

CWEA

CAROLINA WINTER ENSEMBLE ASSOCIATION

MEMBERSHIP HANDBOOK

2017-2018 SEASON

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PREAMBLE

We, the members of the Carolina Winter Ensemble Association, do hereby declare that the following constitution represents our love and dedication to the activities known as winter color guard and winter percussion. The concepts within our constitution are necessary to achieve our goal, which is to present the most creative, educational, and entertaining art form possible.

CONSTITUTION

I. Name

Our organization will henceforth be known as the Carolina Winter Ensemble Association (commonly referred to as “CWEA”).

II. Our Mission

The mission of the Carolina Winter Ensemble Association is to create a positive and rewarding performance experience for our youth and to develop a nurturing environment that will enhance the skills of the performers and instructors at all levels.

III. Aims and Goals

Our aims and goals are to utilize our collective influence to improve the ethical standards and level of the winter program, so that it will be of maximum benefit for youth to continue to be worthy of the general public. This will be accomplished by the following:

- A. Presenting a unified approach, as necessary to insure continued improvement of the rules under which we operate and compete.
- B. Working closely with those who judge our performances, to encourage continued improvement on the general level of education competencies of the judges, so that we can obtain consistent evaluation of our programs based on the rules.
- C. Working in tandem with contest sponsors and the membership of the CWEA to insure that the organization receives enough revenue to remain solvent and obtain facilities and conditions that meet the ensembles needs, and are commensurate with sponsor's ability to provide them.
- D. Striving to improve the quality of our performances, so that the paying public will increase its support of our programs.
- E. Conducting a Circuit contest. (Hereby called the Carolina Winter Championships)

IV. Membership Eligibility

- A. Membership in this organization is available to: Winter Color Guard Units, Marching Percussion Ensembles, and Concert Percussion Ensembles.
- B. Membership commences upon the payment of dues and/or satisfaction of all previous financial obligations to this organization. Before membership is complete, the applicants must also be in

compliance with Winter Guard International rules and regulations. Membership will cease at the initial membership meeting for the next subsequent season.

- C. The Board of Directors for this organization reserves the right to refuse and/or disqualify any person and/or organization from current or future membership whose conduct is inconsistent with the goals or philosophies of the Carolina Winter Ensemble Association. These can include any new rules added by our organization.

V. Financial Guidelines

- A. The fiscal year shall begin on June 1 and end on May 31.
- B. The Board of Directors, or its appointee(s) will prepare an annual budget. The budget will be reviewed, approved, and/or modified by the Board of Directors. The budget will be presented to the membership during the Fall Membership Meeting.
- C. Each member will pay a share of the organization's cost as prescribed in the By-Laws.
- D. All checks written from the CWEA bank account must contain two signatures, one from the CWEA Treasurer and the other from an authorized signer on the account.
- E. All Board Members will receive monthly financial reports and bank statements.
- F. Any surplus funds as of the annual Membership Meeting shall be appropriated as directed by the Executive Board of Directors.

BY-LAWS

VI. Governing Body

Executive Board of Directors

- A. The administration of this organization shall be fully vested in the President, who shall have a cabinet of officers. This governing body shall be known as the “Executive Board of Directors.” This board will be nominated and elected by the representation of the general membership. Certain positions on the Board of Directors will be appointed positions by the Board rather than elected positions by the general membership based on the duties and requirements of the position.
- B. The Executive Board of Directors shall consist of the following positions:
 - a. President
 - b. Vice President
 - c. Director of Events (appointed by the Board of Directors)
 - d. Secretaries
 - i. Secretary (Administrative)
 - ii. Secretary (Public Relations)
 - e. Treasurer
 - f. Co-Judge Coordinators (appointed by the Board of Directors)
 - i. Judge Coordinator (Color Guard)
 - ii. Judge Coordinator (Percussion)
 - g. State Representatives
 - i. State Representative (North Carolina/Virginia)
 - ii. State Representative (South Carolina)
- C. No unit may have two voting board members on the Executive Board of Directors at the same time.
- D. Executive Board Members are expected to assist in managing and staffing Circuit sponsored events such as clinics, premiere events, and Circuit Championships.
- E. Members of the Executive Board of Directors are required to submit to a background check.

Advisory Council

- F. The Advisory Council is comprised of the highest scoring unit at the CWEA Circuit Championships for the previous year for each of the following classifications:
 - a. Scholastic Novice/Scholastic Regional A Guard Representative
 - b. Cadet Class Guard Representative
 - c. Scholastic AAA/AA/A/National A Guard Representative
 - d. Independent A Guard Representative
 - e. Scholastic Open Guard Representative
 - f. Independent Open Guard Representative

- g. Scholastic World Guard Representative
- h. Independent World Guard Representative
- i. Concert Percussion Representative
- j. Scholastic Novice/A Percussion Representative
- k. Independent A Percussion Representative
- l. Scholastic Open Percussion Representative
- m. Independent Open Percussion Representative
- n. Scholastic World Percussion Representative
- o. Independent World Percussion Representative
- p. Winds Scholastic A Representative
- q. Winds Independent A Representative
- r. Winds Scholastic Open Representative
- s. Winds Independent Open Representative
- t. Winds Scholastic World Representative
- u. Winds Independent World Representative

- G. Should a unit decide not to participate in the **Advisory Council**, the Executive Board of Directors may either elect to fill the position with another designee, or choose to leave the position vacant for the current season.
- H. Should a classification not be represented at the previous year's circuit championships, the position will remain vacant until a new Class Champion is named.
- I. **Advisory Council** Members may attend Board Meetings in an advisory capacity. **Advisory Council** members do not have a vote in board meetings. Depending on the nature of discussion, the **Advisory Council** may be excused from Board Meetings if the Executive Board deems it necessary to have a "Closed Door Session."
- J. **Advisory Council** members are expected to assist in managing and staffing Circuit sponsored events such as clinics, premiere events, and Circuit Championships.
- K. **Advisory Council members must serve on at least one organization committee.**

Terms

Members of the Executive Board of Directors shall each serve a two-year term. The terms of all directors shall be staggered so that the terms of half of the directors shall begin at the annual Spring Membership Meeting in even numbered years and the other half shall begin in odd number years. After their term expires, they have the option to be re-elected and continue to serve on the Board of Directors.

The following positions will be elected in odd-numbered years:

- A. President
- B. Secretary (Administrative)
- C. Director of Events (appointed by Executive Board of Directors)
- D. Co-Judge Coordinator (Color Guard) (Appointed by Executive Board of Directors)
- E. State Representative (South Carolina)

The following positions will be elected in even-numbered years:

- A. Vice President
- B. Treasurer
- C. Co-Secretary (Public Relations)
- D. Co-Judge Coordinator (Percussion) (Appointed by Executive Board of Directors)
- E. State Representative (NC/Virginia)

Vacancies

A vacancy in any elected Director position because of death, resignation, removal, disqualification, or otherwise shall require the Executive Board of Directors to appoint an interim member to the vacated office so that the office vacated can continue to function. The interim member shall serve only until the next meeting of the general membership where an election to fill the office can be held.

Removal and Disqualification

At the discretion of the President, an Executive Board Member or **Advisory Council** Member may be suspended for any grievous act that he/she determines detrimental to the organization until such time that a meeting of the Executive Board of Directors can take place to review the situation.

At the meeting of the Executive Board of Directors, the suspended Director will be given an opportunity to voice their position and challenge their suspension.

Once the suspended Director has made their case, and any other Directors have provided input into the situation, there will be a vote to determine whether or not to remove the suspended Director from office permanently, or to reinstate the director without prejudice. The vote will be decided by a simple majority of the Executive Board of Directors.

