance as a Championships Site Sponsor
- o Cost to LMCGPC.

### **7.4. Eligibility**

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

- Color guards perform in one of the first two circuit contests of the season and percussion units perform in the second or third contests of the season. Any conflicts must be approved by the Board of Directors.
  - o First Appearance Requirements
    - All Color Guard classes MUST appear at one of the first two competitive weekends to qualify for LMCGPC Circuit Championships.
    - All Percussion units MUST appear at one of the first two competitive weekends to qualify for LMCGPC Circuit Championships. (Usually, the 2nd or 3rd contest weekends.)
    - The Board of Directors has the right to approve a unit using the third show of the season as a qualifying show on a case-by-case basis should a unit not be able to attend on the first two shows due to unforeseen circumstances.
- Perform in two (2) additional regularly scheduled circuit contests not including circuit championships (a WGI regional can substitute as one of the two additional circuit contests IF the unit is attending WGI World Championships)



- Be in good standing with circuit and show fees and/or and financial obligations owed to the circuit.

**7.5. Classes of Competition**

- There will be thirteen (13) classes for competing guards, twelve (12) classifications for competing percussion units, and six (6) classifications for competing winds groups in the Circuit.
- The Circuit will utilize the same class designation and the same judging criteria for each class as defined by WGI.
- The Circuit may add “Divisions”, comprised of 3 to 12 units, within each “Class”.
- The membership will evaluate the Class to add another Division the following year when it reaches 12 units.
  - In the case that any class is over twenty (20) competing units, the class will be seeded and divided into two (2) divisions.
    - Odd rankings will compete in division River and evens in division Bayou.
    - The top three units in each division will then be promoted to the next higher class, including JV units, with the ability to appeal.
    - (This excludes promoting Scholastic A to Scholastic Open at the end of the season).
    - Seeding and split will be determined by the unit’s averages scores available (excluding WGI Regional scores).
    - This split into divisions will happen after the last circuit show before championships.

**7.5.1. Color Guard**

- The following Classes will be offered at Color Guard Circuit Championships:

<ul style="list-style-type: none"> <li>○ Elementary</li> <li>○ Cadet</li> <li>○ Novice</li> <li>○ Scholastic Regional A</li> <li>○ Junior Varsity</li> </ul>	<ul style="list-style-type: none"> <li>○ Scholastic A</li> <li>○ Scholastic Open</li> <li>○ Scholastic World Regional A</li> <li>○ Independent Regional A</li> <li>○ Independent A</li> </ul>	<ul style="list-style-type: none"> <li>○ Independent Open</li> <li>○ Independent World</li> <li>○ Senior Class</li> </ul>
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**7.5.2. Percussion**

- The following Classes will be offered at Percussion Circuit Championships:

<ul style="list-style-type: none"> <li>○ Marching Novice Class</li> <li>○ Marching Regional A</li> <li>○ Marching A Class</li> <li>○ Marching Open Class</li> </ul>	<ul style="list-style-type: none"> <li>○ Middle school &amp; Standstill</li> <li>○ Marching World Class</li> <li>○ Concert A</li> <li>○ Concert Open</li> <li>○ Concert World</li> </ul>	<ul style="list-style-type: none"> <li>○ Independent Marching A Class</li> <li>○ Independent Marching Open</li> <li>○ Independent Marching World Class</li> </ul>
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### **7.5.3. Winds**

- The following Classes will be offered at Wind Circuit Championships:
  - Scholastic A Class
  - Scholastic Open Class
  - Scholastic World Class
  - Independent A Class
  - Independent Open Class
  - Independent World Class

### **7.6. Entry Procedures**

The Board of Directors will determine annual entry fee to the Championships. All entry fees are non-refundable and non-returnable except where determined by the Board of Directors.

- Championship entry deadline is March 1.
- Groups withdrawing from 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 Chief Executive Officer.
- Each competing group will receive:
- Passes for performing members plus five (5) chaperone passes.