Code of Conduct for Directors

The Board of Directors expects of itself and its members ethical and business-like conduct consistent with involvement in a youth-based, education non-profit organization. This commitment includes use of appropriate decorum in group and individual behavior when acting as Board members or when perceived to be representing the organization and participating in its activities.

Directors must represent, with loyalty, the interests of CWEA while participating in meetings and in their decision-making within the organization. This accountability supersedes any conflicting loyalty such as that to individual units.

Members of the Board of Directors must avoid any conflict of interest with respect to their fiduciary responsibility. There must be no conduct of private business or personal services between any Director and CWEA except as procedurally controlled to assure openness, competitive opportunity and equal access to information.

Elections

Elections to the Executive Board of Directors will be held at the annual Spring Membership Meeting held in May. The elections may only be held on an alternate date following a majority vote of the Executive Board of Directors. Voting for Executive Board Members will be by secret ballot only. If a candidate for a Director position is running un-opposed, the candidate will automatically be appointed to that position.

Nominations for positions on the Executive Board of Directors will be accepted for at least two weeks preceding the Spring Membership Meeting. Nominations for Director positions must be submitted before the day of the annual Spring Membership Meeting in order for consideration to be given. The Board of Directors will not accept nominations on the day of the Spring Membership Meeting.

Responsibilities of the Board of Directors

Responsibilities of the Board of Directors include, but are not limited to:

- A. Approval of annual budget
- B. Review financial statements
- C. Overall management and strategic direction
- D. Review by-laws and organizational structure
- E. Review proposals presented to the Board of Directors for change or adoption
- F. Review project proposals
- G. Effective management of all CWEA events
- H. Any other matters brought before the Board of Directors

The Directors will assume duties as follows:

A. Board President

- a. CEO of CWEA and leader of the Board of Directors
- b. Responsible for all facets of the organization
- c. Elected to the Executive Board by the general membership
- d. This is a voting position on the CWEA Board of Directors

B. Vice President

- a. COO of CWEA
- b. Chairman of the CWEA Scholarship Committee
- c. Responsible for assuming the role of President in the absence of the Board President
- d. Reports directly to the President
- e. Elected to the Executive Board by the general membership
- f. This is a voting position on the CWEA Board of Directors

C. Director of Events

- a. Works with Judge Coordinator(s) to schedule and organize judges for CWEA events
- b. Works with the Secretaries to ensure information is dispersed in a timely manner
- c. Serves as the point of contact for all event related issues
- d. Responsible for the management of circuit events to include the scheduling of personnel
- e. Responsible for appointing a Site Manager to all contests
- f. Ensures all WGI and CWEA rules and regulations are applied fairly and justly at all events
- g. Transport and keeps accurate inventory of all circuit promotional items
- h. Reports directly to the President
- i. Appointed to the Executive Board by a majority vote of the Directors
- j. This is a voting position on the CWEA Board of Directors

D. Co-Secretaries

- a. Together as one position, the Co-Secretaries operate as the CIO of CWEA
- b. Report directly to the President
- c. *Secretary (Administrative)*
 - i. Keeps a roster of all of the current membership including their name, addresses, and telephone numbers
 - ii. Responsible for all official correspondence

- iii. Shall keep the minutes of the meetings and act as custodian for all official records and correspondence
- iv. Assumes all Administrative duties as assigned by the President
- v. Elected to the Executive Board by the General Membership
- vi. This is a voting position on the CWEA Board of Directors
- d. *Secretary (Public Relations)*
 - i. Shall be responsible for the advertising and marketing of the circuit
 - ii. Will manage and provide frequent content for the CWEA Facebook, Website, Instagram, & Twitter account.
 - iii. Responsible for directing and coordinating the CWEA Social Media Team
 - iv. Responsible for maintaining and monitoring all online forums or groups related to CWEA
 - v. Assumes all Public Relations duties as assigned by the President
 - vi. Elected to the Executive Board by the general membership
 - vii. This is a voting position on the CWEA Board of Directors

E. Treasurer

- a. CFO of CWEA
- b. In charge of and accountable for all of the circuit's funds
- c. Responsible for maintaining accurate records of all financial transactions of CWEA
- d. Responsible for all deposits and disbursements of funds as directed by the Executive Board of Directors
- e. Will submit a written financial report at all meetings
- f. Works with the Circuit President and Director of Events to produce the annual budget
- g. Assumes all duties of Treasurer as assigned by the President
- h. Reports directly to the President
- i. Elected to the Executive Board by the general membership
- j. This is a voting position on the CWEA Board of Directors

F. Judge Coordinator(s)

- a. Responsible for assigning and scheduling judges for all CWEA events
- b. Works in tandem with the Director of Events and Treasurer to ensure appropriate staffing for events that falls in line with budgetary constraints
- c. Responsible for the overall recruitment, training, education, and assignment of all judges for CWEA events
- d. Represents adjudicator interests at all meetings
- e. Responsible for the coordination of the Carolina Judge's Association (CJA)
- f. Performs all duties as assigned by the President
- g. Appointed to the Executive Board by a majority vote of the Directors

G. State Representatives (2)

- a. One prominent representative from both North Carolina/Virginia and South Carolina that will work for the good of the whole of CWEA
- b. Consults with CWEA Board on matters of importance in regard to membership and policy
- c. Responsible for the growth of the organization through recruitment of new members
- d. Performs all duties as assigned by the President
- e. Elected to the Executive Board by the general membership
- f. These are voting positions on the CWEA Board of Directors

VII. Meetings

The circuit will have the following mandatory meetings:

- A. Fall Membership Meeting – to be held in November on the Saturday before Thanksgiving
 - a. Dissemination of information related to the upcoming season
 - b. Round two of the performance order draw is performed
 - c. General discussion on policy changes
- B. Spring Membership Meeting – shall be held no earlier than May 1st.
 - a. Proposals for amendments to the by-laws and policy will be reviewed and voted on by the membership to pass to the Board of Directors.
 - b. The Executive Board of Directors present their annual reports
 - c. Elections for the Executive Board of Directors
 - d. **Advisory Council** members are announced for the subsequent year

Additional meetings will take place as deemed necessary by the Executive Board of Directors or voting majority of the general membership.

The Board of Directors will meet one or more hours prior to all general membership meetings. Additional meetings of the Board of Directors will be held as needed at the discretion of the President.

VIII. Committees

The organization will have the following standing committees:

- A. **Education Committee** – Members of the Education Committee will be appointed by the President and affirmed by the Board of Directors. This committee shall be co-chaired by the State Representatives and include at least two additional “at-large” members selected from the Advisory Council or General Membership. The Education Committee will be tasked with organizing CWEA Training Day and any other educational clinics or workshops for students and instructors within the circuit. The committee membership should represent all three divisions.
- B. **Finance Committee** - Members of the Finance Committee will be appointed by the President and affirmed by the Board of Directors. This committee shall be chaired by the Treasurer and shall include the President and at least one additional “at-large” member selected from the Advisory Council or General Membership. The Finance Committee will be chaired by the Treasurer and shall establish and maintain the financial policies of the corporation as established in these bylaws and adopted by resolution of the Board of Directors.
- C. **Championships Committee** - Members of the Championships Committee will be appointed by the President and affirmed by the Board of Directors. This committee shall be chaired by the Championships Coordinator and shall include the Director of Events and at least one additional “at-large” member selected from the Advisory Council or General Membership. The Championships Committee shall be tasked with evaluating and reviewing matters as they relate to the Circuit

Championships event. The committee shall make recommendations for improvements and changes in event policies to the Board of Directors as needed.