### **7.7. Scheduling**

#### **7.7.1. Color Guard**

- *Classes will be seeded in “tournament-style” rounds for Championships using their most recent score increased by 1.5 points each week of the circuit calendar.*
  - *The resulting “standings list” will be used to assign color guards to their round.*
  - *Color guards with identical scores will be assigned to the same round.*
    - *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 in the second half.*
- *In the case that any class is over twenty (20) competing units, the class will be seeded and divided into two (2) divisions.*
  - *Odd rankings will compete in division River and evens in division Bayou.*
  - *Seeding and split will be determined by the units averages scores available (including WGI Regional scores used to qualify for LMCGPC championships).*

#### **7.7.2. Percussion**

- Seeding classes for championships is based on the average score.
  - Including WGI Regional scores that are used to qualify for LMCGPC championships.

#### **7.7.3. Winds**

- Random draw will be used to determine performance order.

#### **7.7.4. Adjudication**

A single panel of judges will adjudicate all LMCGPC championships.

#### **7.7.5. Awards**

- The top three (3) places in each division will be presented medals:
  - First Place: Gold
  - Second Place: Silver
  - Third Place: Bronze
- The number of medals will be the total number of marching members plus four (4). In the event that the band director is not included, one additional medal may be requested. If additional staff medals are needed, they can be requested after retreat.
- Medals will be awarded to the individual medalists through their staff at a ceremony during the Circuit Championships Retreat.
- Digital award certificates will be emailed to the directors following championships.

#### **7.7.6. Promotions – Color Guard**

- If you are promoted during the season, you must compete in that new classification until you do not participate for at least one year, OR, if your following year's championship placement falls in the lower 1/3 of the class you can send a written appeal to the Board for consideration to compete in one class lower. Upon approval you may register the following year one class level lower.
- Championship Medaling:
  - The top three (3) placing units at Circuit Championships in each SRA Class (3 from Bayou, 3 from River (if there is a split, only 3 if no split)), will be promoted to SA Class for the following season.
  - The top three (3) placing units in SA Class at Circuit Championships will be promoted to SAA Class for the following season.
  - Second groups are included in these promotions.
    - Unit directors have the right to appeal these decisions to the Board of Directors.
  - You must compete the following seasons in the new classification even if you take time off. In your SECOND championship performance post promotion, if placement falls in the lower 1/3 of the class you can send a written appeal to the Board for consideration to compete in one class lower. Upon approval you may register the following year one class level lower.

#### **7.7.7. Volunteers**

Each unit is required to submit 2 volunteers on their competing day for championships. Volunteers are needed to work many different stations. One (1) Adult volunteer and one (1) student volunteer are required.

- Any unit who fails to send two (2) volunteers, or the volunteers fail to show up that unit will be \$50 PER VOLUNTEER.
- All fines should be paid before the spring meeting of that competitive season.
- Any unit with unpaid fines will not be allowed to sign up for shows the following competitive season or vote in the General Membership Meeting until all fines are zeroed out.

## **8. Adjudication Compensation**

### **8.1. Purpose**

The Board of Directors shall approve the compensation for contracted adjudicators based on the WGI payment guide.

### **8.2. Responsibility**

The Executive Director is responsible for the implementation of this policy with the Secretary, Treasure, Contest Director, Color Guard Representative, Percussion Representative, Winds Representative...

### **8.3. Policy**

LMCGPC will establish minimum payments for Championships weekend based on a fee per competing group for all judges.

- LMCGPC will not pay judges for canceled events, provided the judge had not already begun travel.
- LMCGPC will establish payments for Championship adjudication based on assignments and based on the number of competing groups judged.
  - Color Guard Payment scale:
    - 6 judges @ \$350.00 each
    - 1 contest director @ \$200.00 if the show is guard and percussion/winds, \$300 if only guard
    - 1 sound technician @ \$200.00
    - 1 commentary technician @ \$200.00
  - Percussion Payment scale:
    - 5 judges @ \$350.00
    - 1 contest director @ \$200.00
    - 1 sound technician @ \$100.00 if only percussion
    - 1 commentary technician @ \$100.00 if only percussion
  - Winds Payment scale:
    - 4 judges @ \$350.00
    - 1 contest director @ \$200.00 if only winds
    - 1 sound technician @ \$100.00 if only winds
    - 1 commentary technician @ \$100.00 if only winds
- Judges and contest staff driving to and from the show in their own private vehicle will be compensated \$.50/mile paid by the circuit.