D. Awards Committee - Members of the Awards Committee will be appointed by the President and affirmed by the Board of Directors. This committee shall be chaired by a member of the Board of Directors and shall include at least one additional member from the Board of Directors. Additional “at large” members shall be selected from the Advisory Council or General Membership. The Committee shall be responsible for reviewing and making recommendations to the Board of Directors as it relates to all awards issued by the organization. The committee shall oversee the successful implementation of special awards programs presented by CWEA, such as the Scholarship Program, Hall of Fame and Sport of the Arts awards.

E. Classifications Committee - Members of the Classifications Committee will be appointed by the President and affirmed by the Board of Directors. This committee shall be chaired by the Director of Events and shall also include the Color Guard Judge Coordinator, Percussion Judge Coordinator, Winds Judge Coordinator (if separate) and at least two additional “at large” members selected from the current roster of judges, Advisory Council or General Membership. The Classification’s Committee shall be tasked with the evaluation of the organization’s policies and procedures as it relates to promotions and reclassifications. The committee shall make recommendations as necessary on improvements to these policies and procedures. The committee shall be responsible for reviewing and evaluating units who either exceed or do not meet the requirements for their specific classifications and shall make recommendations to the Board of Directors on promotions/reclassifications throughout the competitive season.

Additional “ad hoc” committees may be established as needed at the discretion of the President.

IX. Voting Procedures

- A. All decisions by the Executive Board of Directors will be made by a majority vote of the Executive Board of Directors present at the time of the vote. No absentee ballots or proxies will be accepted. All decisions shall be made by public vote.
- B. All decisions by the general membership will be made by majority vote of those members in attendance at the time of the vote. No absentee ballots or proxies will be accepted. All decisions shall be made by public vote, with the exception of elections.
- C. Each eligible unit will be allowed one voting delegate per unit whose name shall be registered via the circuit website through the registration process and paid with CWEA. All designated voting delegates will sign in with the Secretary (Administration) prior to the beginning of each meeting.
- D. All voting for the election of Directors will be by secret ballot.
- E. Board members do not have a vote in general meetings, unless they are a designated delegate for a member unit.

- F. Under no circumstances shall any person cast more than one vote in any given poll, nor shall they be permitted to represent more than one unit in any poll.

X. Contests

- A. CWEA will schedule and host circuit contests throughout the season (January – April). The number of contests will depend on availability of facilities as well as the current annual budget.
- B. CWEA events will be governed using the WGI evaluation system and rules, CWEA Operating Procedures (as determined by the CWEA Board of Directors), and approved judges.
- C. Contest rules will be made available to all competing ensembles.

XI. Circuit Championships

- 2.1 The Executive Board of Directors shall select location(s) and date(s).
- 3.1 This show is open to any member unit that satisfies all membership requirements as set by CWEA Policy.
- 4.1 Non-Members of the circuit are not eligible to attend CWEA Circuit Championships.

XII. Amendments

- A. As part of the proceedings for the annual meeting, amendments to the CWEA Constitution & By-Laws will be voted on by the general membership.
- B. All proposed amendment changes must be presented to the Secretary at least two weeks prior to the annual meeting. These proposals will be distributed to the general membership one week prior to being voted on at the Annual Meeting.
- C. Any member unit or Board Member may present a proposal to the CWEA Secretary.
- D. The Constitution and By-Laws may be amended by a two-thirds majority vote of the total membership in attendance at the time of the vote.
- E. Proposals on CWEA policies and other matters which are not part of the CWEA Constitution and By-Laws will be voted on by the general membership to determine whether or not to pass on to the Executive Board for consideration.
- F. The Executive Board of Directors shall set policy.

POLICIES AND PROCEDURES

Instructor Code of Ethics

The CWEA Board of Directors feels that it is important to enforce the Instructor's Code of Ethics. If judges and staff are expected to adhere to a professional code of conduct, then it is appropriate that this standard is exacted from the instructional community as well.

If undue and unfair pressure is applied to judges and/or CWEA staff through inappropriate behavior, then this places the competitive experience at risk. Examples include, but are not limited to directors and/or instructors shouting at judges or CWEA staff whether in public or critique, inappropriate conduct of any instructor while accompanying the guard onto the contest floor, or inordinate and unauthorized telephones calls or other communication with judges or the Chief Judge. There is also a growing concern about disruptive behavior in the warm-up area, and rude behavior from the performers and/or staff of one group towards another. Behavior of this type is intolerable and will result in the loss of the privilege that has been violated. For example, directors and/or instructors could lose all critique privileges with judges, they could be barred from the contest floor or venue, or lose the right to use the warm-up venue. Addressing this important issue must be a priority for all competing ensembles and members of our organization.

In instances of poor conduct, it may be necessary to take administrative action based on the severity of the infraction. In all cases, the Executive Board of Directors will be the authority on issues of misconduct or inappropriate behavior. Instructors in violation or breaching contest etiquette may be subject to warnings, single-show suspensions, permanent suspensions, or loss of privileges at the discretion of the Executive Board of Directors.

For issues at events that disrupt the educational environment of the event, the Site Manager in consultation with the Circuit President and/or the Director of Events will be responsible for taking action to preserve the positive educational environment for all participants. In escalated situations that may require more action, the Executive Board of Directors and/or the event Site Manager will be responsible for taking appropriate action as deemed necessary up to removal from the venue.

Judge's Code of Ethics

A CWEA judge must disclose to the Judge Coordinator(s) and the Director of Events any affiliation with any performing ensemble (color guard or percussion) based on the following definitions:

PRIMARY AFFILIATION: Designer, instructor, manager, or administrator of the competing ensemble. Individuals may not judge for CWEA if they are performing in any ensemble. A judge with a primary affiliation may not adjudicate the class where his/her affiliation exists, unless approved by the President, Director of Events, and Judge Coordinator(s).

SECONDARY AFFILIATION: Any judge who receives compensation from the school, and/or sponsoring organization and any related organization that sponsors or supports the competing ensemble (i.e. an individual who teaches in the school or who might teach or provide other services for the sponsoring organization) as well as any judge, who through family, spouse or significant other who has a primary

affiliation as described above. These affiliations will be reviewed on a case-by-case basis. A judge with a secondary affiliation may judge in his/her affiliated class as long as the ensemble he/she is affiliated with is not performing at that contest. There may be rare exceptions to this rule as determined by the Circuit President, Director of Events, and Judge Coordinator(s).

CONSULTATIONS: A current CWEA Judge is not permitted to give any consultation to any ensemble actively competing in CWEA at an event that he/she may adjudicate.

CONDUCT: No judge may display interest or preference toward any competing ensemble he/she may judge. Wearing an ensemble's insignia is forbidden. Judges are encouraged to give input regarding the ethical standards of the judging community. This should be handled through the Chief Judge.

SOCIAL MEDIA GUIDELINES FOR INSTRUCTORS AND JUDGES

Social media platforms including Facebook, Twitter, discussion forums, blogs, wikis, virtual worlds or any other form of user-generated media, are powerful informational engines for our activity. CWEA recognizes the value of these tools in building buzz and excitement for our activity and everyone is encouraged to share their enthusiasm with friends, family and the general public. Adherence to these guidelines assists us in maintaining the integrity of the adjudication and administrative services CWEA provides to competing ensembles.

Guidelines for using personal social media

- All parties should be aware of your association with CWEA in online social media streams. Use common sense, professional judgment and caution.
- No communication is allowed privately or publicly on any social media streams with any director, instructor, judge or performer about any competitive aspect of any performing ensemble. This type of communication is strictly prohibited by the rules without the express written permission of the Chief Judge, Director of Events or Circuit President.
- CWEA staff and judges should never comment on any individual group's anticipated or actual performance or anything of a competitive nature, however positive. Such postings create openings for questions from anyone reading the post. What seems an innocent comment can be easily misconstrued.
- CWEA staff and judges should change personal settings on Facebook to allow review and approval of any post visible to the public. Use caution on "liking" any post regarding any individual group or CWEA.
- CWEA staff and judges are prohibited from promoting any participating group with which they are affiliated so not to present the appearance of intended influence.
- CWEA staff and judges should refrain from posting any pictures or comments that imply favoritism towards any one group or instructor.
- CWEA staff and judges should use caution in posting or "tagging" photos or videos of any ensemble on your personal social media streams.

It is important to remember that anything posted on the internet is permanent. Although it can be "taken down", it may well exist somewhere for years to come and often reach large numbers of people quickly. If misinterpreted or open to misinterpretation, such postings can do incalculable damage to the reputation of individuals, organizations and CWEA.

CWEA will use these guidelines to determine whether an employee or contractor has been appropriate in their public online behavior with respect to their CWEA-related responsibilities. Those employees and contractors associated with CWEA must represent appropriate conduct for a competitive, scholastic-based activity. Violation of these guidelines can lead to disciplinary action including suspension and/or termination

CWEA REGULATIONS AND PROCEDURES

Financial Obligations & Fee Schedule

Membership Dues

The financial fees are determined by the Board of Directors and are as follows:

Annual Dues

Independent & Scholastic Units	\$525.00
2nd unit under the same organization	\$475.00
3rd unit under the same organization	\$450.00
4th unit under the same organization	\$425.00
5th unit under the same organization	\$400.00

IMPORTANT: NO INDEPENDENT UNIT MAY BE CONSIDERED UNDER THE SAME ORGANIZATION AS ANY SCHOLASTIC UNIT.

Unit's payments and registration forms not received prior to December 31st of the current year will be fined \$100.00 as a late fee. Unit's payments and registration forms not received by the 31st, of the following month will be fined an additional \$100.00 for a total of \$200.00. Circuit dues are used to help offset operational costs, as well as support the educational opportunities offered by the Carolina Winter Ensemble Association.

Withdrawal Fines

All Units that register to compete for a CWEA Contest are then obligated to compete at that show. Units wishing to withdraw from a contest must notify the CWEA Director of Events by emailing secretary@cwea.us at least **15 business days** prior to the event. Units may also cancel their show registration online via the CWEA Website. Withdrawals and Cancellations will be fined as follows:

- A. All Withdrawals/Cancellations received at least **15 business days** prior to the contest will not incur any financial fines.
- B. Member Unit Withdrawals/Cancellations received less than **15 business days** prior to the contest will incur a \$150.00 fine. Once paid, CWEA will issue a check for \$100.00 to the show host.
- C. Member Units that do not show up for a contest they are scheduled to attend, and that do not notify the circuit prior to the contest day will be assessed a \$200.00 fine. Once paid, CWEA will issue a check for \$150.00 to the show host.
- D. Non-Member Unit Withdrawals/Cancellations received less than **15 business days** prior to the contest will forfeit their **\$175.00 non-member fee**. If the unit has not paid their **\$175.00 entry fee**, they must pay the fee before they will be allowed to participate in CWEA again.

Withdrawal fines must be paid directly to CWEA, and then the circuit will distribute the funds to the show host. **Withdrawal/Cancellation fines MUST NOT be paid directly to the show host.**

Payment Methods

Payments to CWEA may be made by the following methods:

- A. Checks – Checks may be mailed to: Carolina Winter Ensemble Association, P.O. Box 3614, Rock Hill, SC 29732. Checks should be made out to Carolina Winter Ensemble Association. Checks can also be turned in to the CWEA Director of Events or CWEA Treasurer at the Fall Membership Meeting. If paying by check in person, you will be given a receipt for your payment. All associated fees for returned checks will be charged to the sender. Fees must be paid before the unit will be allowed to participate in any other events.
- B. Credit/Debit Card – Payments by Debit/Credit Card may be made online during the registration process. Payments for outstanding balances may be made via credit card by contacting the CWEA Director of Events or CWEA Treasurer. Please note – all payments made by Debit/Credit Card for Registration Fees will incur a service charge.
- C. Cash – Payments in cash will be accepted by the CWEA Director of Events or CWEA Treasurer at the Fall Membership Meeting. If paying by cash, you will be given a receipt for your payment.
- D. Payments for outstanding balances will no longer be accepted at circuit events other than the Fall Membership Meeting.

Outstanding Balances

Any Unit with outstanding financial obligations to CWEA will not be scheduled for or allowed to participate in any CWEA Sponsored Event until those obligations are satisfied. There are no exceptions to this rule. Financial Obligations must be current at the time the event closes in order for a team to be scheduled.

ANY UNIT WITH OUTSTANDING FINANCIAL OBLIGATIONS TO THE CIRCUIT AT THE TIME THE EVENT SCHEDULE IS CREATED WILL NOT BE SCHEDULED TO COMPETE.

Membership Entitlements

- A. Members Units are entitled to compete in contests that are sponsored by/or sanctioned by CWEA. They will be given priority performance order over non-member units.
- B. Members Units are entitled to seven gate passes for each contest.
- C. Units have the option of purchasing the CWEA Plus Pass in two levels –
 - a. \$75.00 – Units will receive 5 PLUS passes that will grant attendance to CWEA Premiere Events and Regular Season Shows. These passes are NOT valid for CWEA Championships.

- b. \$100.00 – Units will receive 5 Plus Passes that will grant attendance to CWEA Premiere Events, Regular Season Shows, and CWEA Circuit Championships.
- D. Note: Passes should only be given to staff, chaperones and bus drivers. These passes are not to be given to spectators or others not directly associated with the performing unit. Depending on the venue, these passes may be deemed as backside seating only.
- E. No organization will be issued more than 25 passes for admission to events (not including performer wristbands).

Divisions of Competition

- A. Scholastic Division – This is for units whose members all come from the same high school or from a junior high/middle school or elementary school that directly feeds the high school program it is affiliated with. Units may combine students from different schools provided all schools are members of the same school district.
- B. Independent Division- the Independent Division is comprised of teams utilizing members of ages ranging from 15 on up (age restrictions are governed by the WGI Policies and Procedures). Teams must meet all requirements of WGI and CWEA for this division.

Color Guard Classifications

- A. Cadet Division (CADET) - This class is for all units whose performers are junior high/middle school age or younger. High School students are not allowed to compete in this class. Evaluation will be on the WGI Regional A criteria. Color Guards performing in the CADET Division will not be promoted outside of this class.
- B. Novice Class (NOV) – The novice class is designed for the newest ensembles to our activity. Performers in the class will display purely introductory skills with regards to vocabulary, technique and conceptual design. Evaluation for the Novice class will be based on the Regional A Criteria. Color Guards performing in the Novice class are eligible for promotion to the Scholastic Regional A class.
- C. Scholastic/Independent Regional A Class (SRA/IRA) – This class is for the beginning performers who are just entering the performance arena for the first time. Show concept, equipment and movement skill, and performance are achieving only at an introductory level. This class is made to encourage and develop the growth of units that are only beginning to understand indoor color guard. Evaluation will be on the WGI Regional A criteria. Units may be assigned to this class after the premiere shows at the discretion of the Judge Coordinators and Judging Panel. (See Moving Between Classifications).
- D. Scholastic/Independent A Classes
 - a. AAA Class (Scholastic Only) (SAAA) – Participants in this class should have beginning vocabulary, programs, achievement levels, and have progressed beyond the introductory level, but are not

yet ready to begin incorporating intermediate concepts. Evaluation will be on the WGI A Class criteria.