### **8.4. 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.

## **9. LMCGPC Awards & Scholarships**

### **9.1. LMCGPC Hall of Fame**

#### **9.1.1. Purpose**

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

The LMCGPC Hall of Fame was formed to recognize the individuals in the winter color guard, winter percussion, and winter winds activity whose extraordinary efforts and accomplishments have enhanced the LMCGPC 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 LMCGPC.

#### **9.1.2. Responsibility**

The LMCGPC Secretary shall handle matters relating to Hall of Fame.

#### **9.1.3. Criteria**

The LMCGPC Hall of Fame recognizes individuals in the winter color guard (in odd numbered years) or winter percussion/winds (in even years). Selection to the LMCGPC Hall of Fame can be achieved as a designer, a director or other administrative position, an adjudicator or in adjudication leadership, from amongst LMCGPC employees or as a volunteer.

The following criteria will be used when evaluating potential Hall of Fame members:

- Meritorious contributions
- Influence on LMCGPC
- Depth of service
- Length of service
- Program success
- Support of LMCGPC educational programs and committees
- Service to Advisory Boards
- Service to LMCGPC Board of Directors
- Service on LMCGPC committees or boards
- Success in design or improvement of the judging system
- 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 LMCGPC Hall of Fame. Individuals should be evaluated through time for their achievements. It is important to consider only the merits of the criteria.

#### **9.1.4. Selection Process**

- Each year, the LMCGPC may induct one individual and one past show to the LMCGPC Hall of Fame. (In the event of a tie, this number may be higher.)
- A committee of prior Hall of Fame inductees and the Board of Directors will vote on nominations from the circuit as a whole.
- 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 LMCGPC Hall of Fame Committee, and Board of Directors.
- No member of the LMCGPC 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 LMCGPC 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 LMCGPC Hall of Fame Committee has completed all balloting for election into the Hall of Fame, the Secretary shall then release the names of those elected for general publication.
- When a person is honored as a Hall of Fame Member, the Executive Director will obtain all necessary action shall be taken for induction of such person at the next Annual Induction Ceremony.

#### **9.1.5. Ceremony**

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

#### **9.1.6. Changes**

Changes to this selection are the responsibility of the LMCGPC Board of Directors and Advisory Boards.

## **9.2. LMCGPC Scholarship**

### **9.2.1. Purpose**

The purpose of this section is to establish the policy for the annual award of LMCGPC Scholarships. One scholarship from each division (Colorguard, Percussion & Winds) will be awarded.

### **9.2.2. Responsibility**

The Executive Director and Treasurer will responsible for the scholarship program.

### **9.2.3. Criteria**

- The recipient must be an active marching member of a unit.
- Each unit may submit no more than three nominees.
- The Recipient must be in his/her senior year of high school or already attending a college/university.
- The recipient must attend a college or university; not a trade school or vocational school.
- Submit Scholarship Application along with:
  - Transcript, Photo of Yourself, 2 Letters of recommendation
- Scholarship(s) granted will be paid by check written to his/her university.
  - Scholarship money may be used by the students for tuition, books and/or room/board.
  - Any unused scholarship monies, either from the students leaving the education establishment before completing his/her degree or upon the students completing and receiving his/her degree, will be returned to LMCGPC.
- The scholarship will be granted for one year only, but recipients may re-apply the next year if he/she remains active with a unit and meets all other requirements.

### **9.2.4. Funding**

Scholarships granted will be derived from funds collected from activities sponsored by LMCGPC and will vary from year to year.

### **9.2.5. Selection Process**

Applications, information, and selection of committee are the responsibility of the Executive Director and the Treasurer. The Selection Committee consists representatives outside of LMCGPC to ensure no bias, and whose decision will be final. The recipient will be informed two weeks prior to the LMCGPC Championships. All Scholarship Applications will remain Confidential.

## **21. Ceremony**

The presentations and announcement are made at the recipient's Championships.

## **22. Changes**

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