- b. AA Class (Scholastic Only) (SAA) - Participants in this class should have beginning vocabulary, programs, achievement levels, and are ready to begin incorporating intermediate concepts. Evaluation will be on the WGI A Class criteria.
- c. A Class (Scholastic & Independent) (SA/IA) - Participants in this class should have beginning vocabulary, programs, achievement levels, and are beginning to incorporate intermediate concepts. Evaluation will be on the WGI A Class criteria. Nationally competitive teams (teams competing at WGI Regionals or World Championships in the A Class shall compete here).
- d. National A Class (Scholastic Only) (NA) - This is designed to bring the units together that are striving to be considered at the WGI regional and World Championships level in A class. If you are participating in at least two WGI Regionals or WGI World Championships in the A class, you should compete in this class. If you attend a WGI Regional and make finals, you may be moved into this class from a lower class. Units may elect to participate in this class regardless of their WGI Participation. Once a unit is classified into National A, they cannot be moved out of the class until after the conclusion of the current season.
- E. Scholastic/Independent Open Class (SO/IO) - Participants in this class should have intermediate vocabulary, programs, achievement level, and are beginning to incorporate advanced concepts. Evaluation will be on the WGI Open Class criteria.
- F. Scholastic/Independent World Class (SW/IW) - Participants in this class should have advanced vocabulary, programs, achievement level, and are exploring new material. Units in these classifications should be setting the standard all other units strive to achieve. Evaluation will be on the WGI World Class criteria.

Marching Percussion Classifications

- A. Novice Marching Class (PSN) - Ensembles are the younger, less developed participants than the PSA class. Here is where the novice or beginning student discovers the joy of performing and realizes the sense of achievement as each skill is learned.
- B. Scholastic/Independent Marching A Classes
 - a. A Marching Class (Scholastic & Independent) (PSA/PIA) - ensembles are the younger, less developed participants. Here is where the exploratory student discovers the joy of performing and realizes the sense of achievement as each skill is learned. Evaluation will be on the WGI A Class Marching Sheet.
 - b. A Marching Class - Advanced (Scholastic Only) (PSA-Adv) - ensembles that are meeting expectations for the scholastic level and show intermediate level to advanced demonstrations of concepts. The sense of achievement as each skill is learned. Evaluation will be on the WGI A Class Marching Sheet.

- C. Scholastic/Independent Marching Open Class (PSO/PIO) - ensembles have some experience in the indoor percussion arena. Open Class ensembles have several members who understand the skills required to perform intermediate levels of playing and movement. 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. Evaluation will be on the WGI Marching Open Class Sheet.
- D. Scholastic/Independent Marching World Class (PSW/PIW) - ensembles demonstrate a high degree of advanced development. All of the performers contribute to the consistent high levels of performance being demonstrated. World Class ensembles are trendsetters in the indoor percussion activity. Programs are unique and innovative and these components are important at this level. Some very sophisticated challenges will be placed on the performers. Evaluation will be on the WGI Marching World Class Sheet.

Concert Percussion Classifications

- A. Concert Open Class (PCO) - for those Scholastic or Independent percussion ensembles through the 12th grade who wish to concentrate on the percussive element only. Instrumentation must be oriented to the performance of concert percussion. Movement will be permitted in order to allow performers to change equipment or to allow for better presentation of musical performance only. One non-student conductor is allowed in the concert classes only. This is not a marching /visual class. Credit will be given for musical elements only. Here is where the basic to intermediate student explores new challenges through performance and realizes a greater sense of achievement as each more complex skill is learned.
- B. Concert World Class (PCW) - for those Scholastic or Independent percussion ensembles with members through the 12th grade and beyond (to age 22 per WGI regulations) who wish to concentrate on the percussive element only. Instrumentation must be oriented to the performance of concert percussion. Movement will be permitted in order to allow performers to change equipment or to allow for better presentation of musical performance only. One non- student conductor is allowed in the concert classes only. This is not a marching /visual class. Credit will be given for musical elements only. These performers are experienced and fully trained. Trend setting programs and performance levels are often displayed.

Placement Within and Movement between Classes

Member Units may enter a Premiere Show in the class of their choice. **Units who show skills and or achievement outside of the classification for which they have entered may be moved at the discretion of the Classification Committee following the Premiere event.** Units are required to perform at least one half of their minimum performance time at premiere events

The following guidelines will be used when determining Promotions and Reclassifications for units:

- A. There will be a Classification Promotion Committee (stated as the Promotion Committee henceforth) consisting of six or seven (6 or 7) representatives that will discuss whether units will be promoted or

reclassified. The Committee will consist of the Judge Coordinator(s), two members of the Board of Directors (One to represent Percussion and one to represent Guard), two **Advisory Council** members (One to represent Percussion and one to represent Guard), and the CWEA Director of Events.

- B. The final score will NOT be the criteria the committee will utilize. The unit must meet or exceed a predetermined score within the captions of each class. The trigger for a promotion in guard is to meet or exceed 3 of the 5 captions' predetermined scores. The trigger for promotion in percussion is to meet or exceed 2 of the 3 captions' predetermined scores. Once the judges decide after the competition who they suggest be promoted from a review of the recaps, a conversation can begin to take place with the Promotion Committee members in attendance, when possible. A Committee member will then notify the unit of their promotion or reclassification. A final decision will be made by 12:00 PM on Monday. The unit will perform in their same draw order within the new classification they now compete. If a unit decides to appeal, they will not be promoted that week. However, if at their next contest, they meet or exceed the predetermined caption scores, they will automatically be promoted into the new class.
- C. Scholastic A guards, Scholastic Open guards, and all independent units can only be promoted at a WGI Regional and the Circuit will then recognize them as such. The Body members and instructors may bring up issues to the Promotion Committee, including the Chief Judge, weekly. Units will be reclassified after their first show of the season (premiere) and then any subsequent performances will be considered promotions. A unit can request to be reclassified.
- D. All promoted units during the season will receive special recognition at Circuit Championships.
- E. Beginning in 2016, the top 3 placing units from the Scholastic Regional A class will automatically be promoted to the Scholastic AAA Class for the 2017 season.

Non-member Units may select the class in which they wish to compete relative to their past experience and ability. The classification of competition should be relative to the class they compete in at their home circuit. Members of the Board of Directors will help guide units who are unsure of the class that is relative to their experience and ability. The Director of Events, in consultation with the President and Judge Coordinator(s), may designate which class a non-member will compete in so that the best interests of all competing teams are honored.

Required Performance Times

COLOR GUARD TIMING				
CLASS	INTERVAL TIME	MINIMUM PERFORMANCE TIME	MAXIMUM PERFORMANCE TIME	AUTHORIZED EQUIPMENT TIME
Novice Class Regional A Class Cadet Class	7 minutes	3 minutes	4.5 minutes	3.0 minutes
A Class	8 minutes	4 minutes	5.5 minutes	3.5 minutes
Open Class	9 minutes	4 minutes	6.5 minutes	3.5 minutes
World Class	10 minutes	4 minutes	7.5 minutes	3.5 minutes

PERCUSSION TIMING			
CLASS	INTERVAL TIME	MINIMUM PERFORMANCE TIME	MAXIMUM PERFORMANCE TIME
Novice Class	9 minutes	4 minutes	6 minutes
A Class	9 minutes	4 minutes	6 minutes
Open Class	10 minutes	4 minutes	7 minutes
World Class	11 minutes	4 minutes	8 minutes

WINDS TIMING			
CLASS	INTERVAL TIME	MINIMUM PERFORMANCE TIME	MAXIMUM PERFORMANCE TIME
A Class	9 minutes	4 minutes	6 minutes
Open Class	10 minutes	4 minutes	7 minutes
World Class	11 minutes	4 minutes	8 minutes

Contest Regulation

Registering for Shows

Directors are responsible for registering their units for shows online. Registration for shows will open no later than September 1st each year. Once registrations are open, unit directors are advised to register their units as soon as possible in order to help the circuit plan for attendance at certain shows.

Those registering for CWEA Circuit Championships must register **before** January 31st. Any unit that registers after January 31st will be assessed a \$100 Late Registration Fee.

Once 90 registrations are received for Circuit Championships, all other registrants will be placed on a waiting list until the circuit determines whether or not space will be available for those participants, or until space in the event becomes available from withdrawals/cancellations.

Contest Season

- A. The contest season will begin no earlier than January 1 and will extend to no later than April 30.
- B. The Board of Directors at a meeting prior to the Spring Membership Meeting will decide contest dates. Show Host Applications must be submitted no later than July 1st. The Contest Schedule will be announced no later than September 1st.
- C. The following are the minimum events for a season to be held by the Circuit:
 - a. A Premiere Contest, to be the first contest of the season. More than one premier contest may be scheduled based on geographic or other membership factors.
 - b. Three regular season contests. Every attempt will be made to have these contests geographically evenly distributed.
 - c. A Circuit Championships Contest, to be the last contest of the season. Member units must compete at the premiere contest and two circuit contests to be eligible for Circuit Championships. These requirements may be waived for individual units with Board approval. All units may include competition in a WGI regional event to fulfill one regular circuit contest requirement.

Show Order Draw Procedures

- A. There will be three performance order draws for teams based on the time their registration form and registration fee is received.
 - a. **First Draw** – Units who are REGISTERED and PAID between September 1 and October 31.
 - b. **Second Draw** – Units who are REGISTERED and PAID between November 1 and the Fall Membership Meeting.

c. **Third Draw** – Units who are REGISTERED and PAID between the Fall Membership Meeting and December 31

- B. All draw results will be posted within 10 days of the completion of the draw.
- C. Member Units, which register and pay fees after December 31st will be placed in reverse order of postmark at the beginning of their class in the shows they have chosen to attend.
- D. Non-member units show order is determined by receipt of registration and payment. Non-member units will be placed before member units for performance order. Non-member units must be registered and paid at least 5 business days prior to the event in order to be scheduled to compete.
- E. Performing groups may be moved so that two units from the same school do not perform within one half hour of each other at the discretion of the CWEA Site Manager or Director of Events.
- F. The first draw will be facilitated by the Director of Events and at least one other Board Member at the beginning of November and will be done in the following process: Unit directors, upon website updates and paying dues, will have their unit's name listed for the Body to view and the Director of Events will explain how the performance order process is decided. Once units' names are inputted and a randomization computer program is used, it will determine the show order for each show.

The second draw will be completed in the same way as the initial draw. If a unit's dues have not been paid, the unit will not be included in the draw, which will be held at the Fall Meeting. Once units' names are drawn, it will determine the show order for each show. The third draw will take place in early January. Results from this draw will be added to the first draw so participants in the 2nd draw will perform before those in the 1st draw.

All draws will be facilitated by a minimum of two Executive Board Members.

- G. The draw order is determined by those units closest to zero (0) performing near the end of each class for each draw. This will allow for higher numbers performing earlier in class and those closer to zero performing at the end of a class for both the first and second draw.

Contest Policies

- A. All competition rules will remain consistent with Winter Guard International and will be updated accordingly.
- B. All CWEA By-Laws and policies will be adhered to for administrative purposes.
- C. In premiere performance, a minimum of one half of the minimum performance time is required in order to qualify for CWEA Championships.
- D. Units must perform at least one half of their minimum performance time to qualify for Circuit Championships, and that performance time must be choreographed and staged. (Excessive un-staged production or un-choreographed performance for extended periods of time will not be considered

performance time and will be subject to timing penalties at the discretion of the Timing & Penalties official, Chief Judge and/or Site Manager. Percussion ensembles must include music material intended for the current year's production. All other rules and penalties will be in effect at premiere events at the discretion of the Site Manager and/or Timing and Penalties official.

- E. Sound checks will be permitted during the hour prior to the start of the show. Sound checks may be permitted during breaks in the show at the discretion of the Site Manager. It will be the responsibility of the Site Manager to ensure that the sound checks take place within the prescribed limits.
- F. A review committee of two Board members, the Director of Events, and the Chief Judge of the contest in which the protest is lodged will address any protest of the rules and/or judging issues of a contest. Any protest about the running of a contest must be submitted to the Site Manager immediately following the performances of the units in the contest and prior to the retreat ceremony.
- G. All schedules for contests will be finalized by the Monday prior to the contest. No changes will be made after Monday unless necessary due to circuit error. If changes are made after Monday, units will be notified via e-mail.

Weather Cancellations

At times, it may be necessary for the delay and/or cancellation of an event due to inclement weather for the safety of students, instructors, spectators, and CWEA Staff. In the event of inclement weather, the following procedures will be followed:

The Contest Director will consult with the Circuit President and Event Partner to determine if a safety concern exists. All parties will then determine to either cancel the event, delay the start of the event, change the schedule for an event, or to postpone discussions until a more educated decision can be made.

If it is determined that a delay of start of the contest is necessary, or if a change in schedule is required, the Contest Director will work to create a new official schedule for the event which will be posted to the circuit website. Notifications of these changes will be sent via email, Facebook, Twitter, and text message through CompetitionSuite.

If it is determined that the event is to be cancelled, notification of the cancellation will be posted to the circuit website, Facebook page, and twitter account. Notification will also be sent via email and text message through CompetitionSuite.

In the event of a cancellation, all teams that are scheduled to compete at the time of the cancellation will still receive performance credit for Championships.

Non-Member Units who are registered AND have paid the non-member participation fee will receive a credit for the amount of the fee to their account. The credit will remain for use towards other fees, fines, and/or registrations for other events. No refunds will be issued as a result of an inclement weather cancellation.

Should a unit director determine that due to inclement weather, travel for students and staff of the ensemble is unsafe, they must notify the Contest Administrator via telephone as soon as the decision is made. Unit directors will be assessed a \$200.00 No-Show Fine.

Unit Directors may submit a signed letter from their administration to the circuit explaining that they were unable to travel due to inclement weather. Units who submit the letter will have the no-show penalty waived and removed from their account. Letters must be received no later than one week (5 business days) from their return to school (Independent units must submit a letter 5 business days from the cancelled event) in order to receive a fee waiver.

Circuit Championships

- A. The CWEA will sponsor Circuit Championships at a site to be determined by the Board of Directors.
- B. The Event Director, in consultation with the Circuit President, shall appoint a Championships Coordinator pending the availability of a qualified candidate for the position. If a qualified candidate can not be appointed, the duties of preparation for the Championships event will fall to the Site Manager(s). In the event that the Site Managers become responsible, no additional stipend will be paid. He/She will organize and oversee all aspects of Circuit Championships with the help and direction of the Board of Directors. He/She will appoint members to serve on the committee(s) for the preparation of the Circuit Championships event. The Championships Coordinator will be paid a stipend for services rendered as set by the Executive Board of Directors, as well as reimbursement for approved expenses.
- C. The Board of Directors shall establish a budget and approve expenditures of the Circuit Championship committee(s).
- D. Member Units must fulfill all financial responsibilities and competition requirements to participate in the Circuit Championships.
- E. Championships admission will be \$15.00 for Adults 13 and up. Children 6-12 will be \$10.00 and Children 5 and under will be admitted free, pending the venue. Announcements of the ticket pricing will be made during the last 4 CWEA shows leading up to championships. Only major credit cards, debit cards and cash will be accepted for championships tickets, including early registration.
- F. The order of performance for Circuit Championships will be seeded using the process explained in the rules portion of this handbook. Only scores received at CWEA Events, CWEA-Sponsored Events (i.e. SCBDA Winter Ensemble Championships), and/or WGI Regional Event Prelims will be used for Circuit Championships Seeding Purposes.
- G. For classes with 13 or more units, separate divisions will be created for the Circuit Championships Contest in accordance with the following breakdown:
 - a. 1 - 12 units – One Division
 - b. 13 – 24 Units – Two Divisions
 - c. 25 - 36 Units – Three Divisions
 - d. 37 or more Units – Four Divisions

- H. Performance order may be changed so that two units from the same school do not perform within one half hour of each other; with no unit going on later than the original performance order procedure would apply. This change will be made at the discretion of the Site Manager of the event.
- I. Trophies will be awarded at Circuit Championships for First, Second, and Third place in all competitive classes. A banner will be presented to the overall class winner for each class.

The individual or unit that displays qualities of outstanding sportsmanship throughout the season will be awarded the "CWEA Sport of the Arts Award." This is awarded to any unit or person displaying the true spirit of community learning and giving of one's self to make this activity better for all whom engage in it. This award will be decided by the judging community and the Board of Officers.

Member/Event Partner Responsibilities

Participant Responsibilities

1. Independent units are expected to be able to provide a copy of Liability Insurance. This can be purchased for any independent unit or it could be the insurance provided by the school district for Scholastic units. You must have proof of this before competing at a CWEA show.
2. Expect a packet from the sponsor no later than one week prior to the contest. Contact the sponsor immediately if the expected information does not arrive. These will usually be posted online.
3. Arrive at the contest site in plenty of time to check-in.
4. After check-in do a sound check to set your equalizer settings. The CWEA Site Manager will ultimately control volume. Sound checks will only be allowed before the contest or during a break, and at the Site Manager's discretion. You do not need to fill out an announcer sheet because the information has been collected online. Leave your CD with the sound technician. Have the CD clearly labeled with your guard's name and/or school name. Make sure that the tape is cued up ready to run before you leave the table. It is a very good idea to have a backup CD with you in case of problems.
5. Prop storage does not have to be provided by the sponsor. Be prepared to assemble and disassemble your props at your truck or in the bus area.
6. The sponsor is required to have dressing facilities.
7. Please support the sponsor's concession stand. Sponsors are encouraged to provide healthy options for purchase at the concession stands. A concessions menu will be provided in the host packet.
8. Judge's audio recordings can be retrieved through CompetitionSuite ONLY. The Director of Events will maintain the CompetitionSuite account and provide access to the email account registered with the unit at the time of registration. If you have issues with your CompetitionSuite account, you should consult the Director of Events. Audio files will be made available approximately 30 minutes after the unit's performance.
9. Critique (with the judges) will be held immediately after the contest, or at another interval where time may permit. CWEA will take careful measures to ensure that adequate time for all units to receive and evaluate commentary before being scheduled to attend critique. Get there as soon as possible and listen to your audio files prior to critique. Critique sheets are encouraged to be completed prior to entering critique. Registration for Critique will be required in advance of events. Critique registration will be done online via the CWEA website. Registration for Critique will close at 5:00 PM on Friday preceding the show. Units that do not sign up for critique in advance of the event will not be permitted to participate. Units who register for critique and then do not attend the critique will lose their critique privileges for the remainder of the season, unless extenuating circumstances are discussed with the Site Manager or Director of Events prior to the critique sessions and the absence is excused.

10. Ensure that all equipment and props are properly taped and padded as to WGI and CWEA guidelines as outlined by the rules. Be aware that penalties will be assessed for improperly taped and padded equipment. Units unable to take corrective actions may not be allowed to perform if there is any possibility that the gym floor will be damaged.
11. If your unit has musicians using electrical instruments, be aware a ground fault interrupter must be in place between the electrical source and the musicians.
12. No videography will be allowed inside the performance venues. CWEA will distribute videos after each event typically by Tuesday morning. Videos are not guaranteed at every event, but CWEA will make every effort to provide this benefit to units. If video services are not offered at an event, it will be indicated in the contest packet. If video services are not offered at an event, one person from your staff may choose to video tape your performance only from the stands. No video area will be provided.
13. At CWEA Championships, NO VIDEO CAMERAS ARE ALLOWED INSIDE THE ARENA. Individuals found to be videotaping without authorization or otherwise disrupting contest proceedings within the competition area will be removed from the premises without a refund of admission.
14. Read, know, and understand the WGI Contest rules.
15. Read, know, and understand all CWEA Bylaws and Policies.
16. Read, know, and understand all CWEA Contest Information.

Event Partner Responsibilities

- A. Fourteen days prior to the contest, the show host should mail a show host packet, which includes the following information to the Contest Coordinator.
 - a. Map to the contest site along with bus parking indicated
 - b. Diagram of the facilities including competition entrance and exit, warm-up areas, dressing areas, restrooms, and concessions.
 - c. List and prices of concessions available at the contest site
 - d. Admission prices
 - e. Indicate the area for videotaping
 - f. State any additional taping or padding requirements for your contest floor. All equipment and props that touch the floor must be taped and padded. Units that have vinyl floors must still tape and pad all equipment.
 - g. Indicate the availability of prop storage.
 - h. Indicate if a floor covering is required, and what type will be provided,
 - i. Indicate the size of doorways into prop storage areas and the gymnasium, and indicate if center posts can be removed.
 - j. Guard check-in table should be convenient to bus parking or unloading area and include the following:
 - i. An adult that can answer all questions about the facility including location of the dressing rooms, prop storage area, bus parking, etc.

- B. The show host should supply a packet for each unit including the following:
 - a. Final warm-up and performance schedule
 - b. Wrist Bands - see page 16 for the number of passes for each school/group.
 - c. A map of the site with the exit and entry from the contest floor clearly marked.
- C. A pre-contest meeting should take place with all the workers at the contest to make sure that everyone understands their responsibilities and to answer any questions about the contest and procedures.
- D. Emergency medical service is required (a nurse, paramedic, or someone trained in first aid).
- E. A minimum of 4 and not more than 6 student runners are needed for the judges. They should report to the chief tabulator no later than 45 minutes before the contest and will be under the direction of the Contest Administrator and Chief Tabulator.
- F. A clearly marked judge's area should be provided in the center stands.
- G. Tables and chairs must be provided for the sound system, announcer, Contest Administrator, and tabulators. Electricity must be supplied to this area with separate lines to the tabulator and sound system. Dependent on the layout of your contest site, the sound system and announcer maybe set up in a separate area from the tabulators. Electricity must be available to both areas.
- H. The judges must be paid By the HOST at the immediate end of the contest.
- I. Host must provide a quality announcer who can take direction from the Contest Administrator. There is a format to be followed and cooperation from the announcer is required.
- J. Music will be collected at premiere shows.
- K. Units should be prepared to present their music in a CD (Compact Disc) format. Backup music is strongly recommended.
- L. A judge's meeting room, which is also adequate for critique after the contest. Due to the need for the judges to have a private working area, if you wish to provide a room for the directors, it must be separate from the judge's room.
- M. Monitored dressing facilities.
- N. A prop storage area if at all possible. If the weather is good, many units will assemble their props at their equipment trucks and wait until their unit's performance time. If you can provide an area, such as an unused hallway or room with large doors, it would be very helpful.
- O. Ticket takers and Passes: Attention to detail and having everyone understands how everything works is essential in insuring a smooth process at the ticket tables. Have a large sign with the ticket prices and requirements for free admission displayed so people can have their money ready when they get to the table. CWEA contest staff will be credentialed and samples of these will be provided. Do not have your

only sign taped to the front of the table where people buying tickets obstruct the view. Ticket prices for shows will be \$8.

- P. All judges, contest staff and their families are to be admitted free of charge. They will have an official CWEA credential or identify themselves as judges. You will be provided a list of all CWEA judges.
- Q. Gate passes for chaperones/staff should be given based on the number of units being represented in accordance with the number of passes currently allotted for units. The Contest Administrator will provide this list to you.
- R. There shall be someone at the door to the entrance of the front stands to insure that everyone entering has paid their admission fee.

All entrances to seating should have a monitor to insure anyone entering has paid. Note: Tickets should be sold up to the conclusion of the show, as many spectators will come just to see the last unit.

Hints & Comments to Event Partners

- A. Be prepared to offer the judges and CWEA contest staff refreshments during the contest.
- B. Workers should understand that they must be firm but pleasant in carrying out their duties. If a problem arises that they cannot resolve have them contact the Contest Administrator.
- C. Adults only should be used to work warm-up, hospitality areas, and admissions.
- D. Care should be taken to see that the contest area and all warm-up ready areas are kept clean of dirt and sand as the competition area can get scuffed from dirt. Mats for wiping shoes should be placed on each side of the guard entrance to the contest floor.
- E. Be prepared to sweep floors during breaks and at the discretion of the Contest Administrator.
- F. A janitor or custodian should be on site to deal with electrical problems (light going out, tripped circuit breaker, etc.), and provide access to all required areas.

Frequent communication with your Site Manager is essential in having a successful contest. The contest sponsor will be responsible for paying the judges. The panel should contain WGI or approved judges and the show host will assume lodging and local transportation costs for these judges. Should a contest sponsor fail to pay any judge at a contest, there will be a fine for that sponsor of \$100.00 per unpaid judge. Any unit associated with that sponsor will forfeit their active status until such time as the judges and fines are paid.

Performance Order at Circuit Championships for Color Guards

For **Novice**, Scholastic Regional A, Cadet, Scholastic AAA and Scholastic AA classes with sixteen (16) or more color guards will be seeded into “tournament-style” rounds for Circuit Championships using their most recent score (as described in Item G) increased by 1.5 points each week of the circuit calendar. The resulting “standings list” will be used to assign color guards to their preliminary round. Color guards with identical scores will be randomly assigned to a round. This ranking method was designed to be an objective way to determining appearance. Classes with less than six (6) color guards will perform in reverse order of rank. A single panel of judges will judge all performances.

The following example is based on a preliminary contest with 45 color guards. The number of rounds and guards within each round will vary depending on the size of the contest but this gives an example of the process. The numbers represent the RANKING of the color guard. The highest ranked color guard will perform in the last round.

ROUND 1	ROUND 2	ROUND 3
3, 6, 9, 12, 15, 18, 21, 24, 27, 30, 33, 36, 39, 42, 45	2, 5, 8, 11, 14, 17, 20, 23, 26, 29, 32, 35, 38, 41, 44	1, 4, 7, 10, 13, 16, 19, 22, 25, 28, 31, 34, 37, 40, 43

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 highest ranked color guards will perform in the last round.

There are only two ways a color guard may switch rounds, and these are entirely at the discretion of the Director of Events and/or Circuit President.

- 1) There is a performance scheduling conflict with another performing color guard of the same school or organization at Circuit Championships. In this case, the color guard will be shifted to the next non-conflicting performance time within the ranking. Non-affiliated groups or groups not traveling together may not necessarily be accommodated and must plan accordingly for stagehand assistance.
- 2) Color guard performance times may be adjusted at the discretion of the Director of Events and/or Circuit President if the color guard is delayed due to inclement weather, and/or unexpected travel issues. Depending on the length of the delay, it may also be determined that the color guard will perform in exhibition only. If space in the schedule is not available, the ensemble may not be allowed to perform. Scheduling adjustments are not guaranteed and are entirely at the discretion of the Director of Events and/or Circuit President.

For Scholastic A, Open and World classes, all performing color guards will perform in a single round. Color guards will be divided into two groups according to ranking (highest ranking, next highest ranking, etc.) using their most recent score (as described under Circuit Championships Item G) increased by 1.5 points each week of the circuit calendar. 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. Classes with less than six (6) color guards will perform in reverse order of rank. A double panel of judges will judge all performances.

Performance Order at Circuit Championships for Percussion Ensembles

Classes with sixteen (16) or more ensembles will be seeded into “tournament-style” rounds for Circuit Championships using their most recent score (as described in Item G) increased by 1.5 points each week of the circuit calendar. The resulting “standings list” will be used to assign ensembles to their preliminary round. Ensembles with identical scores will be randomly assigned to a round. This ranking method was designed to be an objective way to determining appearance. Classes with less than six (6) ensembles will perform in reverse order of rank. A single panel of judges will judge all performances.

The following example is based on a preliminary contest with twenty ensembles. The number of rounds and ensembles within each round will vary depending on the size of the contest but this gives an example of the process. The numbers represent the RANKING of the ensemble. The highest ranked ensemble will perform in the last round.

ROUND 1	ROUND 2
2, 4, 6, 8, 10, 12, 14, 16, 18, 20	1, 3, 5, 7, 9, 11, 13, 15, 17, 19

Once placed into a round, ensembles will be divided into two groups according to ranking (highest ranking, next highest ranking, etc.). Ensembles will random draw for performance order within their group with the highest ranking ensembles in that group performing in the second half. The highest ranked ensembles will perform in the last round.

There are only two ways an ensemble may switch rounds, and these are entirely at the discretion of the Director of Events and/or Circuit President.

- 1) There is a performance scheduling conflict with another performing ensemble of the same school or organization at Circuit Championships. In this case, the ensemble will be shifted to the next non-conflicting performance time within the ranking. Non-affiliated groups or groups not traveling together may not necessarily be accommodated and must plan accordingly for stagehand assistance.
- 2) Ensemble performance times may be adjusted at the discretion of the Director of Events and/or Circuit President if the ensemble is delayed due to inclement weather, and/or unexpected travel issues. Depending on the length of the delay, it may also be determined that the ensemble will perform in exhibition only. If space in the schedule is not available, the ensemble may not be allowed to perform. Scheduling adjustments are not guaranteed and are entirely at the discretion of the Director of Events and/or Circuit President

Performance Order at Circuit Championships for Winds Groups

Classes with sixteen (16) or more groups will be seeded into “tournament-style” rounds for Circuit Championships using their most recent score (as described in Item G) increased by 1.5 points each week of the circuit calendar. The resulting “standings list” will be used to assign groups to their preliminary round. Groups with identical scores will be randomly assigned to a round. This ranking method was designed to be an objective way to determining appearance. Classes with less than six (6) groups will perform in reverse order of rank. A single panel of judges will judge all performances.

The following example is based on a preliminary contest with twenty groups. The number of rounds and ensembles within each round will vary depending on the size of the contest but this gives an example of the process. The numbers represent the RANKING of the ensemble. The highest ranked ensemble will perform in the last round.

ROUND 1	ROUND 2
2, 4, 6, 8, 10, 12, 14, 16, 18, 20	1, 3, 5, 7, 9, 11, 13, 15, 17, 19

Once placed into a round, ensembles will be divided into two groups according to ranking (highest ranking, next highest ranking, etc.). Groups will random draw for performance order within their group with the highest ranking groups in that group performing in the second half. The highest ranked groups will perform in the last round.

There are only two ways a group may switch rounds, and these are entirely at the discretion of the Director of Events and/or Circuit President.

- 1) There is a performance scheduling conflict with another performing group of the same school or organization at Circuit Championships. In this case, the group will be shifted to the next non-conflicting performance time within the ranking. Non-affiliated groups or groups not traveling together may not necessarily be accommodated and must plan accordingly for stagehand assistance.
- 2) Group performance times may be adjusted at the discretion of the Director of Events and/or Circuit President if the group is delayed due to inclement weather, and/or unexpected travel issues. Depending on the length of the delay, it may also be determined that the group will perform in exhibition only. If space in the schedule is not available, the group may not be allowed to perform. Scheduling adjustments are not guaranteed and are entirely at the discretion of the Director of Events and/or Circuit President